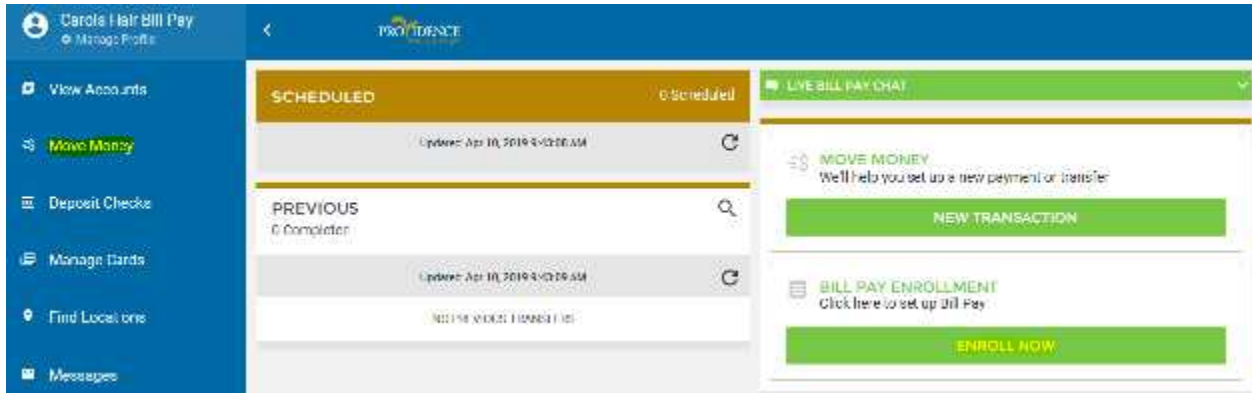


## Steps to Setup and Use Bill Pay

- 1) Log into online banking
- 2) Select Move Money
- 3) Select "Enroll Now" to enroll in Bill Pay and send payments



For a Business Bill Pay Account you can use the business name as the first name and type of business as the last name

For a Business Bill Pay Account the EIN is the SSN

The screenshot shows the 'BILL PAY ENROLLMENT' form. The form has a title bar with 'BILL PAY ENROLLMENT' and a close button. The fields are: 'FIRST NAME' with the value 'Carole Hair', 'MIDDLE NAME' (empty), 'LAST NAME' with the value 'Inc.', 'DATE OF BIRTH' with the value '01/01/2004', and 'SSN' with the value '111-22-3333'. A 'CONTINUE' button with a right arrow is located at the bottom of the form.

**BILL PAY ENROLLMENT**

ADDRESS  
630 E 167nd St

ADDRESS LINE 2

CITY  
South Holland

STATE  
Illinois →

ZIP  
60473

**CONTINUE** →

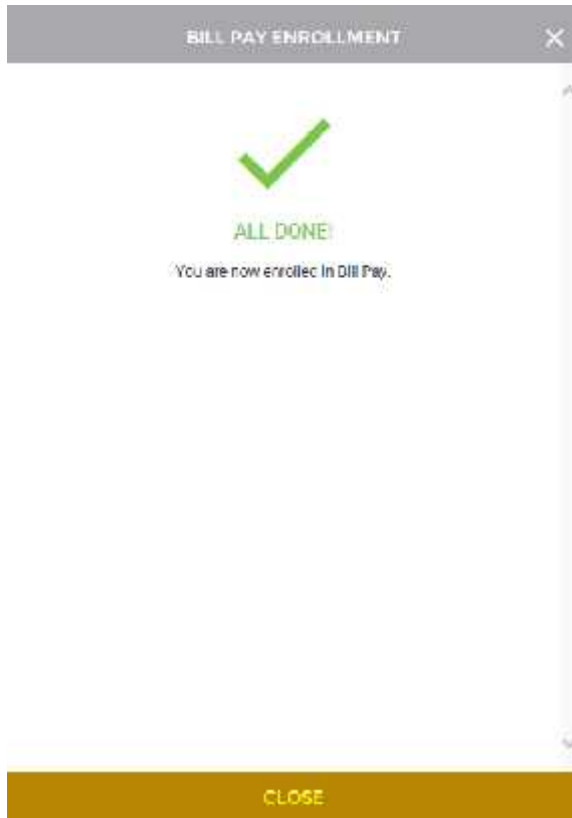
**BILL PAY ENROLLMENT**

PHONE NUMBER  
(708) 966-5729

EMAIL ADDRESS  
eholtrop@providencebank.com

PAY FROM  
Checking #1885 →

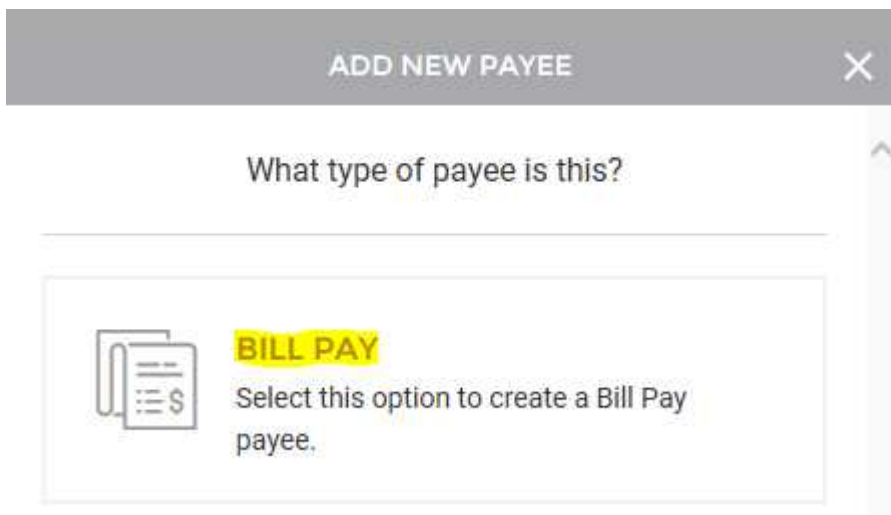
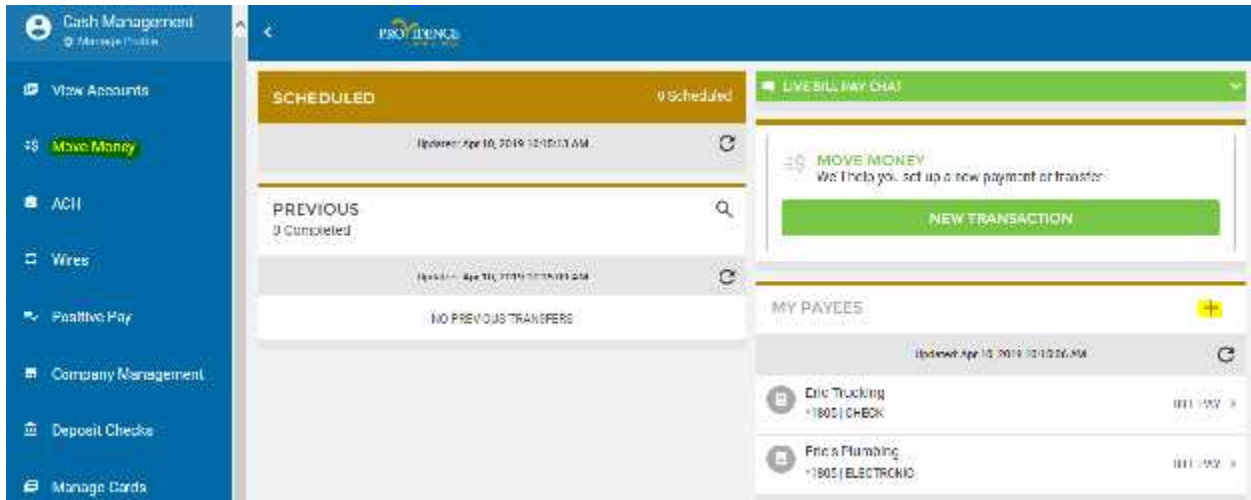
**ENROLL**



You have successfully enrolled in Bill Pay and can now send a payment.

Shown on the following page is an example of how to send a Bill Payment:

Previously created Payees will remain saved in the system. To setup a payment to an existing payee, simply click on the payee name. To create a new payee and send a payment follow the instructions below:



After selecting Bill Pay, select Company or Individual. If Individual is selected, you may send an electronic ACH payment directly to the payee if the payee has provided their banking information to you.

ADD NEW PAYEE

**BILL PAY**

Please note: when creating a bill payment to an individual and you choose "Let them provide bank info", they must establish their information first from the email they receive before you can schedule the payment. Also, the shared secret is a word that you will choose to provide to your new individual payee. The individual payee will need this word to establish their bank information. The shared secret is also known as "keyword".

ADD PHOTO

Company
  Individual

What is the company's name?

PAYEE NAME  
Eric's Steakhouse Inc.

ADD NEW PAYEE

What do you want to call this payee?

PAYEE NICKNAME  
Eric's Steakhouse

Account info:

PAY FROM  
Checking \*0885

PAYEE ACCOUNT #  
01

Contact info:

PHONE NUMBER  
(708) 966-5729

Location:

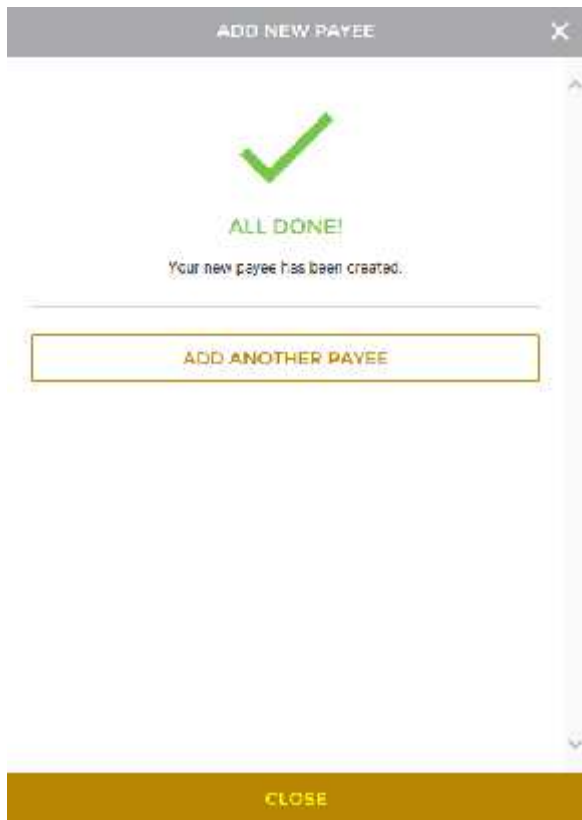
STREET ADDRESS  
630 E 162nd St

CITY  
South Holland

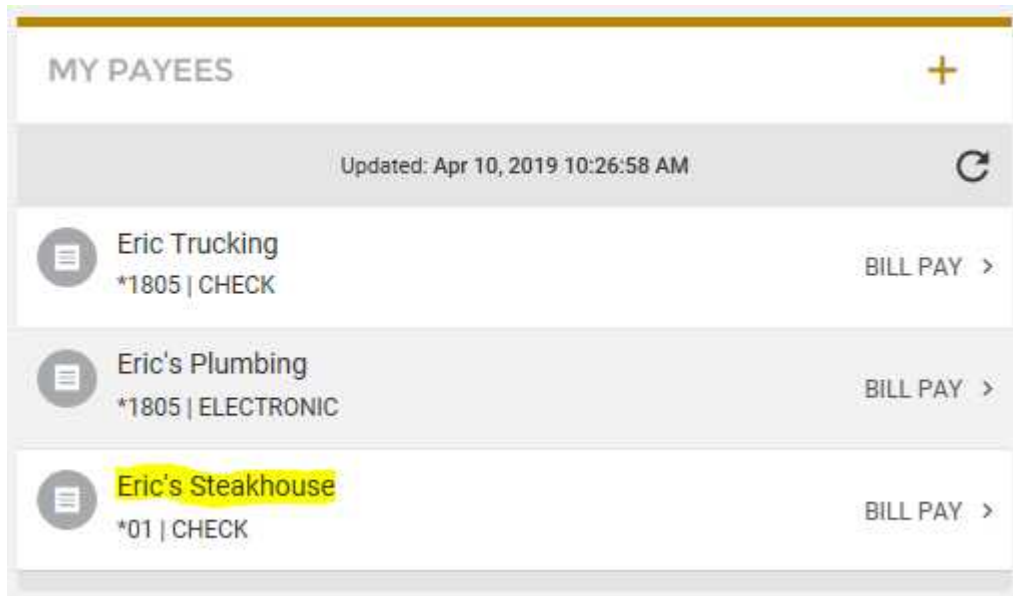
STATE  
Illinois

ZIP  
60473

SAVE



Click on the Payee you want to send a payment to:





**BILL PAY PAYEE - COMPANY**

Eric's Steakhouse

Last Paid: \$0.00 on 01/01/0001

ADD PHOTO

 Send Payment

 Add Favorite

DETAILS



Checking  
#0655, @bank  
620.00



Eric's Steakhouse  
#01, @bank

Enter Bill Pay Amount.

AMOUNT  
\$50

When should it occur?

DATE  
4/16/19

PROCESSING DATE: 4/10/19

How often should it occur?

OCCURRENCE  
Just Once

Check Memo:

MEMO  
Order 101

9 / 23

CONTINUE →

REVIEW THIS PAYMENT

FROM CHECKING (10883) 800.00  
TO TRICOSTACK (10857) (10857)  
DATE 4/12/19  
FREQUENCY One Time  
MEMO Order 101  
TOTAL \$80.00

Submit

Success



ALL DONE!

Confirmation Number  
↓

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

Close



Your pending payment will now show up in the main Move Money Page:

The screenshot shows the 'Move Money' interface. On the left is a blue sidebar with navigation options: 'View Accounts', 'Move Money' (highlighted), 'ACH', and 'Wires'. The main content area has a gold header with 'SCHEDULED' and '1 Scheduled'. Below the header, it says 'Updated: Apr 10, 2019 10:25:55 AM' with a refresh icon. A single scheduled payment is listed: 'Eric's Steakhouse' for '\$50.00 BILLPAY' on 'APR 16, 2019'. A 'Load More +' button is at the bottom of the list.

If you click on the pending payment you are able to edit or delete it while it is still being processed:

The screenshot shows the details for a BillPay of \$50.00. The header is gold with 'BillPay \$50.00' and icons for download and edit. The details are as follows:

- CONFIRMATION NUMBER: 1
- FROM: Checking \*0885
- TO: Eric's Steakhouse
- ARRIVAL DATE: APR 16, 2019
- PROCESSING DATE: APR 10, 2019
- RECURRING: No
- NOTE: Eric's Steakhouse

At the bottom, there is a red button labeled 'DELETE TRANSFER'.