

About Bill Pay

- Bill payments may be sent electronically or issued as a check depending on how the biller accepts payments.
- Your account will be debited for the payment on the due date for electronic payments. Check payments will be deducted from your account when the biller deposits the check and it is presented for payment.
- Check payments will appear in your transaction history with your other paid checks.
- You can set up the starting check number for your bill payments: Click the Resources tab, select Funding Accounts, click on the Bill Pay account, and enter a check number in the “Starting check number” field.
- Any payment that is initiated with Add Invoice details will be sent as a Check with the remittance information included.

Add a Payee

1. Roll over Transfers and Payments, under Bill Pay, select **Pay Bills**.
2. Click **Add Payee** (Top left of screen or in the Resources tab).
3. Select a popular payee, OR enter a person or business name you wish to set up.
4. Click **Add**.
5. Input the following:
 - Nickname
 - Account Number (if applicable)
 - Address Line 1 and 2 (if applicable)
 - City, State, and Zip
 - Phone (if applicable)
 - Select Category
6. Click **Confirm**.

If you selected a popular payee, enter your account number with that company, in the proper format, and click **Confirm**.

From the confirmation screen, you can set up Auto-Pay, Add Reminder, Add Another Payee, Pay this Payee, or close the window by clicking the “X” in the upper right corner of the box.

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Make a Payment to an Existing Payee

1. Roll over Transfers and Payments, under Bill Pay, select **Pay Bills**.
2. Under the Make Payments tab, enter the payment amounts for the payee you wish to pay, and click on the calendar icon to select the payment delivery date(s).
3. Click **Confirm All Payments** to preview the payment(s).
4. Click **Confirm** to initiate payment(s).

Tip: You can change the payees that are displayed on the Make Payments tab by clicking the down arrow next to View and selecting the payee view category.

Modify a Payee

Click the down arrow beside a payee to:

Add Invoice – Include payment details with the payment.

Note: Payments that include invoice information will be sent as a check.

Add Reminder – Set up a reminder that the payment is due.

View Payment History – View payments made to this payee in a number of formats.

1. Modify – Alter payee details.
2. Delete – Delete payee.
3. Hide – Hide payee from your payee list.

Set Up eBill

If the payee is set up to deliver your bills to Bill Pay, you can click the **View Bill Here** link beside the payee name and then follow the instructions to set up eBills.

Other Bill Pay Tabs

Activity – Click Activity tab to view scheduled payments.

History – Click History tab to view payment history. You can also search by payee by entering the payee's name in the search box. Use the Reports function under the Resources tab to access additional payment history.

Resources – Click Resources tab for the following:

- Reports – Click **Reports** for Bill Pay activity.
- Add Payee.
- Funding Accounts – Displays your accounts entitled for Bill Pay. If multiple accounts are entitled, you can designate the default funding account. Click on the account to view details, create a Funding Account nickname, and enter a starting check number.
- Alert Preferences – Add or modify email alerts for Bill Pay activity.
- View/Modify Categories – Add/Modify/Delete your payment categories.
- Help – Click on any one of the help topics for assistance with the function.