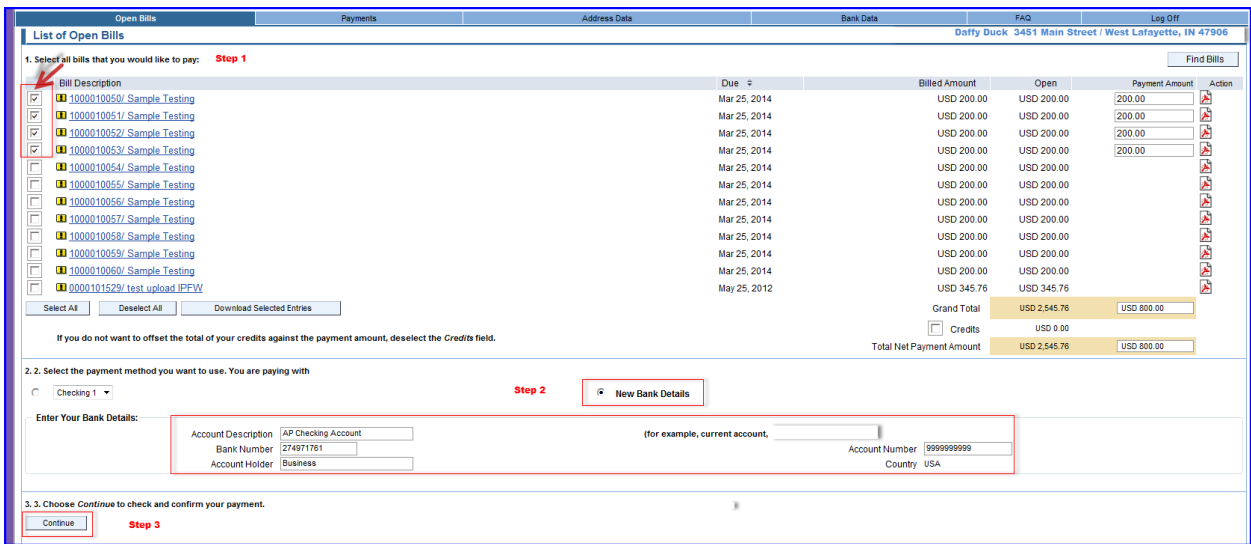
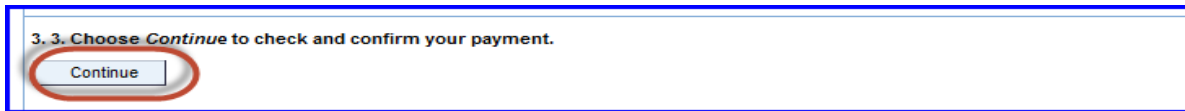


How can I pay a bill with a new bank account?

- A. Choose **Open Bills** from the menu bar
- B. Step 1: Select the bill(s) you want to pay
- C. Step 2: Scroll down to **Section 2.2 Select the payment method you want to use**
 - 1. Select / Click in the radial button for **New Bank Details** to open the bank detail fields
 - a) Enter **Account Description**: this is a user defined description field that will show in list of bank accounts to choose from when making a payment
 - b) Enter **Bank Number**: 9 digit Routing Number
 - c) Enter **Account Holder**: this is a user defined field to describe the account
 - d) Enter **Account Number**: this is your account number

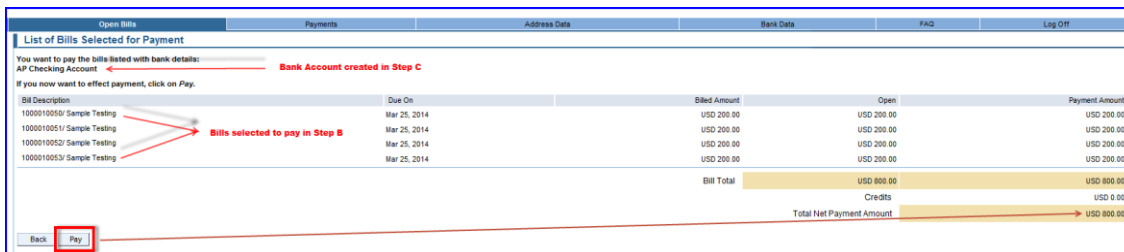


- D. Step 3: Scroll down to Section 3.3 Choose **Continue** to check and confirm your payment

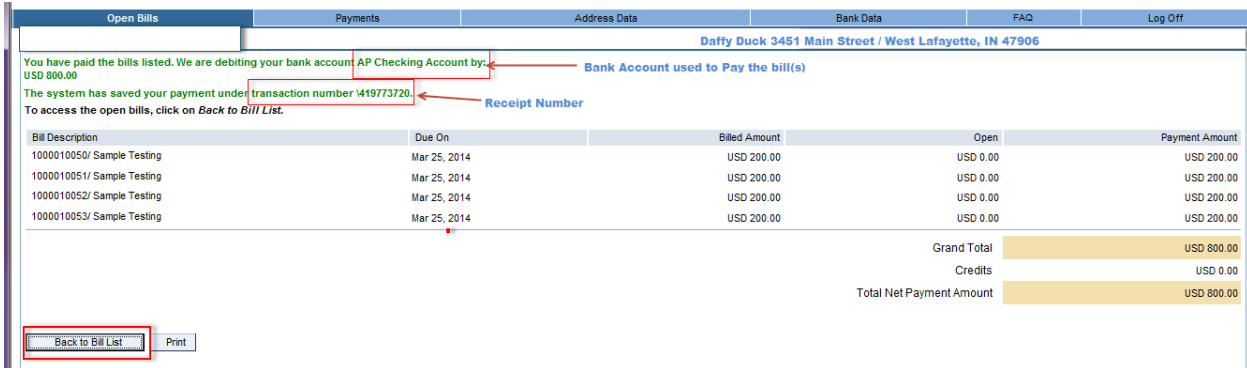


- E. Review Bank Details and the Bill description you want to pay

- 1. Verify **You want to pay the bills listed with bank details** named in the account description created in step 1.a above
- 2. Click **Pay** to pay the bill
- 3. Click **Back** to return the List of Open Bills
- 4. The bank details will now be listed under the **Bank Data** tab



F. You will receive **Confirmation of Payment**, print and retain for your records



1. Click **Back to Bill List**

- a. Bill Description/Charge/Document number will no longer show in the list of outstanding items

G. Go to **Bank Details** tab, the bank details you set up will now be listed for future use

