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.

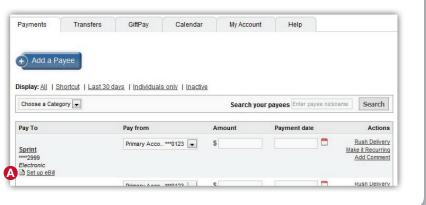
Now let's get started. Simply follow the steps below to use the upgraded eBill features.



How to set up eBill

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

- 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



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

	Primary Acco ***0123 💌	\$		Rush Deliver
AT&T ****1234		Amt Due: \$100.00	Due by: 04/15/2013	Edit Recurrin Add Commer
Electronic				File eB
Last paid: \$112.45 on 3/3/2013	amt due: \$100.00, due by 04/15/2013			

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.

- 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 Pri 21/2013 Electronic Last paid: \$50.00 on 3/11/2013 ■ eBill due	mary Acco., ***0123 💌	\$ Min Due: \$25.00 Bal: \$500.00	Due by: 04/15/2	2013	Rush Deliver ake it Recurrin Add Commer File eBi
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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

3 <u>est Buy</u> ****1337 Electronic .ast paid: \$50.00 on 3/4/2013 ≧ eBill due	Primary Acco ***0123	\$ Min Due: \$25.00 Bal: \$500.00	Due by: 04/15/2013	Rush Deliver Make it Recurrin Add Commen File eBi
Payee details for Best B	187			
eBills	uy			Additional actions
	Amount		Additional items	Additional actions Edit pavee Pending transactions

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.

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

<u>Best Buy</u> ****1337 <i>Electronic</i> Last paid: \$50.00 on 3/4/2013 ⊜ eB⊪Idue	Primary Acco ***0123 💌	\$	—	Rush Delivery
		Min Due: \$25.00 Bal: \$500.00	Due by: 04/15/2013	Make it Recurring Add Comment File eBill
		Dai. 9500.00		

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