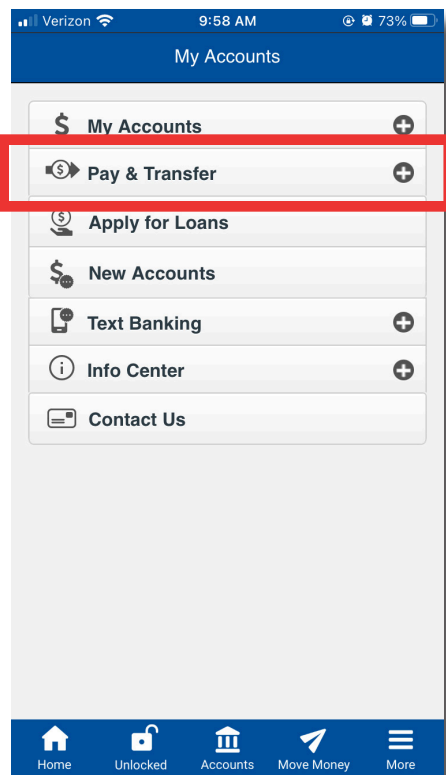# How to:

Enrollment and Use of Bill Pay

Enrolling and Using Bill Pay on Mobile
**Personal information has been blocked
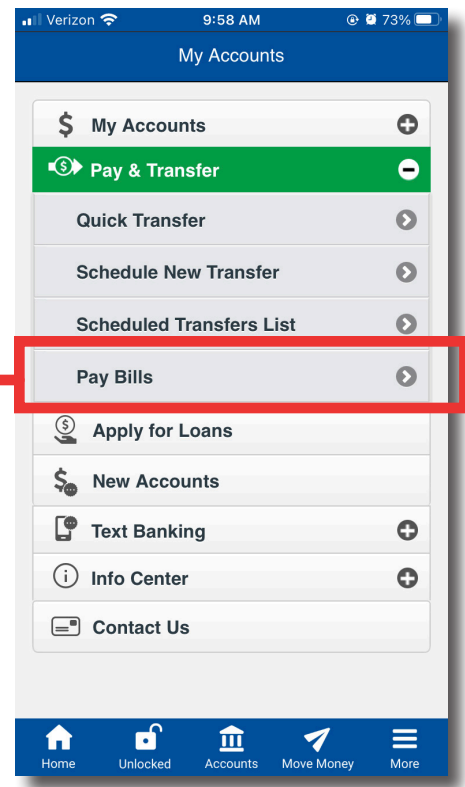for security purposes**

Step 1: Log into your West Michigan
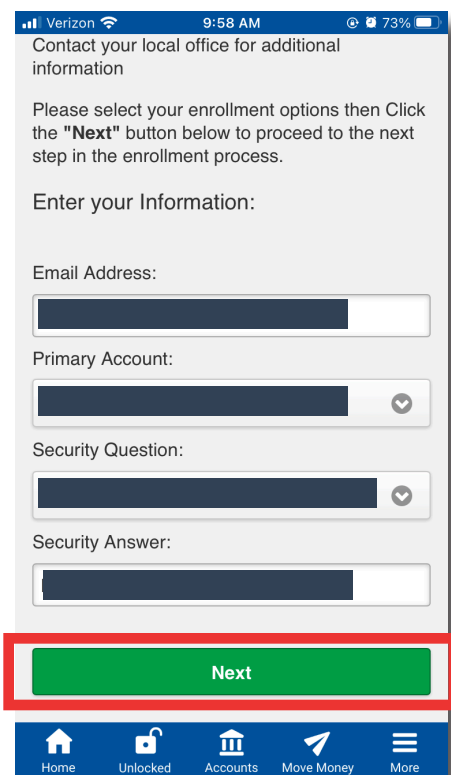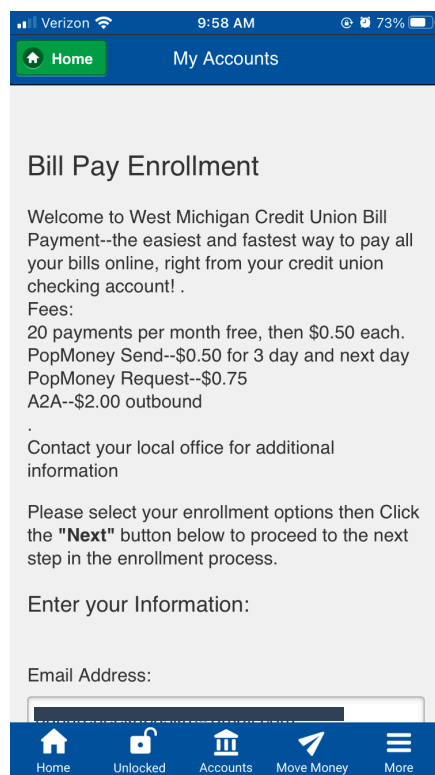Credit Union Mobile App.

Step 2: Select the "Pay & Transfer"
option your main menu screen.

Step 3: Select "Pay Bills" once the "Pay & Transfer" menu expands.

Step 4: Once you select "Pay Bills", you will be redirected to the screen below to enroll in the service if you are not already. Enter all information and select "Next".

My Accounts

$ My Accounts	⊕
◀$▶ Pay & Transfer	⊖
Quick Transfer	❯
Schedule New Transfer	❯
Scheduled Transfers List	❯
Pay Bills	❯
ⓢ Apply for Loans	
$⊚ New Accounts	
▯⊕ Text Banking	⊕
ⓘ Info Center	⊕
▭▪ Contact Us	

Home Unlocked Accounts Move Money More

Bill Pay Enrollment

Welcome to West Michigan Credit Union Bill Payment--the easiest and fastest way to pay all your bills online, right from your credit union checking account! .
Fees:
20 payments per month free, then $0.50 each.
PopMoney Send--$0.50 for 3 day and next day
PopMoney Request--$0.75
A2A--$2.00 outbound
.
Contact your local office for additional information

Please select your enrollment options then Click the **"Next"** button below to proceed to the next step in the enrollment process.

Enter your Information:

Email Address:

Home Unlocked Accounts Move Money More

Contact your local office for additional information

Please select your enrollment options then Click the **"Next"** button below to proceed to the next step in the enrollment process.

Enter your Information:

Email Address:

Primary Account:

Security Question:

Security Answer:

Next

Home Unlocked Accounts Move Money More

Personal information has been blocked for security purposes

Step 5: Once you have entered all of your information, the "Next" button will redirect you to a validation screen to confirm all of your information and officially enroll. If all of your information is correct, select "Sign me up!".

.ıll Verizon LTE   9:49 AM   @ 🌣 72% 🔋

🏠 Home   My Accounts

Bill Pay Enrollment

Validation

Please review your enrollment information carefully. If you wish to change it, you can still click the **"Back"** button. Otherwise, click the **"Sign me up!"** button to complete the enrollment process.

Email Address:
Primary Account:
Security Question:
name?
Security Answer:

Sign me up!

Back

Cancel

🏠 Home   🔓 Unlocked   🏛 Accounts   ✈ Move Money   ☰ More

Step 6: After you select "Sign me up!", a confirmation screen will appear letting you know that you have been successfully enrolled. Read "Disclosure 1 and 2", then select "I Accept" to complete your enrollment.

.ıll Verizon 📶   9:59 AM   @ 🌣 73% 🔋

🏠 Home   My Accounts

✅ **Congratulations, you're enrolled in Bill Pay! Start paying bills online today.**

Welcome to Bill Pay

You must accept the agreement(s) below to continue with Bill Pay.

Read Disclosure 1

Read Disclosure 2

I Accept   **Cancel**

🏠 Home   🔓 Unlocked   🏛 Accounts   ✈ Move Money   ☰ More

Step 7: In the future, when you select "Pay Bills" on your main menu the Bill Pay menu will appear. From this menu you can access payment history, pending payments, the addition of a new payee or an option to make a payment.
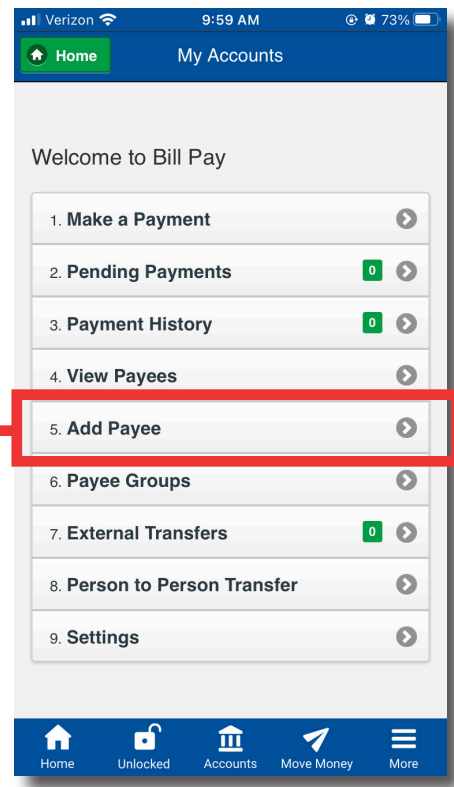
Step 8: You will need to "Add Payee" to establish an connection to be able to make a payment in the future. You will need to add a payee for each bill you wish to set up in Bill Pay.
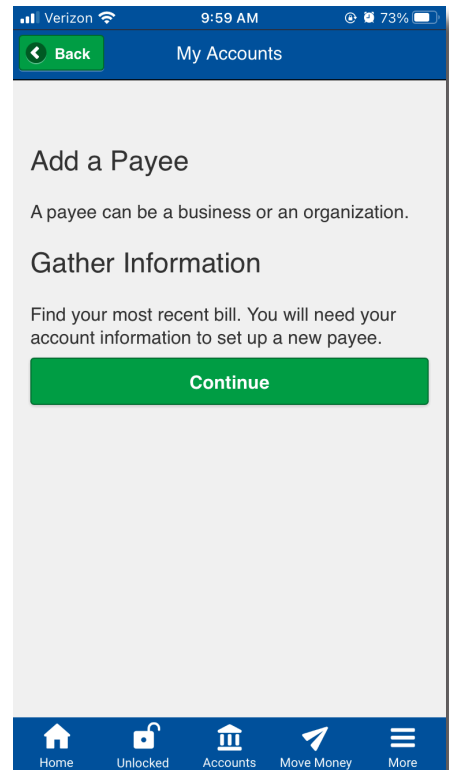
Step 9: You can enter the individual, business, or organization name and select "Continue".

- OR -

You can Select Payee from the list of available pre-loaded payees. A list will appear if you choose to select the payee. Once you have selected from the list, click "Continue".

Step 10: If you entered the individual, business, or organization and clicked "Continue"; you will need to enter in additional information shown in the two images to the right.

- Payee Account Number
- Re-enter Payee Account Number
- Address Line 1
- Address Line 2
- City
- State (Drop Down Menu)
- Zip Code
- Phone
- Nickname
- Category

Step 11: After you have entered all information, click "Continue".

You will receive a confirmation screen once the payee information has been set up.

Step 12: If you selected from the list of popular payees and clicked "Continue"; you will need to enter in additional information shown in the two images to the right.

- Payee Account Number
- Re-enter Payee Account Number
- Nickname
- Category
- Phone

Step 13: After you have entered all information, click "Continue".

You will receive a confirmation screen once the payee information has been set up.

Step 14: Once you have added your payee, you can access the "Make a Payment" option from the Bill Pay main menu.
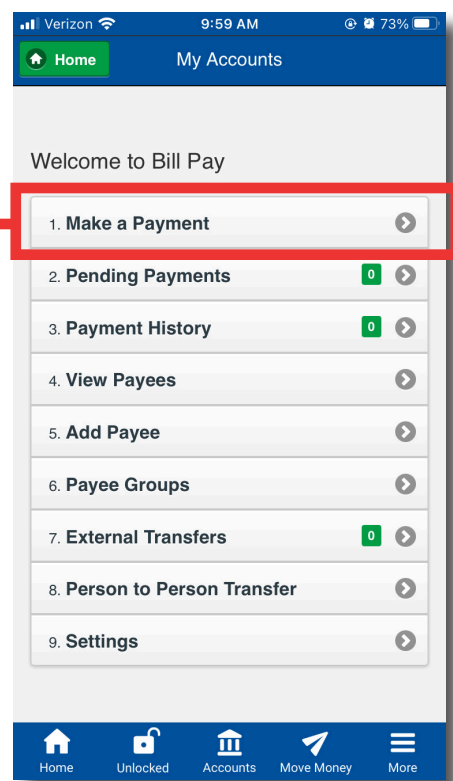
Step 15: On the "Make a Payment" screen, you will select the payee you wish to make a payment to - you also have the option to set up a new payee from this screen as well.

Welcome to Bill Pay

1. Make a Payment
2. Pending Payments — 0
3. Payment History — 0
4. View Payees
5. Add Payee
6. Payee Groups
7. External Transfers — 0
8. Person to Person Transfer
9. Settings

Home | Unlocked | Accounts | Move Money | More

Make a Payment

My Payees

Next

Or make a new payee:

Add a New Payee

Home | Unlocked | Accounts | Move Money | More

Make a Payment

My Payees

Next

Or make a new payee:

Add a New Payee

Done

My Payees

USAA Checking
Wells Fargo CC

Step 16: Once you select your payee, you will need to enter your payment information. Enter the amount of the payment and the account you would like it pulled from, then select "Continue".

Payee: USAA Checking

Create a new payment:

Amount:

From this account:

SIMPLY BETTER CHKG: ⌄

Continue

🏠 Home   🔓 Unlocked   🏛 Accounts   ✈ Move Money   ☰ More

Step 17: Next, you will need to select the payment date. Bill Pay does **not** allow for you to select holidays or weekends as the payment date. After you have selected your payment date, select "Submit".

Review the quick tips sheet at the end of this PDF for more tips about Bill Pay.

📶 Verizon 🛜   9:50 AM   ⊕ 🔋 78% 🔋

Payee: USAA Checking

Create a new payment:

Pay Date:

02/04/2021

◀	February 2021	▶

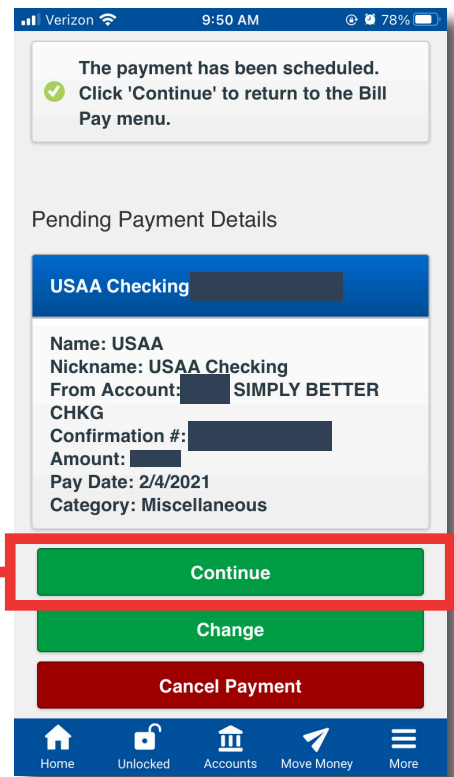| Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Submit

Return

🏠 Home   🔓 Unlocked   🏛 Accounts   ✈ Move Money   ☰ More

Step 18: Once you enter the amount and payment date, you will need to confirm that all of the information is correct and select "Continue".

Your Mobile App will redirect you back to your Bill Pay menu after you confirm.

You can also cancel and edit your pending payments from the main Bill Pay menu.
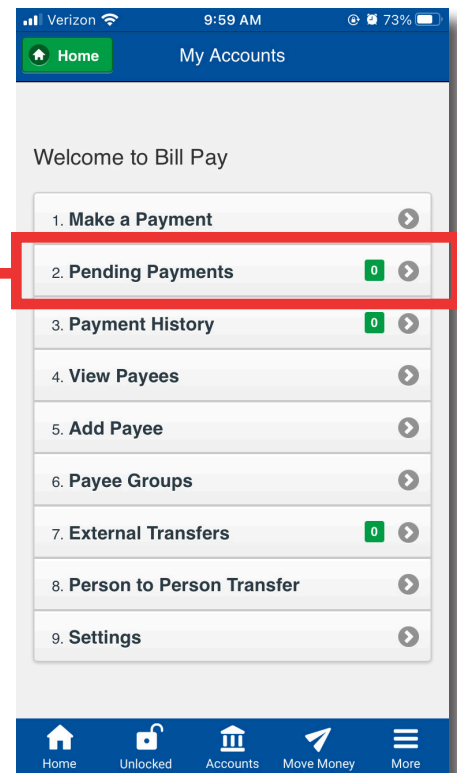
Bill Pay Quick Tips:

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