

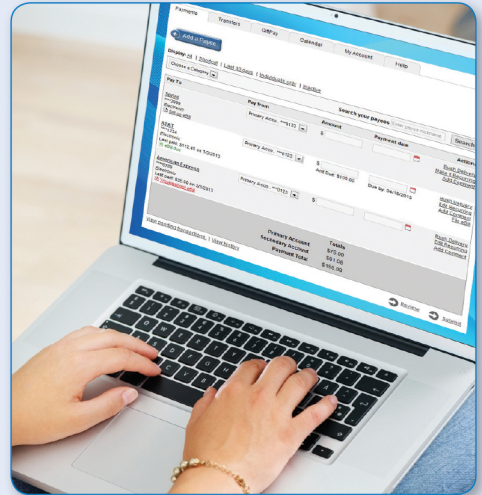
Your upgraded online bill pay: How to use eBill

Welcome to the ultimate convenience and security.

Your upgraded online bill pay has eBill so you can view, pay and track bills online. And you can do it all in one secure place.

When you set up eBill, you'll receive bill summaries right on your payments dashboard. That means you can see the payment amount and due date at a glance.

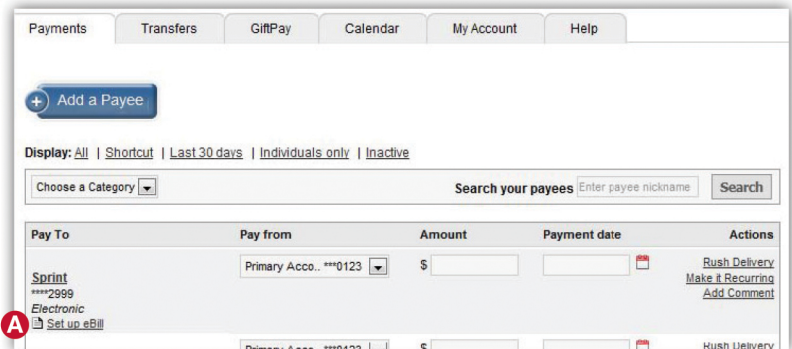
Now let's get started. Simply follow the steps below to use the upgraded eBill features.



How to set up eBill

It only takes a few moments to set up an eBill. Here's how to do it.

1. Go to the payments dashboard and select **"Set up eBill"** (A) under the payee's name
2. Enter your **login credentials** for the payee's website
3. Accept the **terms and conditions** and submit



Payments Transfers GiftPay Calendar My Account Help

[+ Add a Payee](#)

Display: All | Shortcut | Last 30 days | Individuals only | Inactive

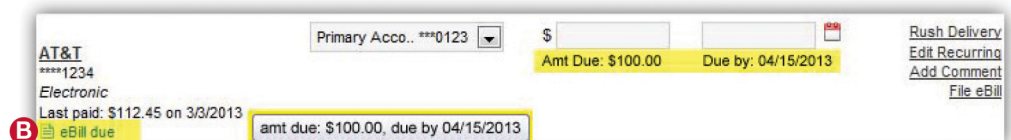
Choose a Category Search your payees Enter payee nickname Search

Pay To	Pay from	Amount	Payment date	Actions
Sprint ****234 Electronic Set up eBill	Primary Acco.. ***0123	\$		Rush Delivery Make it Recurring Add Comment

How to know when an eBill is due

When you set up eBill, it's easy to keep track of when your bills are due.

1. You will see an **"eBill due"** (B) notice on your dashboard when your payee has a new eBill



AT&T
****234
Electronic
Last paid: \$112.45 on 3/3/2013

[Set up eBill](#)

Primary Acco.. ***0123

Amt Due: \$100.00 Due by: 04/15/2013

[Rush Delivery](#)
[Edit Recurring](#)
[Add Comment](#)
[File eBill](#)

2. At this time, you can **view the amount due and due date**

How to set up automated recurring eBill payments

When you set up recurring payments, you'll never worry about missing a payment.

1. From the dashboard, select **"Make it Recurring"** (C) under the "Actions" column
2. Select the **payment schedule** (D) you want
3. Select your **pay from account, amount and send date** (E)

Best Buy ****1337 Primary Acco.. ***0123 \$ Min Due: \$25.00 Due by: 04/15/2013 [Rush Delivery](#) [Make it Recurring](#) [Add Comment](#) [File eBill](#)
Electronic
Last paid: \$50.00 on 3/11/2013
Bal: \$500.00
eBill due

Set up recurring payment

Schedule payments:

- ☐ Using a frequency I create
- D** ☒ When my new eBill arrives

[Cancel](#) [Next](#)

Set up recurring payment

Pay to **Best Buy**
****1234
Electronic

Pay from Primary Account

Amount ☒ Always pay full balance

☐ Always pay minimum due

☐ Only pay the amount due if it is less than or equal to \$

☐ Pay an amount that I specify \$

Send Payment ☒ To be delivered by the due date

☐ When bill arrives

[Cancel](#) [Submit](#)

How to view eBill history

Once an eBill is paid, you can view it in your "eBill History" for 18 months.

1. Select a payee on your payments dashboard (F)
2. On the "Payee details" page, select "eBill History" (G)
3. Now you can view the details of your past eBills

F **Best Buy** ****1337 Primary Acco.. ***0123 \$ Min Due: \$25.00 Due by: 04/15/2013 [Rush Delivery](#) [Make it Recurring](#) [Add Comment](#) [File eBill](#)
Electronic
Last paid: \$50.00 on 3/4/2013
eBill due

Payee details for Best Buy

eBills

Date	Amount	Additional items
Due by: 04/15/2013	Due: \$25.00	Status: Unpaid
Statement close: 04/01/2013	Statement balance: \$500.00	Pay

Additional actions

[Edit payee](#)
[Pending transactions](#)
[History](#)
[File eBill](#) **G** [eBill History](#)
[Add reminder](#)

How to file an eBill

If you pay a bill by cash, check or through your payee's website, here's how to remove the "eBill due" notice on your dashboard.

1. To file an eBill, select **"File eBill"** (H) to the right of your payee on your dashboard

Best Buy ****1337 Primary Acco.. ***0123 \$ Min Due: \$25.00 Due by: 04/15/2013 [Rush Delivery](#) [Make it Recurring](#) [Add Comment](#) [File eBill](#)
Electronic
Last paid: \$50.00 on 3/4/2013
eBill due

2. Once it's filed, the eBill will appear in your **eBill History**