

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.

Version 8344.18843 [M]

Bill Pay
Payments

**Payees**
⚙️

Add Payee
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Search:

Name		Amount	Send On	Deliver By <span>?</span>
▶ AMAZON - GLENN - *5894	⚡ 🔄	\$0.00	<input type="text"/>	<input type="text"/>
▶ BRIGHT HOUSE NETWORKS - *1-07	⚡ 🔄	\$0.00	<input type="text"/>	<input type="text"/>
▶ CAPITAL ONE - *9132	⚡ 🔄	\$0.00	<input type="text"/>	<input type="text"/>
▶ CAPITAL ONE NA - *0310	⚡ 🔄	\$0.00	<input type="text"/>	<input type="text"/>
▶ CARMEL UTILITIES - *7703	⚡ 🔄	\$0.00	<input type="text"/>	<input type="text"/>
▶ CARMELTOWN ASSOC 113 - *E CT	✉ 🔄	\$0.00	<input type="text"/>	<input type="text"/>
▶ DUKE ENERGY IN - *7020	⚡ 🔄	\$0.00	<input type="text"/>	<input type="text"/>

Total Amount: \$0.00
Submit Payments

**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.

Version 8344.18843 [M]

Bill Pay
Payments

Scheduled Payments
Processed Payments
⬇️ ⚙️

Search:

Search:











Pay To	Amount	Pay Date		Pay To	Amount	Pay Date	
▶ AMAZON - GLENN - *5894	\$1.00	10/23/2015	⚡	▶ CAPITAL ONE - *9132	\$100.00	04/24/2015	⚡
				▶ DISCOVER CARD - *7554	\$1.00	04/21/2015	⚡
				▶ AMAZON - *5894	\$1.00	04/21/2015	⚡
				▶ DISCOVER CARD - *7554	\$1.00	04/09/2015	⚡
				▶ AMAZON - *5894	\$1.00	03/31/2015	⚡
				▶ AMAZON - *5894	\$1.00	03/19/2015	⚡
				▶ DISCOVER CARD - *7554	\$1.00	03/16/2015	⚡
				▶ DUKE ENERGY IN - *7020	\$209.00	03/09/2015	⚡
				▶ CARMELTOWN ASSOC 113 - *E CT	\$245.00	03/05/2015	#5051 ⚙️
				▶ DUKE ENERGY IN - *7020	\$1.00	03/02/2015	⚡
				▶ BANK MOBILE DDA	\$200.00	02/27/2015	⚡
				▶ AMAZON - *5894	\$1.00	02/23/2015	⚡

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

Version 8280.18800 [M.1] Bill Pay Payments

### Payees

**Add Payee** 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Search: Name or Acct#

Name		Amount	Send On	Deliver By
▶ AMAZON - GLENN - *5894	 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶ BRIGHT HOUSE NETWORKS - *1-07	 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶ CABLE - *1-07	 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶ CAPITAL ONE - *9132	 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶ CAPITAL ONE NA - *0310	 	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>

Total Amount: \$0.00 **Submit Payments**

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

### Add Payee

#### Payee / Biller

Name  \*

Nickname

Account Number

Payee Email

Pay From Account

#### Payee / Biller Address

Zip Code  \*

Address 1  \*

Address 2

City  \*

State  \*

#### Additional Information

Memo

**Add** **Cancel**

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

Version 8344.18843 [M] Bill Pay Payments

### Payees ⚙️

**Add Payee** 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Search:

Name		Amount	Send On	Deliver By <span style="font-size: x-small;">📅</span>
▶️ AMAZON - GLENN - *5894	⚡️ ↻	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶️ BRIGHT HOUSE NETWORKS - *1-07	⚡️ ↻	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶️ CABLE - *1-07 <small>Address: PO BOX 30262, TAMPA, FL 33630-3262 Pay from Account: 3RIVERS *1028 <a href="#">View History</a> <a href="#">Edit</a></small>	⚡️ ↻	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶️ CAPITAL ONE - *9132	⚡️ ↻	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶️ CAPITAL ONE NA - *0310	⚡️ ↻	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>
▶️ CARMEL UTILITIES - *7703	⚡️ ↻	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>

**Total Amount: \$0.00** Submit Payments

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

Version 8344.18843 [M] Bill Pay Payments

### Edit Payee ⚙️

#### Payee Information

Name

Nickname

Account Number

Pay From Account

#### Address Information

Zip Code

Address1

Address2

City


State

#### Additional Information

Memo
























Notification Email

Save
Cancel
Delete

**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.








Version 8344.18843 [M]

Bill Pay Payments

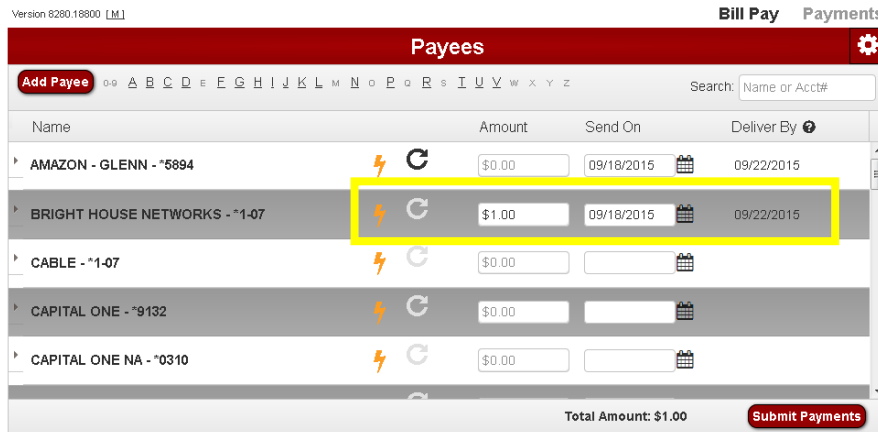
Payees 				
Add Payee <small>0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</small> Search: <input type="text" value="Name or Acct#"/>				
Name		Amount	Send On	Deliver By 
▶ AMAZON - GLENN - *5894	 	<input type="text" value="\$0.00"/>	<input type="text"/>	
▶ BRIGHT HOUSE NETWORKS - *1-07	 	<input type="text" value="\$0.00"/>	<input type="text"/>	
▶ CAPITAL ONE - *9132	 	<input type="text" value="\$0.00"/>	<input type="text"/>	
▶ CAPITAL ONE NA - *0310	 	<input type="text" value="\$0.00"/>	<input type="text"/>	
▶ CARMEL UTILITIES - *7703	 	<input type="text" value="\$0.00"/>	<input type="text"/>	
▶ CARMELTOWN ASSOC 113 - *E CT	 	<input type="text" value="\$0.00"/>	<input type="text"/>	
▶ DUKE ENERGY IN - *7020	 	<input type="text" value="\$0.00"/>	<input type="text"/>	
Total Amount: \$0.00			<b>Submit Payments</b>	

Version 8344.18843 [M]

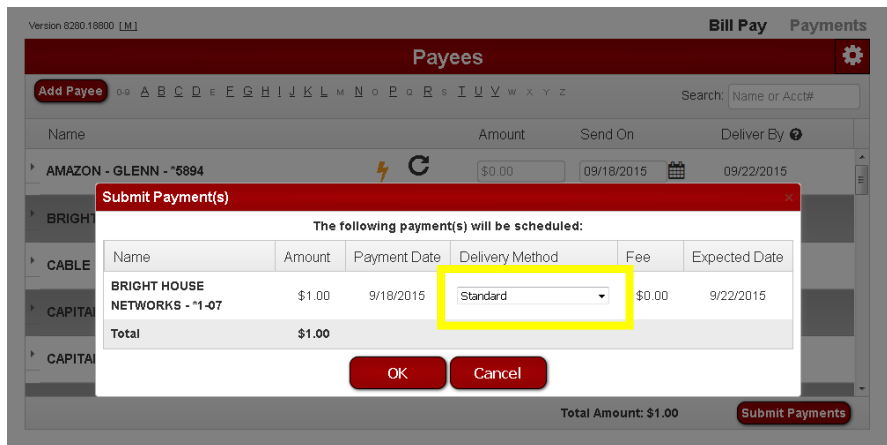
Bill Pay Payments

Payment Schedule 	
<b>BRIGHT HOUSE NETWORKS</b>	
Payee Name	BRIGHT HOUSE NETWORKS
Payee Address	PO BOX 30262 TAMPA, FL 33630-3262
Amount	<input type="text" value="\$0.00"/>
Send Payment On 	<input type="text" value="09/23/2015"/> 
Deliver Payment By 	<input type="text" value="09/25/2015"/> 
<b>Payment Frequency</b>	
<input type="text" value="Once Every Month"/> 	
<b>Cancel Payment Conditions</b>	
<input checked="" type="radio"/> Until Cancelled	
<input type="radio"/> Send payments until <input type="text" value="09/23/2015"/> 	
<input type="radio"/> Until <input type="text"/> payments are made	
<b>Non-Business Day Options</b>	
<input checked="" type="radio"/> Pay Previous Business Day	
<input type="radio"/> Pay Next Business Day	
<b>Submit</b> <b>Cancel</b>	

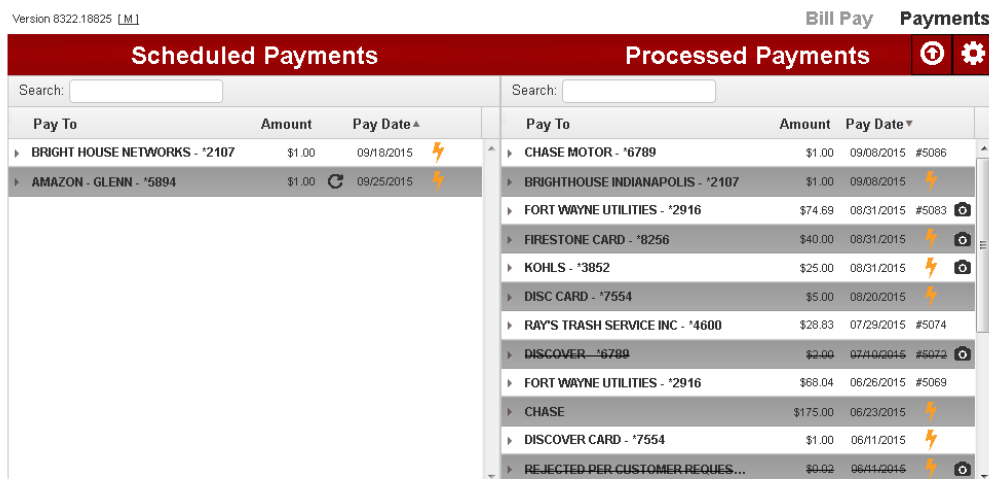
**Scheduling Payments:** When you are ready to schedule a payment key in the dollar amount of the payment and the date you would like the payment sent. The system will provide you the delivery date to your payee.



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.

Version 8322.18825 [M]

Bill Pay Payments

Scheduled Payments			Processed Payments		
Search: <input type="text"/>			Search: <input type="text"/>		
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) Expected Delivery Date: 9/22/2015 Payment from Account: *1028 Confirmation Number: 9066733 <a href="#">EDIT PAYMENT</a> <a href="#">CANCEL PAYMENT</a>			▶ BRIGHTHOUSE INDIANAPOLIS - *2107	\$1.00	09/08/2015 ⚡
▶ AMAZON - GLENN - *5894	\$1.00	09/25/2015 ⚡	▶ FORT WAYNE UTILITIES - *2916	\$74.69	08/31/2015 #5083
			▶ FIRESTONE CARD - *8256	\$40.00	08/31/2015 ⚡
			▶ KOHLS - *3852	\$25.00	08/31/2015 ⚡
			▶ DISC CARD - *7554	\$5.00	08/20/2015 ⚡
			▶ RAY'S TRASH SERVICE INC - *4600	\$28.83	07/29/2015 #5074
			▶ DISCOVER - *6789	\$2.00	07/19/2015 #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.

Version 8344.18843 [M]

Bill Pay Payments

Scheduled Payments			Processed Payments		
Search: <input type="text"/>			Search: <input type="text"/>		
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) Expected Delivery Date: 5/4/2015 (REISSUE) Payment from Account: *8633 Confirmation Number: 2857883 <a href="#">VIEW DETAILS</a> <a href="#">VIEW TRACKING</a>		
			▶ 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).


Version 8344.18843 [M]

Bill Pay Payments

## Payment Details



### Payment Information

Amount \$28.83  
 Status PROCESSED  
 Payment Type PAPER #5058   
 Confirmation # 2657883  
 Payment Created 04/28/15 02:43 PM  
 Send On 04/28/15  
 Expected Delivery 05/04/15

### Payee Information

Payee RAY'S TRASH SERVICE INC  
 Account Number CUST # 264600  
 Payee Address PO BOX 6468  
 INDIANAPOLIS, IN 46206-6468

### Tracking Details

Time	Location	Description
04/28/15 07:42 PM	FORT WAYNE , IN	Departure Scan
04/29/15 07:26 AM	INDIANAPOLIS , IN	Arrived at destinating facility. Currently Processing
04/29/15 07:14 PM	INDIANAPOLIS , IN	Sorting at Destination PO
04/29/15 10:34 PM	INDIANAPOLIS , IN	Sorting For Delivery

Cancel

Version 8344.18843 [M]

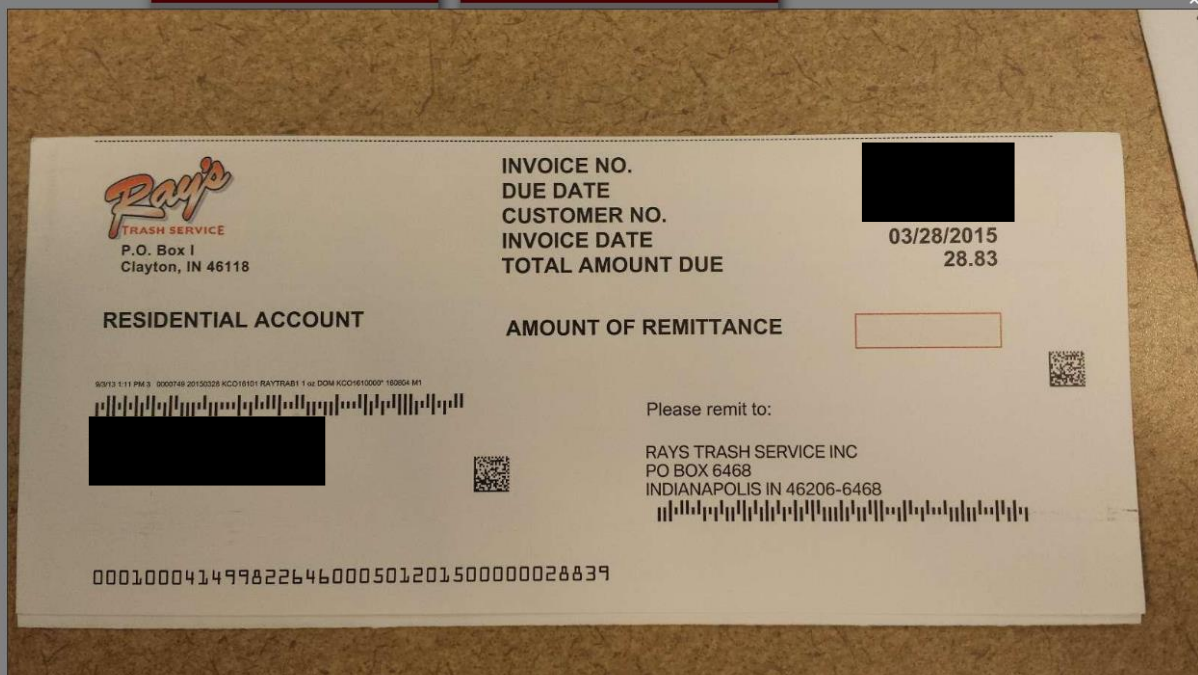
Bill Pay Payments

## Payment Details



Payment Information

Payee Information



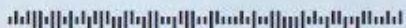




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Allied Bill Payment Service  
www.AlliedPayment.com

To receive future payments electronically  
Contact us at payments@AlliedPayment.com



### Payment Coupon

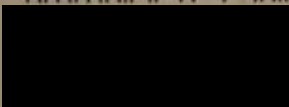
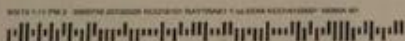


P.O. Box 1  
Clayton, IN 46118

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



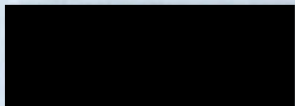
Please remit to:

RAY'S TRASH SERVICE INC  
PO BOX 6468  
INDIANAPOLIS IN 46206-6468



000100041499822646000501201500000028839

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  
Charles Glenn Bogan 2657883

⑈000000 50 58⑈






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.

Version 8322.18825 [M] Bill Pay Payments

Scheduled PaymentsProcessed Payments↑⚙

Scheduled Payments			Processed Payments		
Pay To	Amount	Pay Date	Pay To	Amount	Pay Date
DRICUT UNIVER NETWORKS	\$2407	00/00/00	CHASE MATOR	\$2700	00/00/00

**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.

Version 8344.18843 [M] Bill Pay Payments

Preferences⚙

User Information

User Name:

Name:

Last Name:

Phone:

Address:

City:

State:

Zip:

Company:

Next Check #:

Notifications

Email:

Send email summary of daily payments

Send email when payee is created

Send email for payments scheduled over

SaveCancel