

# Your upgraded online bill pay: How to use eBill

## Welcome to the ultimate convenience and security.

Your upgraded online bill pay has eBill so you can view, pay and track bills online. And you can do it all in one secure place.

When you set up eBill, you'll receive bill summaries right on your payments dashboard. That means you can see the payment amount and due date at a glance.

Now let's get started. Simply follow the steps below to use the upgraded eBill features.



## How to set up eBill

It only takes a few moments to set up an eBill. Here's how to do it.

1. Go to the payments dashboard and select **"Set up eBill" (A)** under the payee's name
2. Enter your **login credentials** for the payee's website
3. Accept the **terms and conditions** and submit

A screenshot of the online bill pay dashboard. At the top, there are tabs for Payments, Transfers, GiftPay, Calendar, My Account, and Help. Below the tabs is a blue button labeled "Add a Payee". Underneath, there are options for "Display: All | Shortcut | Last 30 days | Individuals only | Inactive". A search bar is present with the text "Search your payees" and a search button. Below the search bar is a table with columns: Pay To, Pay from, Amount, Payment date, and Actions. The first row shows "Sprint" as the payee, with a "Set up eBill" link highlighted by a red circle labeled 'A'. The table also shows "Primary Acco. \*\*\*0123" and "Amt Due: \$100.00".

## How to know when an eBill is due

When you set up eBill, it's easy to keep track of when your bills are due.

1. You will see an **"eBill due" (B)** notice on your dashboard when your payee has a new eBill

A screenshot of the online bill pay dashboard showing an eBill due notice. The notice includes the payee name "AT&T", account number "\*\*\*\*1234", and "Electronic" delivery. It states "Last paid: \$112.45 on 3/3/2013" and "amt due: \$100.00, due by 04/15/2013". A red circle labeled 'B' highlights the "eBill due" notice. The dashboard also shows "Primary Acco. \*\*\*0123", "Amt Due: \$100.00", and "Due by: 04/15/2013". Action links include "Rush Delivery", "Edit Recurring", "Add Comment", and "File eBill".

2. At this time, you can **view the amount due and due date**

## How to set up automated recurring eBill payments

When you set up recurring payments, you'll never worry about missing a payment.

1. From the dashboard, select **"Make it Recurring"** (C) under the "Actions" column
2. Select the **payment schedule** (D) you want
3. Select your **pay from account, amount and send date** (E)

Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/11/2013  
eBill due

Primary Acco.. \*\*\*\*0123

\$ [input] [input] [input]

Min Due: \$25.00  
Bat: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring (C)  
Add Comment  
File eBill

### Set up recurring payment

#### Schedule payments:

- Using a frequency I create
- (D)**  When my new eBill arrives

Cancel Next

### Set up recurring payment

Pay to Best Buy  
\*\*\*\*1234  
Electronic

Pay from Primary Account

- Amount
- (E)**  Always pay full balance
- Always pay minimum due
- Only pay the amount due if it is less than or equal to \$ [input]
- Pay an amount that I specify \$ [input]

- Send Payment
- To be delivered by the due date
- When bill arrives

Cancel Submit

## How to view eBill history

Once an eBill is paid, you can view it in your "eBill History" for 18 months.

1. Select a payee on your payments dashboard (F)
2. On the "Payee details" page, select "eBill History" (G)
3. Now you can view the details of your past eBills

**(F)** Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/4/2013  
eBill due

Primary Acco.. \*\*\*\*0123

\$ [input] [input] [input]

Min Due: \$25.00  
Bat: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring  
Add Comment  
File eBill

### Payee details for Best Buy

#### eBills

Date	Amount	Additional items
Due by: 04/15/2013 Statement close: 04/01/2013	Due: \$25.00 Statement balance: \$500.00	Status: Unpaid Pay File eBill (G)

#### Additional actions

Edit payee  
Pending transactions  
History  
eBill History (G)  
Add reminder

## How to file an eBill

If you pay a bill by cash, check or through your payee's website, here's how to remove the "eBill due" notice on your dashboard.

1. To file an eBill, select **"File eBill"** (H) to the right of your payee on your dashboard

Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/4/2013  
eBill due

Primary Acco.. \*\*\*\*0123

\$ [input] [input] [input]

Min Due: \$25.00  
Bat: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring  
Add Comment  
File eBill (H)

2. Once it's filed, the eBill will appear in your eBill History