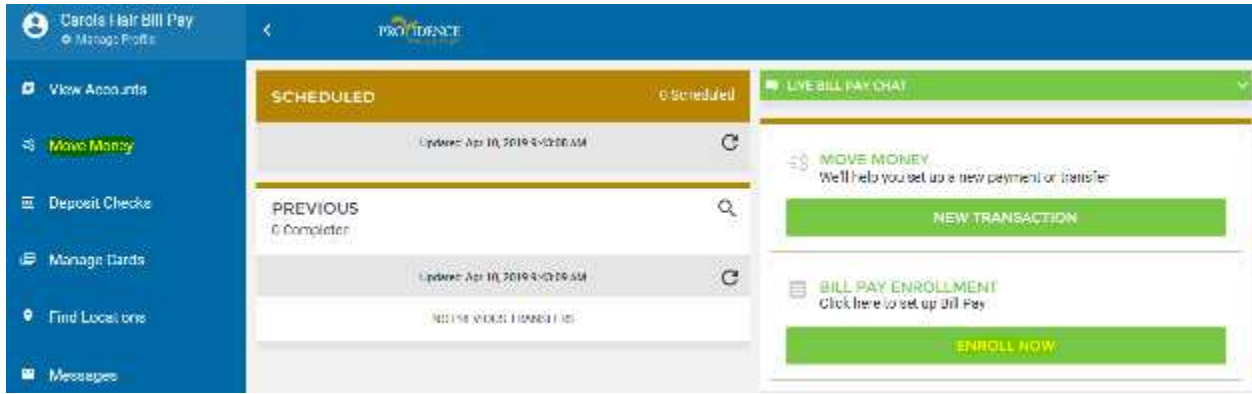


Steps to Setup and Use Bill Pay

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



The 'BILL PAY ENROLLMENT' form is displayed in a modal window. It contains the following fields:

- FIRST NAME: Eric
- MIDDLE NAME: J.
- LAST NAME: Holtrop
- DATE OF BIRTH: 01/30/1969
- SSN: [Redacted]

A 'CONTINUE' button with a right-pointing arrow is located at the bottom of the form.

BILL PAY ENROLLMENT

ADDRESS
630 E 162nd St

ADDRESS LINE 2

CITY
South Holland

STATE
Illinois

ZIP
60473

CONTINUE →

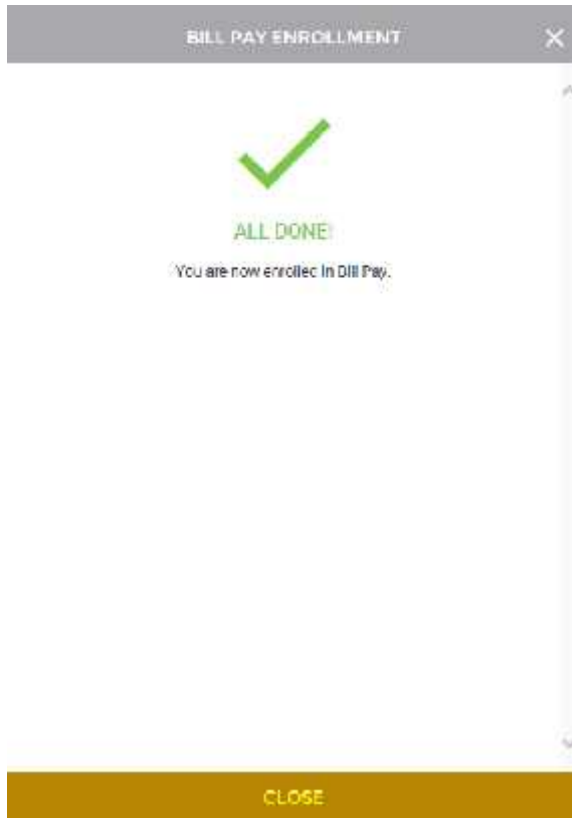
BILL PAY ENROLLMENT

PHONE NUMBER
(708) 966-5729

EMAIL ADDRESS
eholtrop@providencebank.com

PAY FROM
Checking *0885

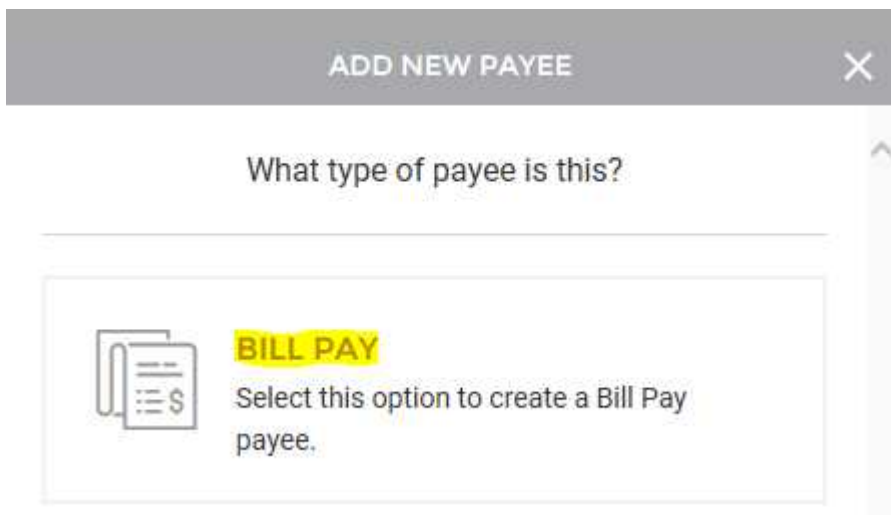
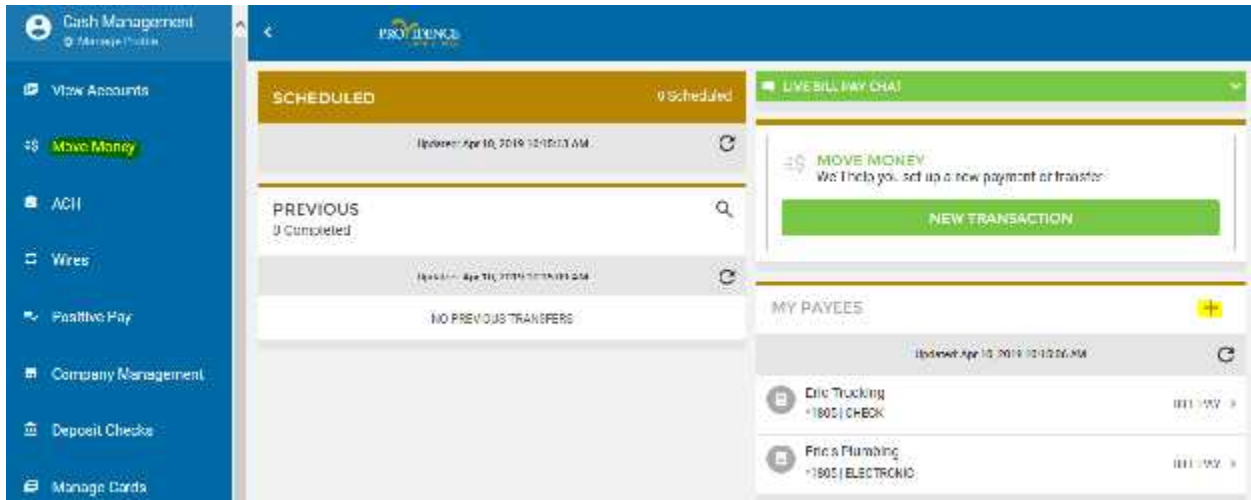
ENROLL



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:

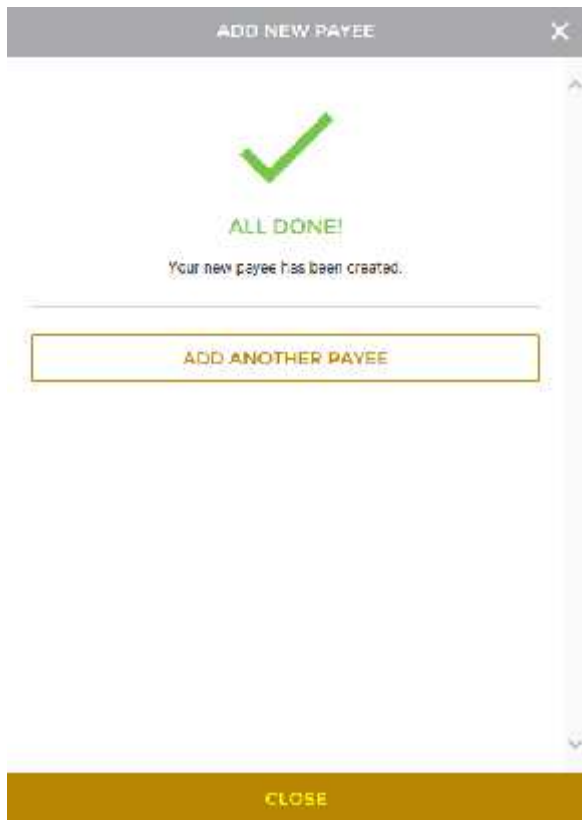
STREET ADDRESS
630 E 162nd St

CITY
South Holland

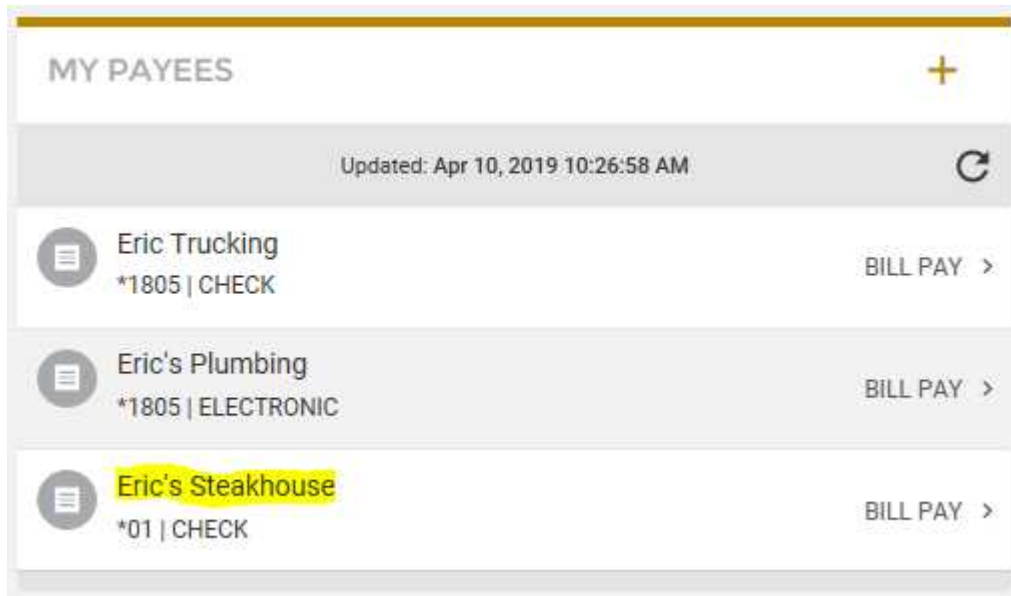
STATE
Illinois

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 payment entry is shown: 'Eric's Steakhouse' with the date 'APR 16, 2019' and a value of '\$50.00 BILLPAY'. A 'Load More' button is at the bottom.

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 of a BillPay transaction. The top bar is gold and displays 'BillPay \$50.00' with download and edit icons. 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'.