

This document will provide an overview of Glass City Federal CU's Bill Pay system and some of the features that it offers.

Payees, current scheduled payments, and payment history are all together on one screen:

I want to ▾

Name	Amount	Send On 📅	Deliver By 📅	Recurring
> GLASS CITY FEDERAL CU - *12 No payment history ✉	\$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/> 📅	<input style="width: 50px;" type="text"/> 📅	<input type="button" value="Off"/>
> <b>KOHL'S</b> KOHL'S PAYMENT CENTE... No payment history ⚡	\$ <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/> 📅	<input style="width: 50px;" type="text"/> 📅	<input type="button" value="Off"/>

**Scheduled Payments**

There are no scheduled payments.

**Recent Payments**

Processed in last 90 days

There are no recent payments.

Version 1.0.49.0

The left side of the screen will list all of your payees in alphabetical order. It will show the previous payment date and payment amount underneath the payee name. It also shows if payments to your payees are going out as paper checks (✉) or going electronically (⚡).

The top of the right side of the screen will show your currently scheduled payments.

The bottom of the right side of the screen will show your last 90 days' worth of payment history.

### **Creating a New Payee**

To create a new payee, click the **Add Payee** on the top center portion of the screen. Complete the information requested on the screen. Fields with an asterisk (\*) are required fields. When completed, click the **Create Payee** button. If the payee address provided matches with what our Bill Pay vendor has on-file for that payee, payments will likely be sent electronically. Otherwise payments will be sent as paper checks.

### **Editing an Existing Payee**

To edit an existing payee, click the triangle next to the payee name to open up additional information. In this expanded section, click the **Edit Payee** button. On the **Edit Payee** screen, you can update the payee fields or delete the payee completely.

### **Making a Payment**

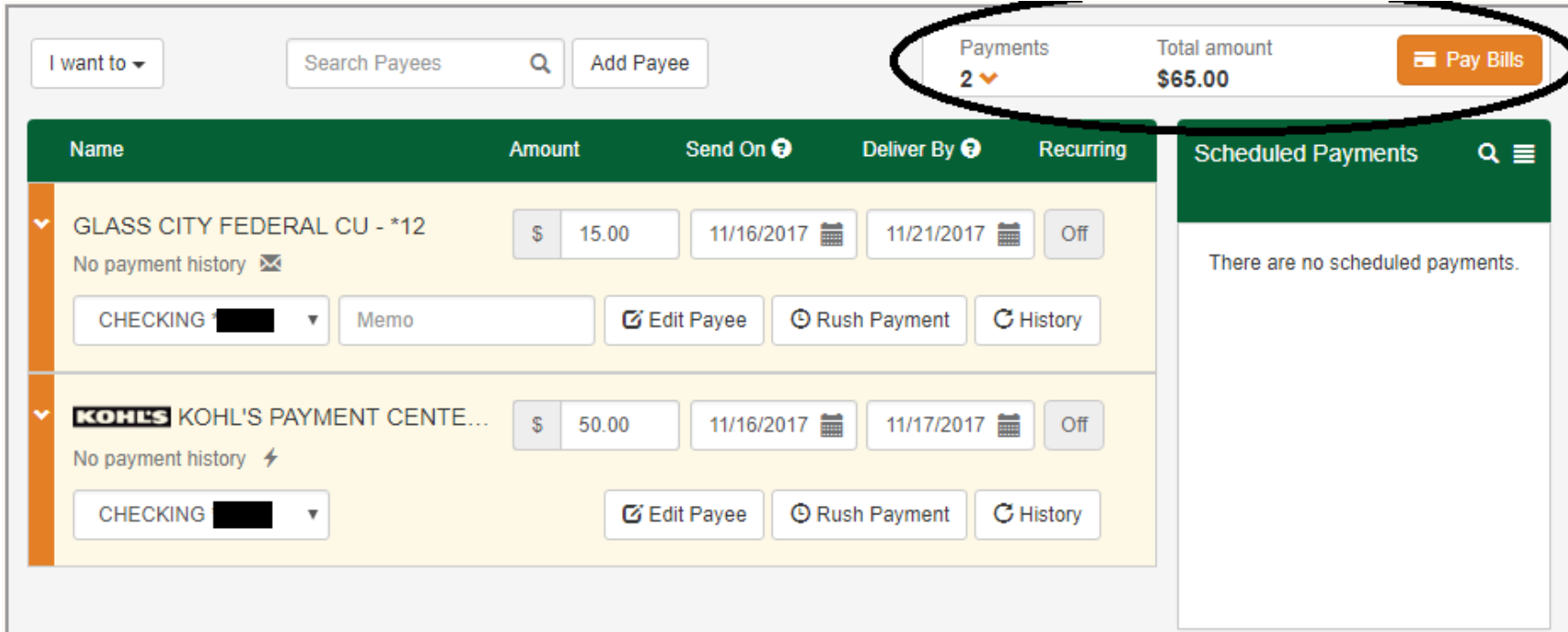
To make a payment, enter in the amount of the payment in the **Amount** column for each payee. Then either enter in the date you want the payment to be sent in the **Send On** column, or the date you want the payment to arrive to the payee in the **Deliver By** column. If you choose to enter in a date in the **Send On** column, then the date in the **Deliver By** column will automatically be generated – and vice versa.

As you make payments, there will be a rolling counter of the total number of payments and total amount of payments that will appear in the upper right corner of the screen, above the **Scheduled Payments** section (shown circled on the next page). Once finished with making payments, click the **Pay Bills** button, which will bring up a payment summary page.

If you need a check payment to be rushed to the payee, click the **Rush Payment** button and select the **Overnight Mail** option. The fee for a rush payment for a check payment is \$30. Depending on the available Deliver By date for the payment, rush processing may not be available.

Once the payment summary screen is completed, click the **Submit Payments** button to finalize the payments.

**NOTE:** Payments made after 3:00 PM will not be processed until the next business day.



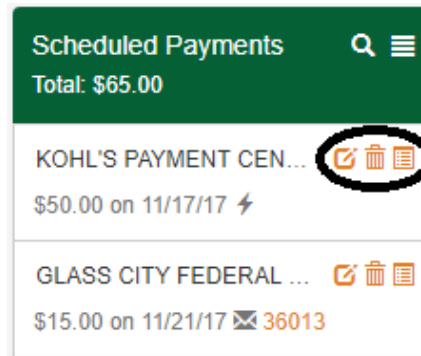
The screenshot shows the Bill Pay User Interface. At the top right, a summary box displays "Payments 2" and "Total amount \$65.00", both circled in red. A "Pay Bills" button is also visible. Below this is a table of payees:

Name	Amount	Send On	Deliver By	Recurring
GLASS CITY FEDERAL CU - *12	\$ 15.00	11/16/2017	11/21/2017	Off
KOHL'S KOHL'S PAYMENT CENTE...	\$ 50.00	11/16/2017	11/17/2017	Off

Each payee entry includes a dropdown menu for the account type (e.g., CHECKING), a memo field, and buttons for "Edit Payee", "Rush Payment", and "History".

### Editing/Cancelling a Payment

To edit a payment, click the first of the 3 icons next to the payee name in the **Scheduled Payments** section and make any necessary changes (shown circled below). To cancel the payment, click the second of the 3 icons next to the payee name.



The close-up shows the "Scheduled Payments" section with a total of \$65.00. The first entry is "KOHL'S PAYMENT CEN..." for \$50.00 on 11/17/17. The second entry is "GLASS CITY FEDERAL ..." for \$15.00 on 11/21/17. The edit icon (pencil) for the KOHL'S entry is circled in red.

### Creating/Editing Recurring Payments

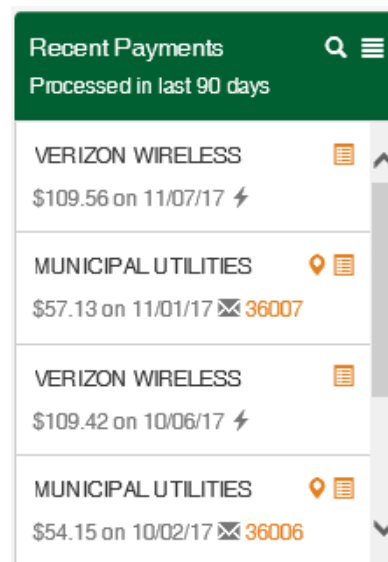
To create a recurring payment, click the **Off** button in the **Recurring** column for the payee. Complete the information requested on the screen about the recurring schedule, including Payment Frequency, When the Recurring Payments Should Stop, and Non-Business Day Payment Option. When completed, click the **Save** button. When the recurring payment setup is finished, the Off button in the Recurring column will change to **On**.

To edit a recurring payment, click the **On** button in the **Recurring** column for the payee. Complete your updates to the recurring payment and click the **Save** button. If you want to delete the recurring payment, click the **Cancel Schedule** button on this same page.

### Viewing Payment History

The last 90 days' worth of Bill Pay history will be shown in the **Recent Payments** section in the lower right corner of the screen. If you need to see payment history further back than 90 days, click the 3 stacked horizontal lines icon (☰) in the upper right corner of the **Recent Payments** section.

To view additional details about the payment, click the square icon (■) that is next to each payment. For check payments, clicking the check number link will display a copy of the check that was mailed. You can also see USPS tracking information of the check payment by clicking this icon - 📍.



### Additional Features

There are additional features located in the **I Want To** dropdown in the upper left corner of the screen. Some of these features include:

- **Pay with Picture** – you can upload a digital copy of an invoice and the Bill Pay system will read the file to automatically create a new payee (if the payee is not currently in your list) as well as schedule the payment for you!
- **Pay with ACH** – here you can add payees to be paid via ACH. You would need to know the routing number and account number of the payee in order to send payments via ACH. You will go to this **Pay with ACH** section to add/edit/delete payees that are to be paid via ACH, as well as schedule/modify/cancel payments to be sent out via ACH.

***NOTE:** All ACH-related payees and payments will only show up in the **Pay with ACH** section, and will not be included with the regular Bill Pay payments page.*

- **View Payments** – here you can view your payment history which can be printed or exported as a PDF document, Excel spreadsheet, or a comma-separated (CSV) file.