Bill payment system has 2 main screens, Bill Pay and Payments.

Bill Pay or Payee Screen Info: From the payee screen you can tell which payments are going out electronically (⚡) or by paper check (✉). You can also create or edit a recurring payment schedule for a payee by clicking the circular arrow (↻). This is also the screen you will create payments (see scheduling payments below). You can use the search field to find a specific payee by name or click on the letter at the top of the screen to jump to your payees that begin with that letter.

Payments Screen Info: On the Payments screen, you can view, edit, and cancel scheduled payments (see below), and you can view details on processed payments (see below). You can also export or print your scheduled/processed payments by clicking on the ⊕ button in the top right corner.

Creating New Payee: To create a new payee, click the [Add Payee] button.

From the Add Payee screen, complete the information needed to create your new payee (name, address, and account number) then choose the Add button.

Editing Existing Payee: To edit an existing payee, click the grey arrow in front of the payee name and chose the edit link.

From the Edit Payee screen you can edit any of the fields for a payee or delete the payee completely.

Creating/Editing Recurring Payments: From the payee screen, click on the circular arrow (↻) and complete the Payment Schedule screen below. The black circular arrow means a payment schedule exists and clicking on it will allow you to edit. A grey circular arrow means no payment schedule exists and clicking on it allows you to create one.

Scheduling Payments: When you are ready to schedule a payment key in the dollar amount of the payment and the date you would like the payment sent. The system will provide you the delivery date to your payee.
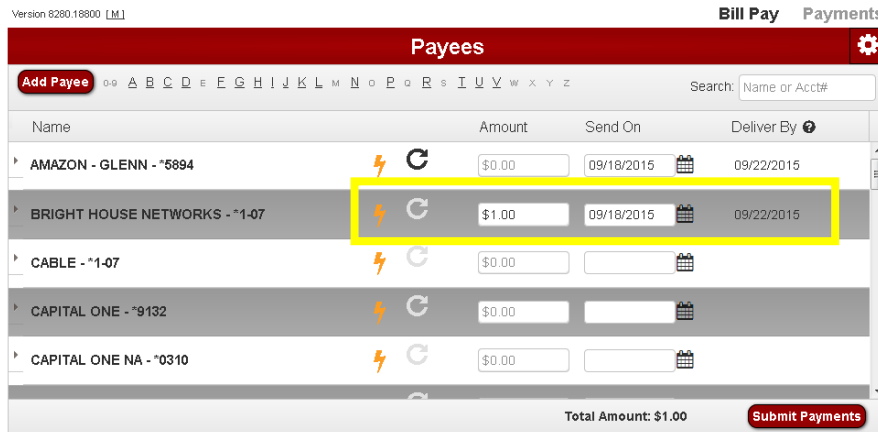
The submit payments screen allows you to choose a faster delivery method (for a fee).
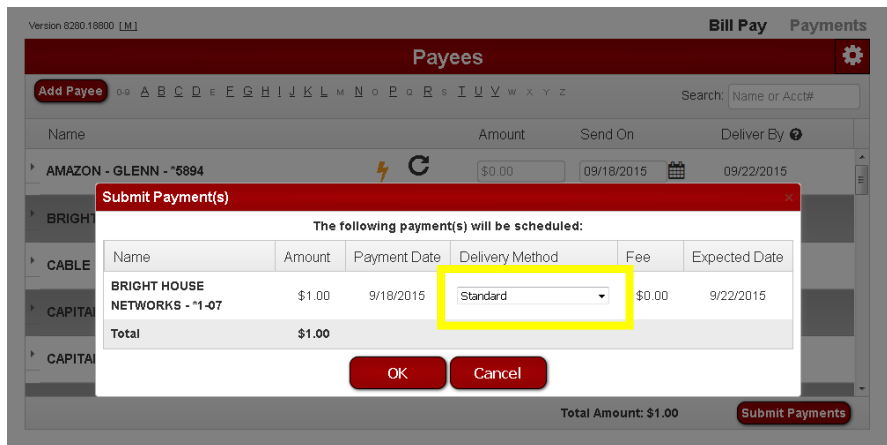
Once the delivery method has been chosen, click OK. You will be taken to the Payments screen where you will see the payment you just created under the scheduled payments section.
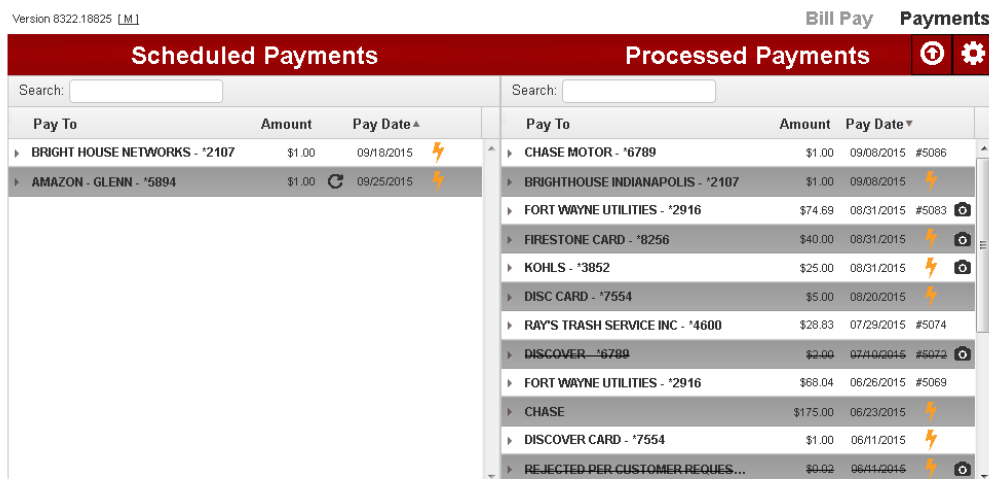
Viewing Scheduled Payments: When you click on the grey arrow in front of the payee name, you will see the detailed information for the scheduled payment. You have the option to Edit or Cancel the payment. You can also view your confirmation number.

Scheduled Payments			Processed Payments		
Search:			Search:		
Pay To	**Amount**	**Pay Date ▲**	**Pay To**	**Amount**	**Pay Date ▼**
▲ BRIGHT HOUSE NETWORKS - *2107	$1.00	09/18/2015	▶ CHASE MOTOR - *6789	$1.00	09/08/2015 #5086
When Payment was Scheduled: 9/18/2015 (~8 hours ago) **EDIT PAYMENT**			▶ BRIGHTHOUSE INDIANAPOLIS - *2107	$1.00	09/08/2015
Expected Delivery Date: 9/22/2015 **CANCEL PAYMENT**			▶ FORT WAYNE UTILITIES - *2916	$74.69	08/31/2015 #5083
Payment from Account: *1028			▶ FIRESTONE CARD - *8256	$40.00	08/31/2015
Confirmation Number: 9066733			▶ KOHLS - *3852	$25.00	08/31/2015
▶ AMAZON - GLENN - *5894	$1.00	09/25/2015	▶ DISC CARD - *7554	$5.00	08/20/2015
			▶ RAY'S TRASH SERVICE INC - *4600	$28.83	07/29/2015 #5074
			▶ DISCOVER - *6789	$2.00	07/10/2015 #5072
			▶ FORT WAYNE UTILITIES - *2916	$68.04	06/26/2015 #5069
			▶ CHASE	$175.00	06/23/2015
			▶ DISCOVER CARD - *7554	$1.00	06/11/2015
			▶ REJECTED PER CUSTOMER REQUES...	$0.02	06/11/2015

Viewing Processed Payments: By clicking on the grey arrow in front of the payee you will see options to view details and tracking. **Processed Payment History** will be archived for 7 years. Removing a payee will not remove them from the history file.

Scheduled Payments			Processed Payments		
Search:			Search:		
Pay To	**Amount**	**Pay Date ▲**	**Pay To**	**Amount**	**Pay Date ▼**
▶ AMAZON - GLENN - *5894	$1.00	09/25/2015	▶ DISCOVER CARD - *7554	$1.00	06/03/2015
			▶ AT&T - *8566	$0.01	06/02/2015
			▶ KOHLS - *3852	$25.00	04/28/2015
			▶ JC PENNEY - REGULAR - *3041	$30.00	04/28/2015
			▶ FORT WAYNE UTILITIES - *0070	$67.42	04/28/2015
			▶ AMAZON - *5894	$30.00	04/28/2015
			▶ DUKE ENERGY IN - *7020	$115.93	04/28/2015
			▶ CREDIT FIRST NA - *8256	$40.09	04/28/2015
			▲ RAY'S TRASH SERVICE INC - *4600	$28.83	04/28/2015 #5058
			When Payment was Scheduled: 4/28/2015 (5 months ago) **VIEW DETAILS**		
			Expected Delivery Date: 5/4/2015 (REISSUE)		
			Payment from Account: *8533 **VIEW TRACKING**		
			Confirmation Number: 2657883		
			▶ CAPITAL ONE - *9132	$100.00	04/24/2015

In the payment details, customers can view their tracking information for paper checks to determine where the check is in the USPS process. By clicking the camera icon next to the check number, you can see a picture of the bill if paid through picture pay. If you click on the check number, you will see a copy of the check that was mailed (for check payments only).
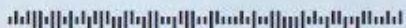
ALLIED

Allied Bill Payment Service
www.AlliedPayment.com
To receive future payments electronically
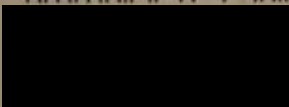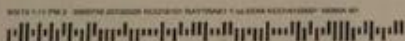Contact us at payments@AlliedPayment.com

Payment Coupon

Ray's
TRASH SERVICE
P.O. Box I
Clayton, IN 46118

INVOICE NO.	0004149982
DUE DATE	05/01/2015
CUSTOMER NO.	264600
INVOICE DATE	03/28/2015
TOTAL AMOUNT DUE	28.83

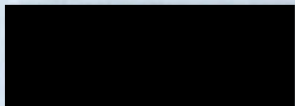**RESIDENTIAL ACCOUNT**

AMOUNT OF REMITTANCE

Please remit to:

RAYS TRASH SERVICE INC
PO BOX 6468
INDIANAPOLIS IN 46206-6468

0001000414998226460005012015000000028839

ORIGINAL CHECK HAS A COLORED BACKGROUND PRINTED ON CHEMICAL REACTIVE PAPER - SEE BACK FOR DETAILS

JPMORGAN CHASE BANK, NA

NO.0000005058

DATE
4/28/2015

CREDIT TO ACCOUNT: Cust # 264600

AMOUNT
$28.83

PAY   Twenty Eight and 83/100 DOLLARS. . . . .

PAY TO THE ORDER OF:
RAY'S TRASH SERVICE INC
PO BOX 6468
INDIANAPOLIS IN 46206-6468

Customer Authorization on File   2657883
Charles Glenn Bogan

⑉000000 5058⑉

By clicking on the Up Arrow the information to be exported to CVS or Excel. You are not able to export by payee. However once export the file history you can sort the file by payee name.

Preferences: By clicking on the gear icon in the top right corner of the screen, you can see the preferences page. On this page you can change your notification options (see below). Customer will not have the ability to alter their name or address as this information is based to us by the online banking provider. They can change their next check number or notification information.