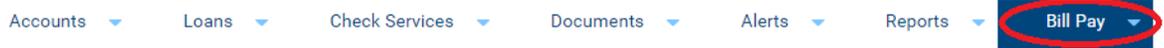## How to Register for Bill Pay:

1. Login to your Online Banking account at www.penneastfcu.org by entering your username and password.
2. Once you enter your account, click on the "Bill Pay" tab under your name in the top right corner.

3. You should be taken to a pop up window to continue registering. If not, you will see this screen below. You will need to refer to Penn East FCU tutorials on blocking pop-up windows. If you have already registered for Bill Pay, you can skip to Step 5.

Pay Bills

A pop up window should have opened. If not, make sure your pop up blocker is disabled then click here.

4. Continue registering by answering security questions and following the instructions on screen.

How to Add a Payee for Bill Pay:

1. Once you have completed registering, you will be shown this screen. It's time to make your first payment and add a payee! Click "Get Started Now" to begin.

Welcome to Bill Pay

Simplify your life. Bill Pay makes paying your bills easier, convenient and secure.

Get started

Now it's time to add a payee and make your first payment. A payee is any person or company you want to pay.

How to make your first payment:

- Gather your latest billing statements
- Click "Add a Payee"
- Follow the steps to add a payee using information from your statement
- Once you set up your payee, follow the steps to schedule a payment

If you have any questions, visit our Help page to learn more.

Get Started Now   ▶ View demo

2. Select what you are paying and click "Next".

Add a payee

I need to:

- ◉ Pay a company
- ○ Pay an individual
- ○ Pay a bank or credit union

Back   Next

3. Now you will need to enter the following information for a company, individual, or a bank or credit union. Each option offers different criteria to fill out. The example below is for a company.

Add a payee

Who are you trying to pay?

All fields are required unless designated with (Optional).

Payee name	
Account number	
Verify account number	
Phone number	( ) - -
Zip code	-

Back   Next

How to Make a Payment in Bill Pay:

1. Once you fill out the information, you will be shown this screen. Enter the amount you wish to pay, schedule for when you want it to be paid, and select which of your accounts you want it to come out of. Click "Pay" to schedule the payment.

Pay To ▲	Pay from	Amount	Payment date	Actions
New				
⊟ WASD	Primary Acco..***7527 ▾	$ 0.00	02/24/2016 📅	Pay
WASD				Make it Recurring
*****2312				Add Memo/Comment
Check				
		Totals		
	Primary Account	$0.00		
	Payment Total	$0.00		

2. You will then be shown this screen to verify the payment is scheduled.

Payments scheduled

🖨 Print

✔ Payments scheduled

Pay to	Pay from	Amount	Payment date	Additional items
WA SD WASD *****2312 *Check*	Primary Account ***7527	$5.00	03/01/2016	Conf #: 1 Delivery: Standard

		Totals	**Balance**
Primary Account		$5.00	$1,406.58
Payment Total		$5.00	

3. Click "Payments' to go back to the main page. On the right side of the screen, you will see a "Pending" and "History" tab. "Pending" is to view transactions that haven't gone through yet and "History" is to view transaction that have gone through.

Pending   view more
Processing in next 45 days

WASD	$5.00	03/01/2016	Edit
Total:	$5.00		

History   view more
Processed in last 45 days

Total:	$0.00

How to Delete a Scheduled Payment:

1. To delete a scheduled payment, click on "Edit" under "Pending" to delete the payment.

Pending   view more
Processing in next 45 days

WASD	$5.00	03/01/2016	Edit
Total:	$5.00		

History   view more
Processed in last 45 days

Total:	$0.00

2. Next, you will see this screen below. Click on the box next to "I would like to stop this payment" and click "Submit".

Edit payment

Pay to   WA SD
          **2312
          Check

Pay from   Primary Acco..***7527 ▾

Confirmation   2

Amount $ 5.00

Payment Date (mm/dd/yyyy)   03/01/2016

Comment (optional)

(Maximum characters: 1000) You have 1000 characters left.
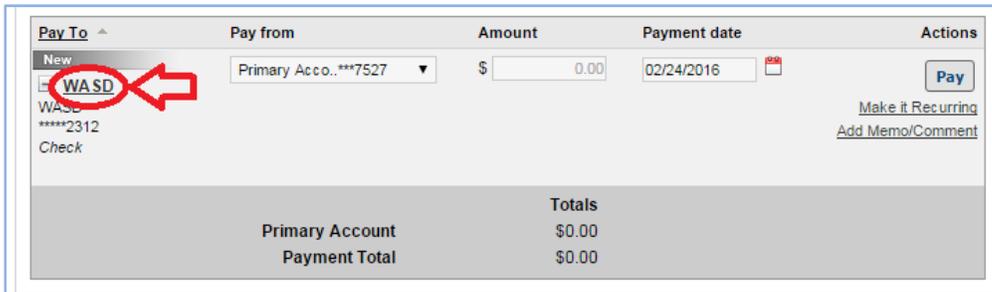Comments are for personal use and will not be seen by the payee

Memo (optional)

(Maximum characters: 25)

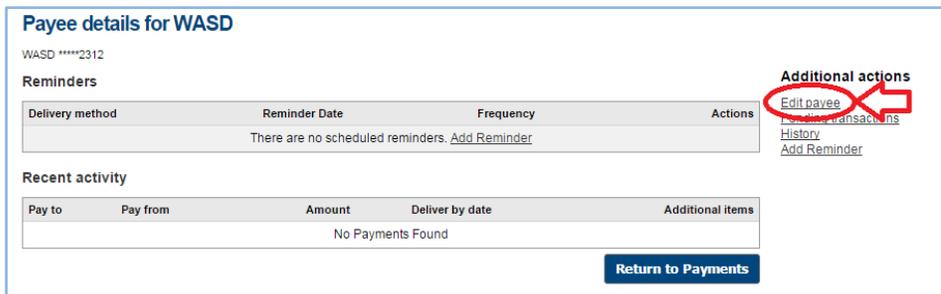☐ I would like to stop this payment

Cancel   **Submit**

3

How to Delete a Payee in Bill Pay:

1. To delete a payee, click on the payee you wish to delete.

2. You will then see this screen. Click on "Edit Payee" to continue.

3. You will then see this screen. Click the box that says "I would like to delete this payee". Then click "Submit".