How to:

Enrollment and Use of Bill Pay

Enrolling and Using Bill Pay

**Personal information has been blocked
for security purposes**

Step 1: Log into your It's Me 247 online
banking account

Step 2: Hover over the "Pay and Transfer"
tab in the menu.

Step 3: Click "Enroll in Bill Pay" on the left
side of the drop down.

Step 4: Some of the information will fill in automatically or you may need to enter in the following information:
- Email Address
- Primary Account
- Security Question
- Security Question Answer

Then select, "Next".

Step 5: Review the information you entered into the previous screen and select "Sign me up!" or "back" to edit your answers before you submit.

Step 6: A confirmation screen will appear once you have successfully enrolled in Bill Pay!
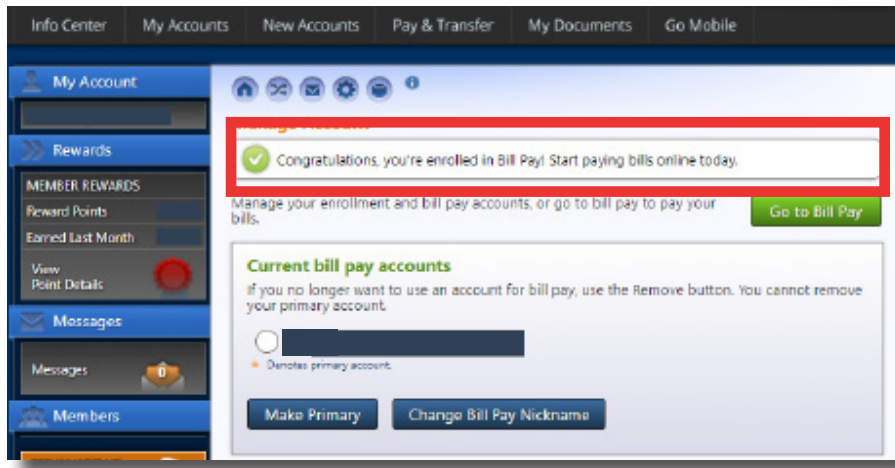
Step 7: Go to Bill Pay by selecting "Go to Bill Pay" on the previous screen or enter through the "Pay and Transfer" Tab and the "Go to Bill Pay" Button.
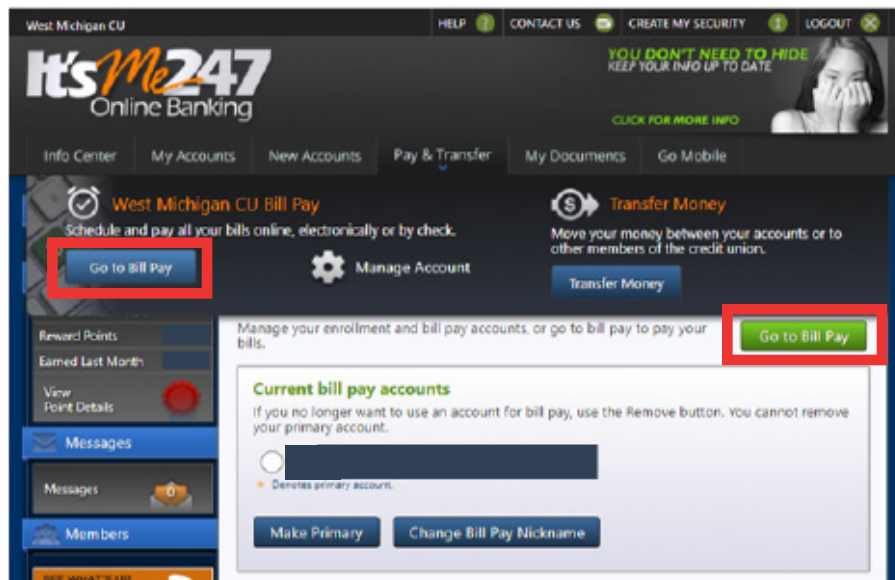
Step 8: This will launch a new screen that does <u>not</u> look like It's Me 247.

Step 9: Review and check the box next to "I Accept", then select "Continue".

Step 10: You will be taken to a screen that looks similar to this, except you will need to set up your payment options. Continue in the tutorial to learn how to set up a payment.

Step 11: There are many different types of accounts that you can set up a Bill Pay transaction for including the list below or person to person.

- Utilities
- Phone
- Insurance
- Credit Cards
- Store Cards
- TV and Internet
- Home
- Car
- School
- Other Loans
- Medical and Dental
- Charities
- Everything Else

-OR-

- Person to Person

Step12: If you are looking to set up a company to perform a transaction with, select the category of what you are looking to pay, then select the provider you are looking to make a payment towards. For this example, I am selecting "Credit Card", "Wells Fargo". There are "other company" and "person" options available if your option is not shown.

Step 13: Enter your information, including; your account number and a nickname for the account if you plan to set up multiple accounts. Then click "Add".

Step 14: Once you have successfully added a new account to your Bill Pay, it will appear on the main page as an option to "Send Money". You can even set up auto-pay to schedule a set amount on a recurring basis.

Step 15: On the right side of your main screen, you can view any incoming payments, bills that are due (that you have set up), pending payments, and recent payments you have made.
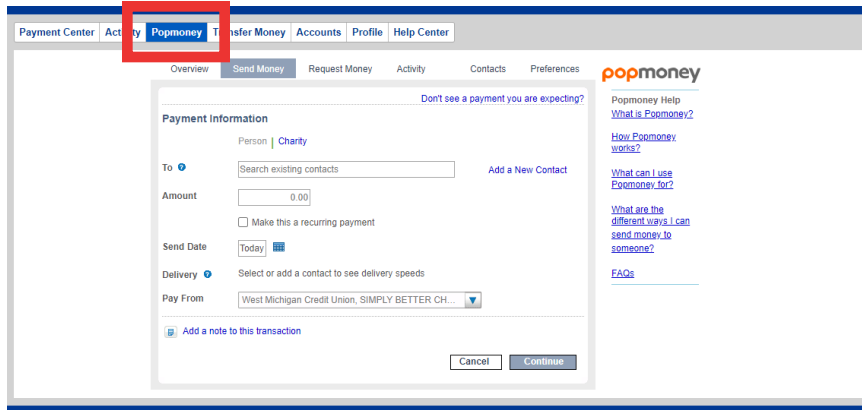
Pending payments and recent payments will show **both outgoing and incoming payments**.

▾ Incoming Payments

This section lists only those incoming payments you need to take action on.

▾ Bills Due

Reminders help you track when a payment is due.

▾ Pending Payments

Outgoing   Incoming

Scheduled payments are listed here.

▾ Recent Payments

Outgoing   Incoming

Completed payments are listed here for 45 days.
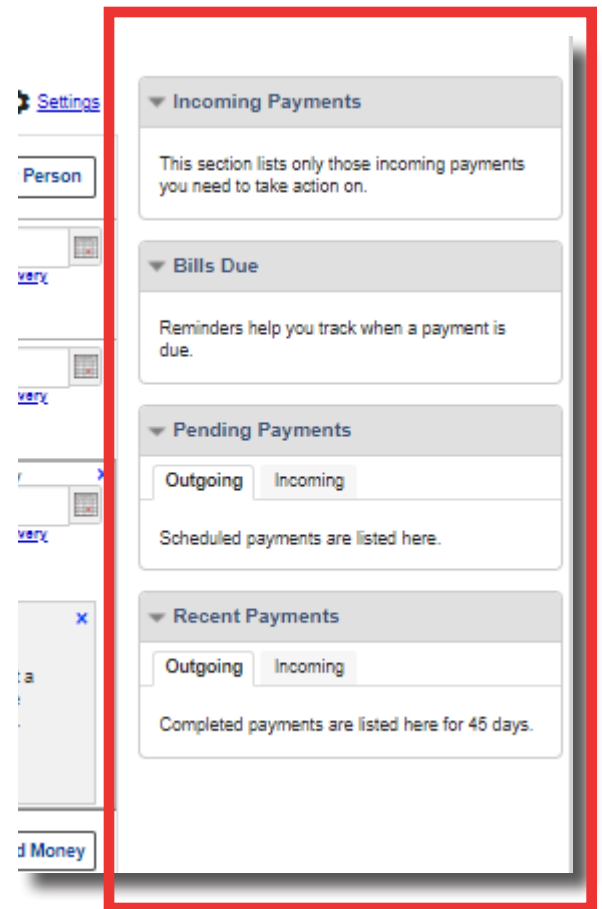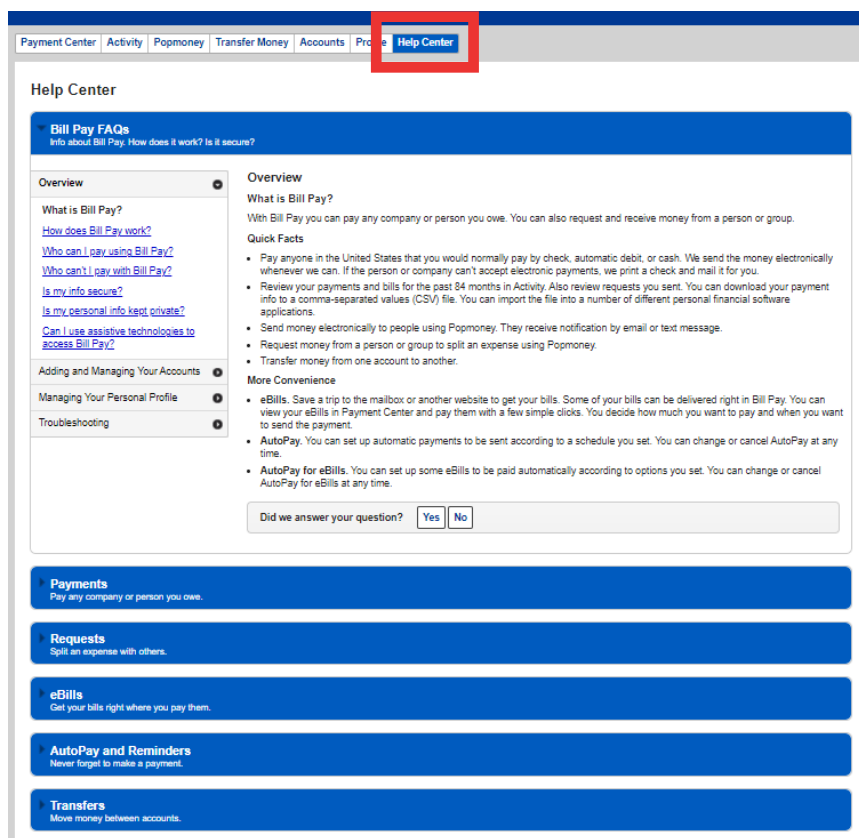
Step 16: Next to the "Payment Center" in the top menu, there are a few other options like "Activity". The "Activity" tab shows pending transactions and reminders for a set date range.

Payment Center | Activity | Send money | Transfer Money | Accounts | Profile | Help Center

Activity

Payments   Sent Requests

Reminders

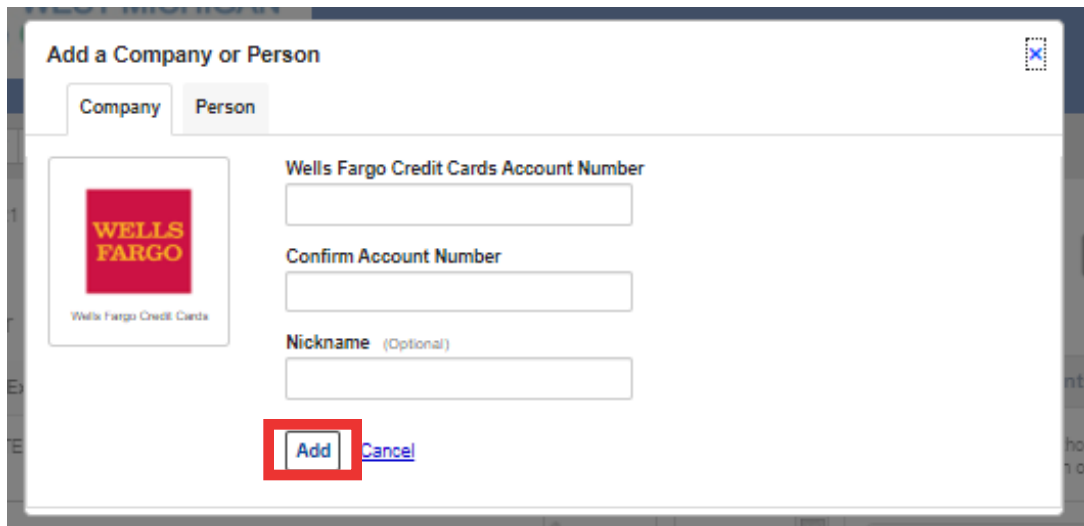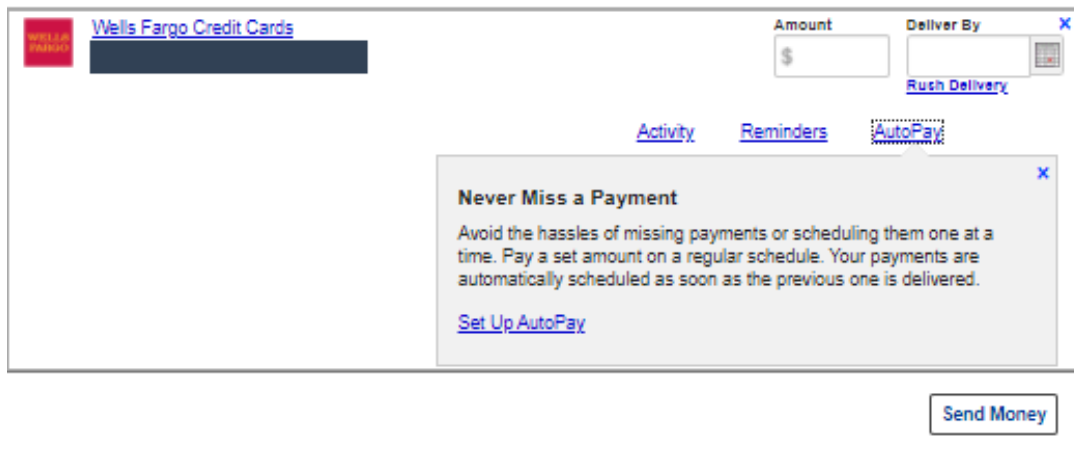Reminders help you track when a bill is due.

Payments

Select a range of dates for filtering your payments. If you don't see a payment you sent to a person, try a broader range of dates for filtering the list.

Date Range

Past 30 days   Dec 20, 2020 and future

Filter By

You don't have any payments at this time.

Step 17: You can also use Popmoney® through the Bill Pay feature to send money to other people. Using this feature, you can pay your family member, friend, or even a babysitter.

Step 18: If you are looking for additional assistance with how to perform a transfer request, look under the "Help Center" tab.

Step 19: You can choose to unenroll from Bill Pay at any time. To do so, you will need to go to the "Pay & Transfer" tab and select "Manage Account". Click the "Unenroll" button shown below. **Please note,** you may have to start over if you decide to enroll in Bill Pay again!

Bill Pay Quick Tips:

Setting Up Recurring Payments -
Frequency Cheat Sheet:

Weekly: Every week on the same day of the week you scheduled for the first payment.

Every 2 Weeks: Every other week on the same day of the week you scheduled for the first payment *(Ex. Every 2 weeks on a Wednesday)*.

Twice a Month: Every month sets the second date 15 days after the first date chosen *(Ex. 1st of the month and the 16th)*.

Every 4 Weeks: Every 28 days from the previous payment date, starting with the first payment date.

Monthly: Every month on the same date you scheduled for the first payment.

Every 2 Months: Every other month on the same date you scheduled for the first payment.

Every 3 Months: Every 3 months on the same date you scheduled for the first payment.

Every 6 Months: Every 6 months on the same date you scheduled for the first payment.

Annually: Every 12 months on the same date you scheduled for the first payment.

Duration: You can choose your payments to keep sending until:
- Until you stop these automatic payments
- Until a specified number of payments are sent
- Until, but not after a date you set

Payment Dates: Days not allowed to be set as a payment date.
- Weekends - Saturdays/Sundays
- Holidays