

### **ALLIED BILLPAY UI**

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### SUMMARY

BillPay / FlexPay is a payment option to pay an Electronic or Paper/Check Biller quickly and easily using your checking account.

### **INTENDED USE OF THIS DOCUMENT**

This document is intended to provide a detailed compare and contrast analysis between the current and new BillPay User Interfaces.

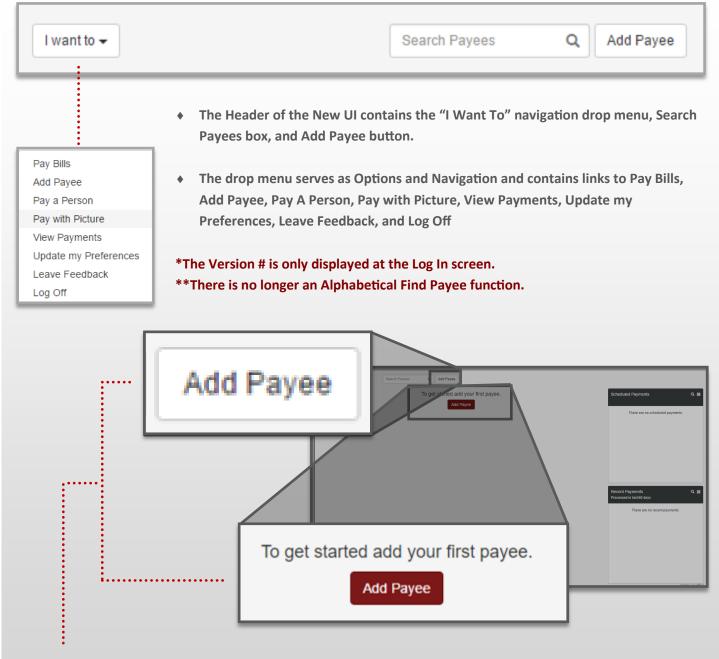
# PAY BILLS

#### Main Page Overview

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C Secure   https://cbandt.mock.alliedpayment.com/BillPayV2/Das					☆ 00 00
I Apps _ FAVORITES _ MUSIC _ TICKETS _ SmokeOn _ ShokeOff _ SmokeOff _ SmokeO	AllBiz - Payments Add Payee	🍐 My Drive - Google Dr∷ 🚺 MO	X Console 🧧 GDrive 🚮 Bill Pay Login 🦷	γ Bill Pay Login	
Name	Amount	Send On <table-cell></table-cell>	Deliver By 9	Recurring	Scheduled Payments Q
AAA EAST CENTRAL - *1420 No payment history 4	\$			Off	• • • •
ACTORS THEATRE OF LOUISVILLE   B - "MENT No payment history	\$		<b>iii</b> )	n	
ALLSTATE INSURANCE - AUTO AND PROPERTY (1) AIAP - *6316     No payment history      #	\$			1 Off	
AMERICAN EXPRESS CREDIT CARDS - *1002	S			iii on	
AMEX STANDARD - *8757	\$			iii Off	
No payment history <b>4</b> AT&T - 10346					Recent Payments Q
A I 8I - 70346 No payment history ∮	\$			m	Processed in last 60 days     ACTORS THEATRE OF LOUISVILLE   B     S 2 00 on 6/2617 ₫ #5326     C E
AUDUBON COUNTRY CLUB - *2040 No payment history 20	\$		<b>iii</b>	On	AUDUBON COUNTRY CLUB \$7.00 on 6/26/17 25#5327
BAPTIST HEALTH - *6231 No payment history ፼	\$			m	BAPTIST HEALTH     \$8.00 on 6/26/17 ☎ #5328     €     BELLARMINE UNIVERSITY
BELK - *9923 No payment history ≠	\$			m Ott	\$10.00 on 6/26/17 至 #5329     \$     BROADWAY BAPTIST CHURCH
	\$			Off	\$12.00 on 6/26/17 22 #5330     \$12.00 on 6/26/17 32 #5330     \$
BELLARMINE UNIVERSITY - *0635					CARESOURCE
BELLARMINE UNIVERSITY - '0635 No payment history					:
No payment history 2					
PAYEES LIST	1 · · · ×				
	1 - □ X 9 • • 1 her. Soge1 ■ UKS.Gene ■ 0 Gene = - 2	i y la fry top	a) <b>e</b> (* *		SCHEDULED AND RECENT
No payment history		Recurring Schold	g) 🖗 🖗 🕬		
No payment history      PAYEES LIST      PAYEES LIST      Control of the second detergoyment compliting/VC/Control of     Socie Introl/characterized detergoyment compliting/VC/Co		i, Mity Ispa Burger Burger Burger	e) e e e al 1560/d (pyres).		SCHEDULED AND RECENT
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No payment history      PAPERS LIST      PAYEES LIST      Some Intra/Valences adespaperet compliting/Valencesce      To CANTAGE     Que of the set of the s	Nex - Graget 2: With Course ii Colver ii 2 Colver iii 2 Colver ii 2 Colver ii 2 Colver ii	Becomp	e e si biblid poren.		SCHEDULED AND RECENT PAYMENTS WIDGETS
No payment history      PAyEES LIST     PAYEES LIST     Advance and advancement of history of Denotes Intervent      Advance and Advancement of Denotes Intervent      Advance and	her - Degel 2 Mill Grow ( Grow ( )		nic Payments C	DY	SCHEDULED AND RECENT
No payment history      PArperse List     PAYEES List     PAYEE List     PAYEE List     PAYEE List     PAYEE List     PAYEES List     PAYEES List     PAYEES List     PAYEES List     PAYEE List	Nex Forget: Mill Cover (Cover ) Social of Payments Record Paym		And Payments C		SCHEDULED AND RECENT PAYMENTS WIDGETS

# PAY BILLS II

#### Navigation & Options



• Click either of the Add Payee buttons to create your first Payee.

### CONTINUE TO ADD PAYEE

# PAY BILLS III

#### Search & Payees List

I want to 🗸	Search Payees Q Add F	Payee
	Search Payees	Q
<ul> <li>Find and Filte</li> </ul>	r Pavees by:	

- Scrolling through the list of Payees
- Entering any alpha-numeric combination that is contained within one of your Payees into the Search box.

Ex: Rotary Club of Texas can be found by typing "Club" or even "tary"

• Entering last 4 digits of Account # into the Search box.

Name	Amount	Send On 😧	Deliver By 🕄	Recurring
NORTHWESTERN MUTUAL LIFE INSURANCE - *8196     No payment history	\$			On
	\$ 5	06/21/2017	06/27/2017	ОП
PIEDMONT NATURAL GAS - *8001 No payment history	\$			on ou
> PINEHURST COUNTRY CLUB - *0663 No payment history ⊠	\$			) On
PIZZA CUBE?! NO WAYI - *4321 No payment history      ⊠	\$			Off

Header displays the Name, Amount, Send On / Deliver By Date fields and a Recurring Schedule button.
 Once a Payee is created it will appear below the header.

# PAY BILLS IV

#### Payee Line, Details, Options & Payment Queue

OAK SMOKE'S - *3223 No payment history 🖾	\$ 5	06/21/2017	06/27/2017	Off
Checking 1 *4108 v Test		🖸 Edit Payee 💿 Rush Paym	lent	

- Each Payee Line consists of a Payee Name / Nickname, last 4 digits of Account #, last Payment History, Payment Type Icon, Amount field, Send On / Deliver By Date fields & Calendars, and Recurring button.
- Clicking on a Payee or the arrow to the left of it turns the Payee beige and opens up Payee Options which include: Pay From Account drop menu, Memo field, Edit Payee button, and Rush Payment button.
- The arrow to the left of the Payee indicates points down when details are open.

#### \*Address is no longer displayed.

\*\*The User must click the arrow to close the Payment Options.

Payments	Total amount	🗖 Pay Bills
2 💙	\$15.00	

- The Payments Queue appears at the top right of the page only after you enter an Amount next to one of your Payees
- It displays the # of Payments, accompanied by a drop display arrow, Total Amount of all Payments and a Submit Payments button.
- Clicking the drop display arrow opens a preview list of all Payments.

#### \*Currently this drop display list does not allow changes to the Payment Summary but may do so in the future.

• Clicking the Pay Bills button will open a Payment Review window with the header Pay Bills.

# **ADD PAYEE**

#### Add Payee page breakdown in the New UI

Add Payee			
		_	
Payee Information		Payee Address	
Name	Nickname	Zip Code	
Account Number	Payee Email	Address Line 1	Address Line 2
Pay From Account		City	State
Checking 1 *4108	Ŧ		Alabama
Create Payee Cancel			
	CANCEL BUTTON		
	CANCEL BUTTON CREATE BUTTON		
Create Payee Cancel		TION	

# **ADD PAYEE**

#### Add Payee process



The Add Payee process remains exactly the same between our current and new UI.

- 1. Click Add Payee from the main page.
- 2. Fill in the required fields in the three information forms.
  - 2.a Payee Information

Payee Name (required) Nickname (optional) Account Number (if it has one, required for electronic) Payee Email (optional) Pay From Account (required but selected by default)

2.b Payee Address

Zip Code (required, last 4 digits must be correct for electronic) Address Line 1 (required) Address Line 2 (required if it exists) City (required, autu-filled by Zip Code) State (required, autu-filled by Zip Code)

2.c Additional Information Memo (optional)

3. Click Add Payee / Create Button.

\*Check the Payees list to see that your new Payee is listed and displays the correct Payment Type icon.

# EDIT / DELETE PAYEE

#### Edit / Delete a Payee in New UI

•	PIZZA CUBE - *4321 Next payment: \$5.00 on 7/05 🐱 Checking 1 *4108 🔹 CLICK ON THE EDIT LINK IN FROM THE PAY BILLS PAGE		ILS / OPTIONS	dit Payee O Rush	dit Payee
•	EDIT PAYEE PAGE APPEARS PAGE WITH EDIT PAYEE HE		ADD PAYEE		
	UPDATE PAYEE	< Back Edit Payee			
+	PAYEE NAME LOCKED, ALL OTHER FIELDS ARE	Payee Information		Payee Address	
	EDITABLE.	Name PIZZA CUBE	Nickname	Zip Code 46815	
•	CLICK CANCEL TO FOREGO ANY CHANGES	Account Number	Payee Email NICK.KARN@ALLIEDPAYN	Address Line 1 3201 STELLHORN RD	Address Line 2
	AND RETURN TO BILL PAY PAGE	Pay From Account Checking 1 *4108	¥	City FORT WAYNE	State
*	CLICK UPDATE PAYEE TO CONFIRM CHANGES TO PAYEE TEMPLATE.	Additional Information Memo test			
•	CHANGES WILL APPEAR ON PAYEE LINE, PAYEE DETAILS, UNPROCESSED	Update Payee Del		Ε ΡΑΥΕΕ	
	PAYMENTS, AND ANY	CLICK DELET	E AND CONFIRM TO D	ELETE A PAYEE.	

- CLICK DELETE AND CONFIRM TO DELETE A PAYEE.
- DELETED PAYEES WILL NO LONGER APPEAR IN YOUR PAYEES LIST AND ٠ ANY FUTURE RECURRING PAYMENTS WILL BE CANCELED.

**\*SCHEDULED PAYMENTS ARE NOT AFFECTED.** 

**FUTURE PAYMENTS.** 

### **CREATE A ONE TIME PAYMENT I**

#### Making A One Time Payment Breakdown I

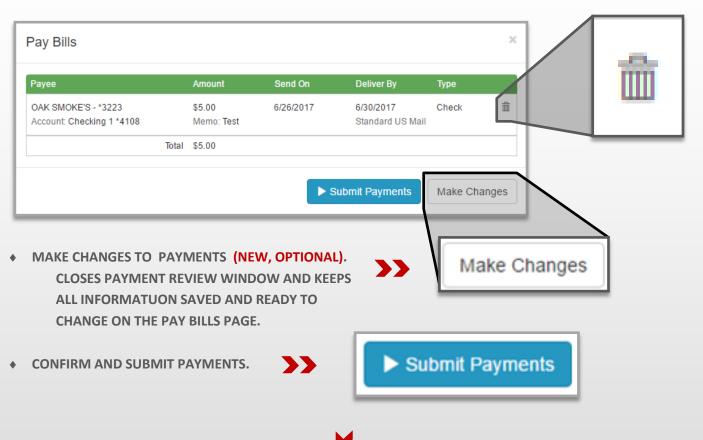
I want to - Search Payees	Add Payee Payments Total amount 2 V \$15.00	🚍 Pay Bills
Name Ame		ed Payments Q ≣
	10 06/22/2017 🗰 06/26/2017 🗰 Off AUDUBO	0 N COUNTRY CLUB
No payment history 4 Checking 1 *4108 V Send a Memo		5/28/17 🕸 #5366 🛛 🖸 💼
• SELECT A PAYEE.		
✓ OAK SMOKE'S - *3223     No payment history      ⊠	\$ 5	06/21/2017 🗰 06/27/2017 📸 Off
	Test	C Rush Payment
\$ 5	06/21/2017	66/27/2017
CONFIRM PAY FROM AC	COUNT AND ENTER A MEMO (NEW, OF	PTIONAL).
CONFIRM PAY FROM ACC Checking 1 *4108	Test	PTIONAL).
Checking 1 *4108		
Checking 1 *4108	Test	
Checking 1 *4108     PREVIEW THE PAYMENT:     Payments	Test S FROM THE DROP LIST (NEW, OPTION Total amoun	AL).

## **CREATE A ONE TIME PAYMENT II**

#### One Time Payment Process in the New UI Breakdown II

• REVIEW PAYMENTS.

**REMOVE ANY UNWANTED PAYMENTS (NEW, OPTIONAL).** 



PRINT OR CLOSE PAYMENTS CONFIRMATION.

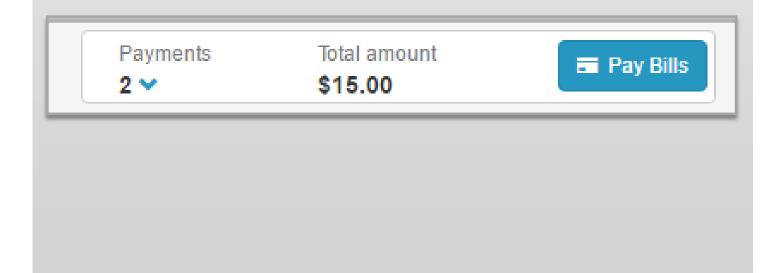
Pay Bills				×
Your payment was schedu	iled success	sfully.		
Payee	Amount	Payment Date	Expected Delivery	Confirmation #
OAKEY SMOKER'S TOBACCO LOUN Pay From Account: *5716	\$5.00 Memo: TEST	6/26/2017	6/30/2017 STANDARD US MA	0974469 IL
Total	\$5.00			
			A	Print Close

## **MULTIPLE ONE TIME PAYMENTS**

#### **Multiple One Time Payment Process**

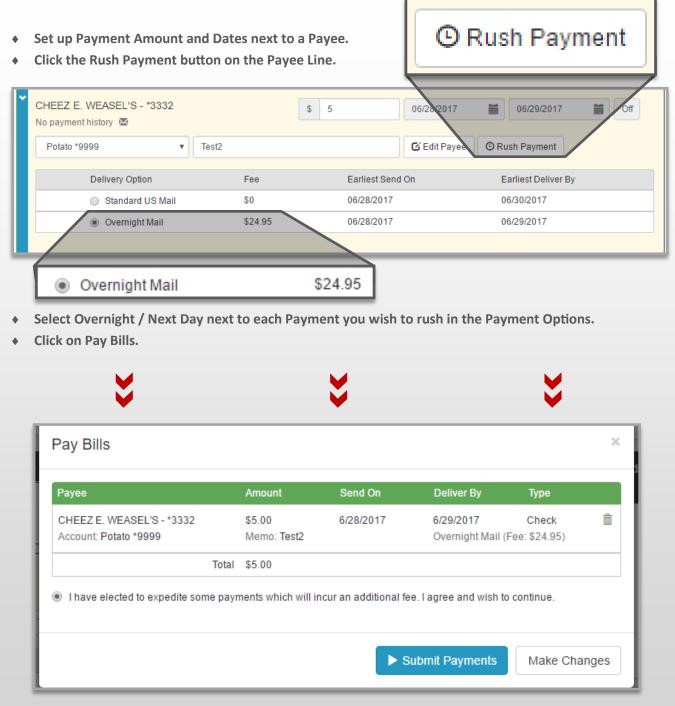
I want to -	Q Add	Payee	Payment 2 ❤		tal amount 15.00
Name	Amount	Send On 😯	Deliver By 😯	Recurring	Scheduled Payments Q ≡ Total: \$5.00
AAA EAST CENTRAL - *1420 No payment history <i>4</i> Checking 1 *4108 Send a Memo	\$ 10	06/22/2017 🚞	06/26/2017 🚞	Off	AUDUBON COUNTRY CLUB \$5.00 on 6/28/17 🖾 #5366 🕑 💼
ACTORS THEATRE OF LOUISVILLE	\$ 5	06/22/2017	06/28/2017 📷	Off	

- Follow the same Process as setting up a single Payment with more Payees.
- The Payment Queue will reflect all added Payments.



## **RUSH / EXPEDITE PAYMENTS**

#### Rush Payment Process in the New UI



- Verify fees for rush Payments in the Payment Review window.
- Click Submit Payments button.

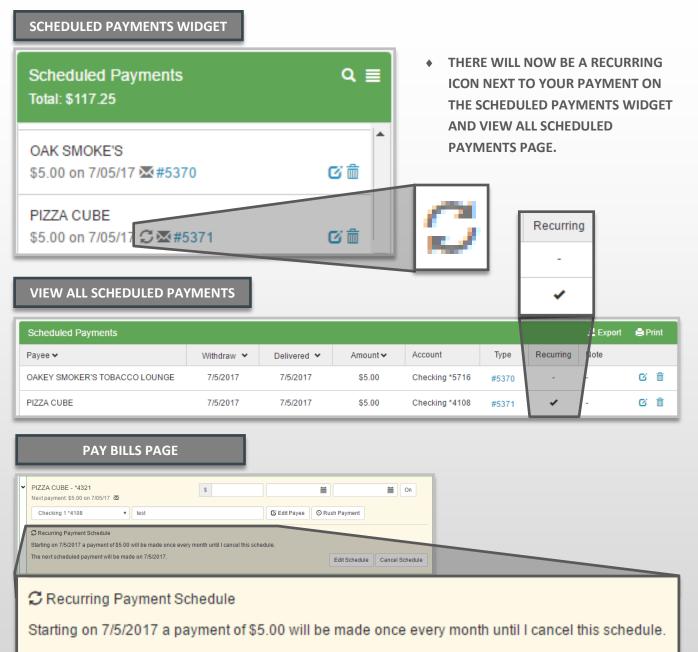
### **CREATE A RECURRING SCHEDULE**

#### **Recurring Payment Process in the New UI**

<ul> <li>CLICK ON THE RECURRING BUTTON FROM THE PAYEE LINE NEXT TO A PAYEE.</li> </ul>	Off	*
PIZZA CUBE - *4321 Recurring Payment		×
Payment Details		
Payment Amount   First Payment Date     \$ p.00   7/5/2017		
Delivery Options		
Payment Frequency     Non-Business Day Option       Once Every Month <ul> <li>Pay Previous Business Day</li> <li> </li></ul>		
Send Payments		
Until I cancel this schedule		
O Until this date mm/dd/yyyy		
Until 0 payments are made		
	► Submit	Close
ENTER AMOUNT		
• ENTER PAYMENT DATES OR CHOOSE FROM CALENDARS		
<ul> <li>SELECT A PAYMENT FREQUENCY FROM THE DROP MENU</li> <li>SELECT "SEND PAYMENS UNTIL" OPTION</li> </ul>		
<ul> <li>SELECT SEND PAYMENS UNTIL OPTION</li> <li>SELECT A NON-BUSINESS DAY OPTION.</li> </ul>		
CLICK SUBMIT.		- V

### **CREATE A RECURRING SCHEDULE**

#### View Recurring Payment in the New UI



The next scheduled payment will be made on 7/5/2017.

- THE RECURRING BUTTON NEXT TO YOUR PAYEE ON THE PAY BILLS PAGE WILL NOW SAY ON INSTEAD OF OFF.
- ♦ IF YOU CLICK ON THE PAYEE YOU WILL SEE RECURRING SCHEDULE INFORMATION.

# PAY WITH PICTURE I

#### Paying With Picture in the New UI I

I want to - Pay Bills		Pay with Picture			
Add Payee Pay a Person		Picture Tips: • Take pictures in landscape for	ormat.		
Pay with Picture	<b>&gt;&gt;</b>	Capture the account number     Capture all four corners of the second seco	r and address information.		
View Payments Update my Prefer	ences	Good lighting helps a lot.			
Leave Feedback	chees	If full account number is not	displayed on bill after creating the payee go	• Tak	e Picture
Log Off		Take Picture			
	E PICTURE. N IMAGE FROM N	YOUR PHONE OR P	С.		<b>V</b>
<ul> <li>CLICK TAKE</li> <li>CHOOSE A</li> <li>Pay with Pic</li> </ul>	E PICTURE. N IMAGE FROM N	YOUR PHONE OR P	c.		
<ul> <li>CLICK TAKE</li> <li>CHOOSE A</li> <li>Pay with Pic</li> <li>Amount</li> </ul>	E PICTURE. N IMAGE FROM N	YOUR PHONE OR P	c.		•
<ul> <li>CLICK TAKE</li> <li>CHOOSE A</li> <li>Pay with Pic</li> <li>Amount</li> <li>Payment Date</li> </ul>	s 3		VICTORIA'S SECRET		8343.18 \$26.00 99.8 Payment maps (parts as by
CLICK TAKE	s 3 7/10/2017			diry Arrow Passe Protect	New Submon Minimum piorituri S343.18 \$25.00

- ENTER AMOUNT, CHOOSE A PAYMENT DATE, SELECT A PAY FROM ACCOUNT FROM THE DROP MENU, AND ENTER A MEMO (OPTIONAL).
- CLICK PAY BILL TO REVIEW THE PAYMENT INFORMATION.

### **CONTINUE TO REVIEW PAYMENT**

# **PAY WITH PICTURE II**

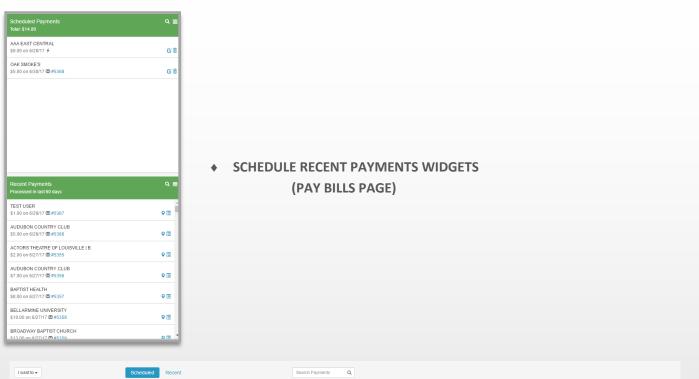
#### Paying With Picture in the New UI II

Pay with	Picture				×
Amount	Date		Pay From	Memo	
\$3.00	7/10/201	7	Checking 1		
				Submit Payment	Make Changes
• REVIEW	PAYMENT.			8	
MAKE CH	HANGES IF NEC	ESSARY.			
CLICK SU	IBMIT PAYMEN	T TO CONFIR	М.	Ý	
Pay with	Picture				
Payme	nt created s	uccessfully	ý.		
	Pay To Amount	Processing \$3.00			
	ayment Date				
				Print	Go to Bill Pay

• CLICK PRINT TO OPEN A PRINT PREVIEW OF THE CONFIRMATION WINDOW.

• CLICK GO TO BILL PAY TO RETURN TO THE PAY BILLS PAGE.

#### View Payments Page Comparison Overview



Scheduled Payments								差 Export 🛛 🚔 Print
Payee 🗸	Withdraw 👻	Delivered 😽	Amount 🗸	Account	Туре	Recurring	Note	
OAKEY SMOKER'S TOBACCO LOUNGE	6/30/2017	6/30/2017	\$5.00	Checking *5716	#5368	-	-	c t
AAA EAST CENTRAL	6/28/2017	6/28/2017	\$9.00	Checking *4108	+	-	-	c î

### V

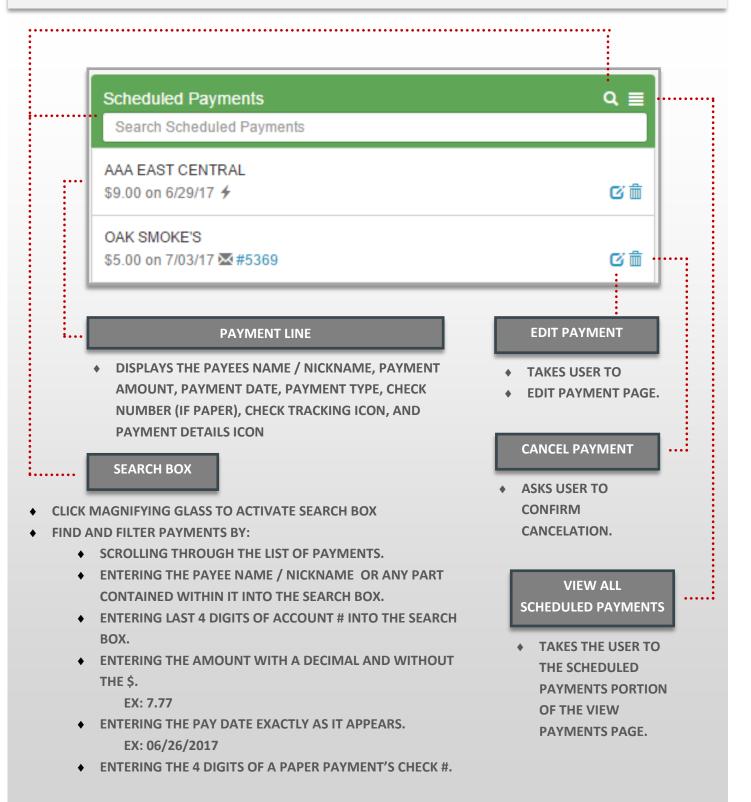
I want to - Scheduled	Recent	Search Payments	٩				
Recent Payments						💆 Expo	ort 🚔 Print
Payee 🗸	Withdraw 🗸 Deliver	ed 👻 Amount 🗸	Account	Туре	Recurring	Note	
TEST USER	6/29/2017 6/29/20	17 \$1.00	Checking *4108		-		۰ 🗉
AUDUBON COUNTRY CLUB	6/28/2017 6/28/20	17 \$5.00	Checking *4108				• 🗉
ACTORS THEATRE OF LOUISVILLE   B	6/27/2017 6/27/20	17 \$2.00	Checking *4108		-		• =
AUDUBON COUNTRY CLUB	6/27/2017 6/27/20	17 \$7.00	Checking *4108				۰ 🗉
BAPTIST HEALTH	6/27/2017 6/27/20	17 \$8.00	Checking *4108	8			۰ 🗉
BELLARMINE UNIVERSITY	6/27/2017 6/27/20	17 \$10.00	Checking *4108	8			۰ 🗉
BROADWAY BAPTIST CHURCH	6/27/2017 6/27/20	17 \$12.00	Checking *4108	8			۰ 🗉
AUDUBON COUNTRY CLUB	6/27/2017 6/27/20	17 \$7.00	Checking *4108	8			۰ 🗉
ACTORS THEATRE OF LOUISVILLE   B	6/27/2017 6/27/20	17 \$3.00	Checking *4108	8			۰ 🗉
PIZZA CUBE	6/27/2017 6/27/20	17 \$6.00	Checking *4108		-		• 🗉
TESTY MCTESTERSON III	6/27/2017 6/27/20	17 \$8.00	Checking *5716		-		• 🗉
TESTY MCTESTERSON III	6/27/2017 6/27/20	17 \$9.00	Checking *5716		-		• 🗉

 TOGGLE BETWEEN SCHEDULE RECENT PAYMENTS (VIEW PAYMENTS PAGE)

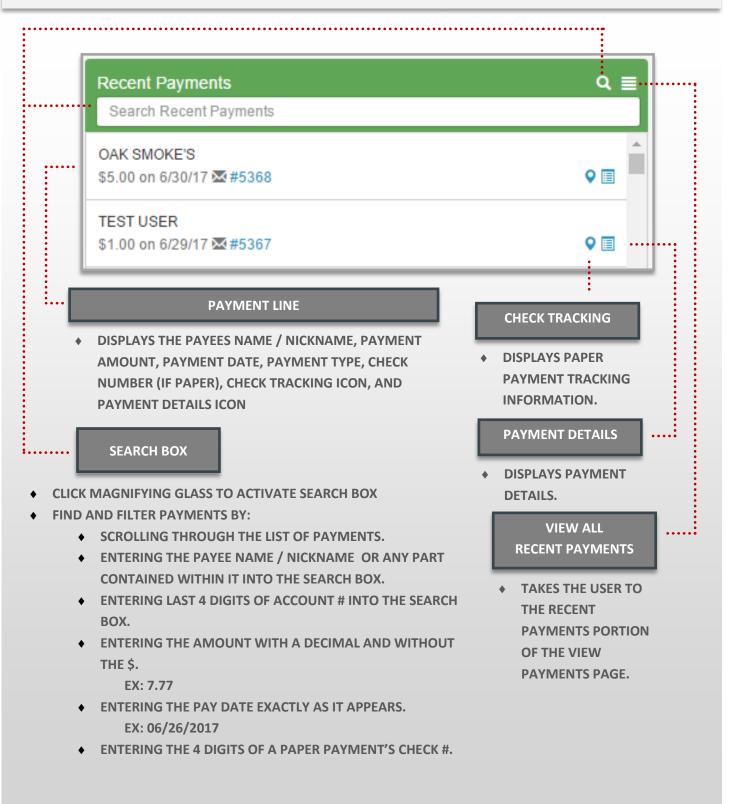
#### Scheduled & Recent Payments Widgets Overview in the New UI



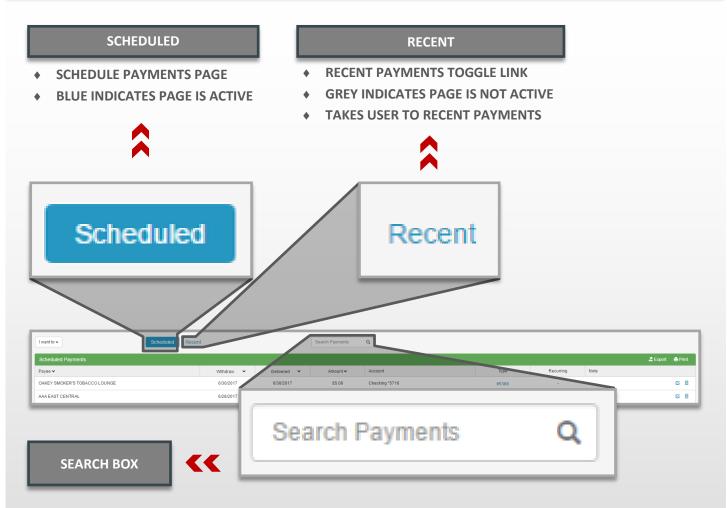
#### Scheduled Payments Widget Breakdown in the New UI



#### Recent Payments Widget Breakdown in the New UI



#### View Scheduled Payments Page: Breakdown in the New UI I



- FIND AND FILTER PAYMENTS BY:
  - SCROLLING THROUGH THE LIST OF PAYMENTS.
  - ENTERING THE PAYEE NAME / NICKNAME OR ANY PART CONTAINED WITHIN IT INTO THE SEARCH BOX.
  - ENTERING LAST 4 DIGITS OF ACCOUNT # INTO THE SEARCH BOX.
  - ENTERING THE AMOUNT WITH A DECIMAL AND WITHOUT THE \$.

EX: 7.77

- ENTERING THE PAY DATE EXACTLY AS IT APPEARS.
  - EX: 06/26/2017
- ENTERING THE 4 DIGITS OF A PAPER PAYMENT'S CHECK #.

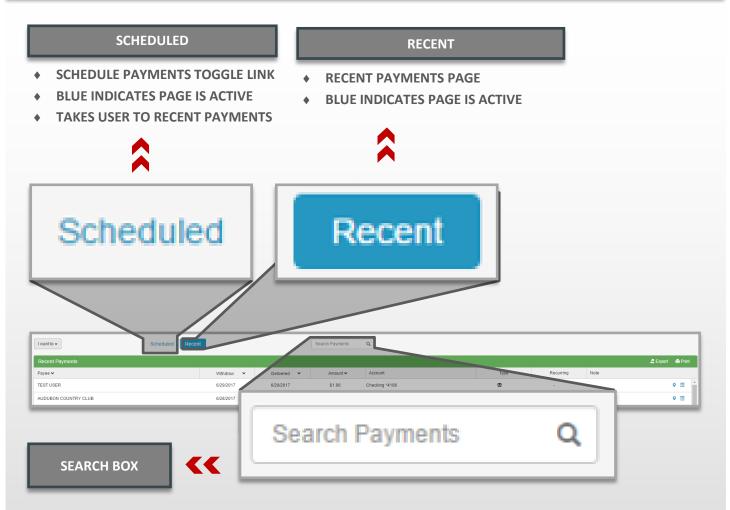
#### View Scheduled Payments Page: Breakdown in the New UI II

#### SORTING HEADER

 CLICK PAYEE, WITHDRAW, DELIVERED, OR AMOUNT TO SORT PAYMENTS.

Payee 🗸			With	d 🗸	Deliv	. 🗸	Amount 🗸	•	
Scheduled Payments								Export	🖨 Print
Payee 🗸	Withd 🗸	Deliv 🗙	Amount 🗸	Account		Туре	Recurring	Note	
OAKEY SMOKER'S TOBACCO LOUN	7/3/2017	7/3/2017	\$5.00	Checking *5	716	#5369	-	-	c 💼
AAA EAST CENTRAL	6/29/2017	6/29/2017	\$9.00	Checking *4	108	4		. /	c î
ΡΑΥΙ	MENT LIN	E			Rec	curring		ß	â
<ul> <li>DISPLAYS THE PAYEES I DATE, DELIVERED DATE PAYMENT TYPE, RECUP EDIT PAYMENT ICON, A</li> </ul>	E, AMOUN	NT, ACCOU DICATOR,	UNT #, NOTE/M	EMO	-				
RECURRI	NG INDIC	ATOR			•••••				
CHECKED IF A PAYMEN     RECURRING SCHEDULE		r of a		_					
EDIT	PAYMEN	т			•••••	•••••			
• TAKES USER TO EDIT P	AYMENT	PAGE.							
CANCE	EL PAYME	INT						•••••	
<ul> <li>ASKS USER TO CONFIR OF PAYMENT.</li> </ul>	M CANCE	LATION							

#### View Recent Payments Page: Breakdown in the New UI I



- FIND AND FILTER PAYMENTS BY:
  - SCROLLING THROUGH THE LIST OF PAYMENTS.
  - ENTERING THE PAYEE NAME / NICKNAME OR ANY PART CONTAINED WITHIN IT INTO THE SEARCH BOX.
  - ENTERING LAST 4 DIGITS OF ACCOUNT # INTO THE SEARCH BOX.
  - ENTERING THE AMOUNT WITH A DECIMAL AND WITHOUT THE \$.

EX: 7.77

- ENTERING THE PAY DATE EXACTLY AS IT APPEARS.
  - EX: 06/26/2017
- ENTERING THE 4 DIGITS OF A PAPER PAYMENT'S CHECK #.

#### View Recent Payments Page: Breakdown in the New UI II

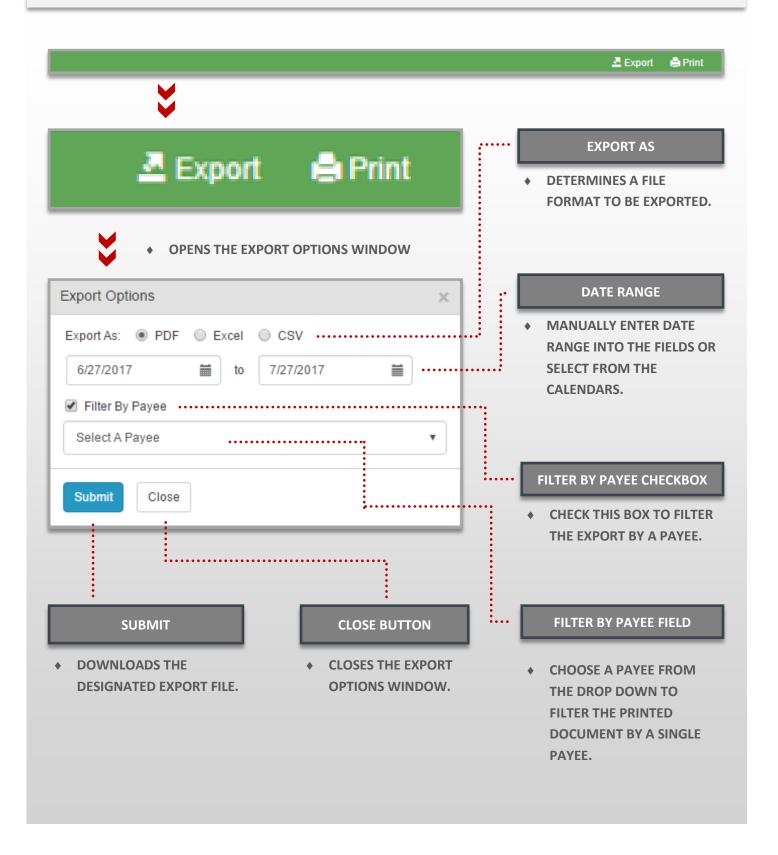
#### SORTING HEADER

CLICK PAYEE, WITHDRAW, DELIVERED, OR ٠ AMOUNT TO SORT PAYMENTS.

Payee 🗸			Withd	Peliv V	Amount 🗸		
Recent Payments						Export	🖨 Print
Payee 🗸	Withdraw 🗙	Delivered	✓ Amount ✓	Account	Type Recurring	Note	
TEST USER	6/29/2017	6/29/2017	\$1.00	Checking *4108		-	♀
AUDUBON COUNTRY CLUB	6/28/2017	6/28/2017	\$5.00	Checking *4108	<u>ه</u> -	./	•
ΡΔ	YMENT LINE	_	_	Recur	ring	•	
<ul> <li>DISPLAYS THE PAYEE</li> <li>DATE, DELIVERED DA</li> <li>PAYMENT TYPE, REC</li> <li>EDIT PAYMENT ICON</li> </ul>	TE, AMOUNT, A URRING INDICA , AND CANCEL	ACCOUN ATOR, NC PAYMEN	T #, DTE/MEMO				
RECUR	RING INDICATO	DR		·····			
CHECKED IF A PAYMI RECURRING SCHEDU		A					
CHE	CK TRACKING				•••••		
DISPLAYS PAPER PAY	MENT TRACKI	NG INFOI	RMATION.				
ΡΑΥΙ	MENT DETAILS			]		•••••	
DISPLAYS PAYMENT	DETAILS						

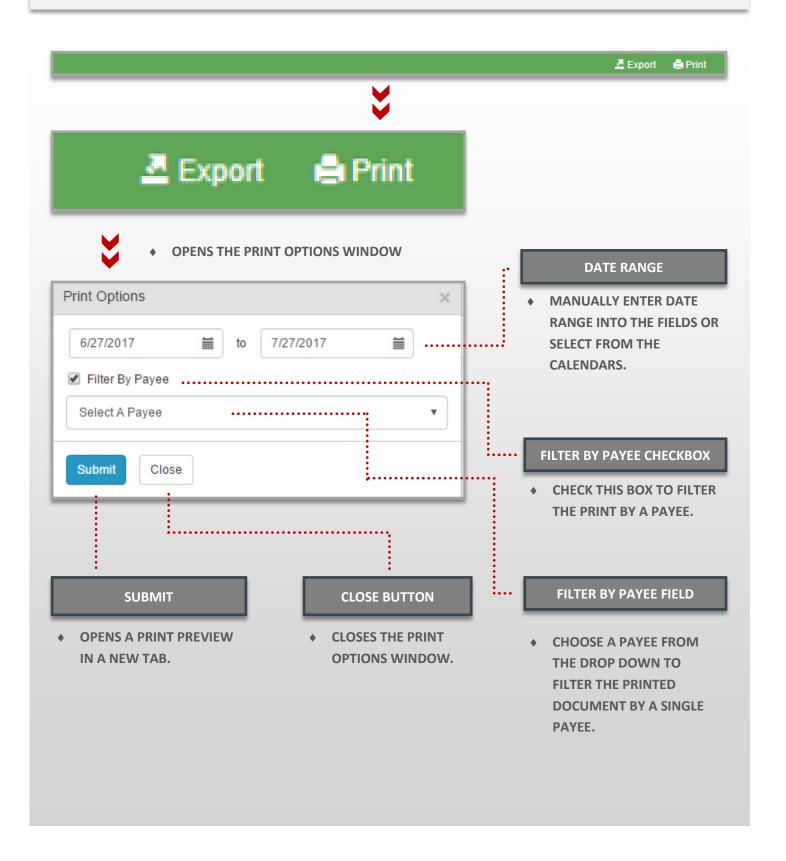
### **EXPORTING PAYMENTS**

#### EXPORT Payments: Breakdown in the New UI



### **PRINTING PAYMENTS**

#### PRINT Payments: Breakdown in the New UI



## EDIT A PAYMENT

#### Editing Payments in the New UI

• CLICK ON THE EDIT PAYMENT ICON IN THE SCHEDULED PAYMENTS WIDGET OR THE VIEW ALL SCHEDULED PAYMENTS PAGE TO OPEN EDIT PAYMENT PAGE.

Scheduled Payments   Search Scheduled Payments     AAA EAST CENTRAL   §9.00 on 6/29/17 4     OAK SMOKE'S   \$5.00 on 7/03/17 14 #5369	AKEY SMOKER'S TOBACCO LOUN			Amount 🗸	Account		Type	Recurring	Note	
Scheduled Payments   Search Scheduled Payments   AAA EAST CENTRAL   \$9.00 on 6/29/17 1   OAK SMOKE'S   \$5.00 on 7/03/17 1 # #5389    Edit Payment    Payment Information   Payment Information	cheduled Payments	7/3/2017						recoming	NOTE	
Search Scheduled Payments     SaAa EAST CENTRAL   S9.00 on 6/29/17 4     C 1     OAK SMOKES   S5.00 on 7/03/17 2 #5369     Edit Payment     Payment Information     Memo   TEST   Delivery Method   Earliest Send On Earliest Deliver By     Name   OAK SMOKE'S   Acount   10121123223   Address   1051INCOLIN AVE   FORT WAYNE, IN 46807			7/3/2017	\$5.00	Checking *5	716	#5369	-	-	C t
AAA EAST CENTRAL \$9.00 on 6/29/17 4 OAK SMOKE'S \$5.00 on 7/03/17 2 #5369 Edit Payment Payment Information Payment Information Payment Information Payment Information Payment Information Payment Information Payment Information Name OAK SMOKE'S Account 100121123223 Address 1005 LINCOLN AVE PORT WAYNE, IN 46807	Pearsh Osheduled Deumort-			(	۹ ≣			/		/
\$9.00 on 6/29/17 4       Image: Control of Control on 6/29/17 4         OAK SMOKE'S       \$5.00 on 7/03/17 1 1000000000000000000000000000000000	Search Scheduled Payments								¬ /	/
55.00 on 7/03/17 № #5369					c' th			C		
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Payment Information     Payee Information       Amount     Send On     Deliver By       \$ b     6/28/2017     7/5/2017       Memo     7/5/2017     Account 100121123223       Memo     Address 1005 LINCOLN AVE FORT WAYNE, IN 46807								V		
Payment Information     Payee Information       Amount     Send On     Deliver By       \$ \$     6/28/2017     7/5/2017       Memo     7/5/2017     Account 100121123223       Memo     Address 1005 LINCOLN AVE FORT WAYNE, IN 46807	- dit Payment									
Amount     Send On     Deliver By       \$ b     6/28/2017     7/5/2017       Memo     7/5/2017     Account 100121123223       Memo     Address 1005 LINCOLN AVE FORT WAYNE, IN 46807				Pav	vee Information					
\$     \$     6/28/2017     7/5/2017     Account 100121123223       Memo     Address 1005 LINCOLN AVE FORT WAYNE, IN 46807       Delivery Method     Earliest Send On		Deli	iver By							
Memo     Address     1005 LINCOLN AVE FORT WAYNE, IN 46807       Delivery Method     Earliest Send On     Earliest Deliver By										
Delivery Method Earliest Send On Earliest Deliver By	Memo					1005 LINCOLN A				
	TEST					FORT WAYNE, IN	46807			
Standard US Mail (Fee: \$0)     06/28/2017     07/05/2017	Delivery Method	Earliest Send On	Earliest Deliv	er By						
	Standard US Mail (Fee: \$0)	06/28/2017	07/05/2017							
	Review Cancel									
Review Cancel										

#### EDIT PAYMENT

- PAYEE NAME, ADDRESS, AND ACCOUNT ARE LOCKED, ALL OTHER OPTIONS ARE EDITABLE.
- CLICK CANCEL CHANGES TO FOREGO ANY CHANGES AND RETURN TO PAYMENTS PAGE
- CLICK REVIEW TO CONFIRM CHANGES TO THE SCHEDULED PAYMENT.
- CHANGES WILL APPEAR IN THE PAYMENT DETAILS IN THE SCHEDULED PAYMENTS WIDGET AND VIEW SCHEDULED PAYMENTS PAGE.

## **CANCEL A PAYMENT**

#### Canceling Payments in the New UI

• CLICK ON THE EDIT PAYMENT ICON IN THE SCHEDULED PAYMENTS WIDGET OR THE VIEW ALL SCHEDULED PAYMENTS PAGE TO OPEN EDIT PAYMENT PAGE.

Scheduled Payments							🚣 Export	🚔 Print
Payee 🗸	Withd 🗸	Deliv 🗙	Amount 🗸	Account	Туре	Recurring	Note	
OAKEY SMOKER'S TOBACCO LOUN	7/3/2017	7/3/2017	\$5.00	Checking *5716	#5369			Cî 💼
Scheduled Payments Search Scheduled Payments			c	λ ≣		$\leq$		
AAA EAST CENTRAL \$9.00 on 6/29/17 <b>*</b>				C m		m		
OAK SMOKE'S \$5.00 on 7/03/17 🖾 #5369				C				
						V		
Cancel Payment							×	
Are you sure you want to de	lete this pa	ayment?						
						Yes	No	

#### CANCEL PAYMENT

- CLICK ON THE CANCEL PAYMENT ICON IN THE PAYEMENT DETAILS / OPTIONS FROM THE SCHEDULED PAYMENTS WIDGET OR VIEW ALL SCHEDULED PAYMENTS PAGE.
- CANCELED PAYMENTS WILL BE REMOVED FROM YOUR SCHEDULED PAYMENTS LIST SCHEDULED PAYMENTS WIDGET OR VIEW ALL SCHEDULED PAYMENTS PAGE.

### EDIT A RECURRING PAYMENT SCHEDULE

#### Editing Recurring Payment Schedules in the New UI

<ul> <li>✓ PIZZA CUBE - *4321 Next payment \$5.00 on 7/05/17 ☑</li> <li>Checking 1 *4108 ▼ test</li> <li>C Recurring Payment Schedule Starting on 7/5/2017 a payment of \$5.00 will be made The next scheduled payment will be made on 7/5/2</li> </ul>		S schedule.	Cancel Schedule	On Edit Schedule
CLICK ON THE RECURRI BUTTON FROM THE PAT PIZZA CUBE - *4321 Recu	YEE LINE NEXT TO		×	<b>*</b>
Payment Details Payment Amount \$ \$	First Payment Date			
Delivery Options Payment Frequency Once Every Month Send Payments	Non-Business Day Op Pay Previous Business			
<ul> <li>Until I cancel this schedule</li> <li>Until this date mm/dd/yyyy</li> <li>Until 0 payments are main</li> </ul>	de	► Subn	nit Close	

- CLICK CLOSE TO FOREGO ANY CHANGES AND CLOSE THE RECURRING PAYMENT WINDOW.
- CLICK SUBMIT TO CONFIRM CHANGES TO THE RECURRING PAYMENT SCHEDULE.
- CHANGES WILL APPEAR FOR EACH PAYMENT OF THE RECURRING SCHEDULE UNDER PAYEE DETAILS FROM THE PAY BILLS PAGE AND WHEN VIEWING THE PAYMENT IN THE WIDGETS OR VIEW SCHEDULED PAYMENTS PAGE.

### **CANCEL A RECURRING SCHEDULE**

#### Canceling Recurring Schedules in the New UI

•	PIZZA CUBE - *4321 Next payment \$5.00 on 7/05/17 🛛	\$				
	Checking 1 *4108  v test		🖸 Edit Payee	C Rush Payment		Cancel Schedule
	C Recurring Payment Schedule Starting on 7/5/2017 a payment of \$5.00 will be made once	every month until I cancel this sched	lule.			
	The next scheduled payment will be made on 7/5/2017.			Edit Schedule	Cancel Schedule	

OR

#### • CLICK ON THE CANCEL SCHEDULE BUTTON FROM THE PAYEE LINE NEXT TO A PAYEE.

. . . . . . . . . . . .

Scheduled Payments							A Export	🖨 Print
Payee 🗸	Withd 🗙	Deliv 🗙	Amount 🗸	Account	Туре	Recurring	Note	
OAKEY SMOKER'S TOBACCO LOUN	7/3/2017	7/3/2017	\$5.00	Checking *5716	#5369	*	-	6 💼
<ul> <li>CLICK ON THE CANCEL P THE SCHEDULED PAYMI VIEW SCHEDULED PAYM</li> <li>CHOOSE DELETE ENTIRE THE DROPDOWN.</li> </ul>	ENTS WIE /IENTS P/	OGET OR AGE.		OAK	7 💭 4 this occ entire s			
Cancel Recurring Schedule					×			2
Are you sure you want to cancel the	schedule fo	F ENERGY -	• *6952?			<<	<b>~~</b> •	
				Yes	No			

- CLICK THE YES BUTTON TO CONFIRM CANCELATION OF THE RECURRING SHEDULE.
- CANCELED SCHEDULES WILL BE REMOVED FROM THE SCHEDULED PAYMENTS WIDGET / VIEW SCHEDULED PAYMENTS PAGE AND THE RECURRING ICON WILL NO LONGER BE BOLD NEXT TO YOUR PAYEE ON THE PAY BILLS PAGE.

### **CANCEL A RECURRING OCCURENCE**

#### Canceling Recurring Occurrences in the New UI

Scheduled Payments							🛃 Export	🖨 Print
Payee 🗸	Withd 🗸	Deliv 🗙	Amount 🗸	Account	Туре	Recurring	Note	
OAKEY SMOKER'S TOBACCO LOUN	7/3/2017	7/3/2017	\$5.00	Checking *5716	#5369	•	-	c i
<ul> <li>CLICK ON THE CANCEL I THE SCHEDULED PAYM VIEW SCHEDULED PAYM</li> <li>CHOOSE DELETE THIS O THE DROPDOWN.</li> </ul>	ENTS WIE	OGET OR AGE.		OAK		urrence chedule		
Cancel Recurring Payment					×			8
Are you sure you want to delete this	occurrence	?				<<	<b>~~</b> •	
				Yes	No			

- CLICK THE YES BUTTON TO CONFIRM CANCELATION OF THE OCCURRENCE.
- THE PAYMENT WILL NOW REFLECT THE NEXT PAYMENT DATE.

## EDIT A RECURRING OCCURRENCE

#### Editing Recurring Occurrences in the New UI

cheduled Payments							🛃 Export	🖨 Print
iyee 🗸	Withd 🗙	Deliv 🗙	Amount 🗸	Account	Туре	Recurring	Note	
AKEY SMOKER'S TOBACCO LOUN	7/3/2017	7/3/2017	\$5.00	Checking *5716	#5369	*	-	<b>c</b> i 💼
CLICK ON THE EDIT PAY SCHEDULED PAYMENTS VIEW ALL SCHEDULED F OPEN EDIT PAYMENT F	WIDGET PAYMENT	OR THE	E Total	eduled Payments \$117.25 SMOKE'S 0 on 7/05/17 🖾 #5370 A CUBE 0 on 7/05/17 📿 🖾 #537	1	Q ≣ © m̂		S S
Edit Payment Payment Information				Payee Information				
Amount Send On		Deliver By		Name C	DAK SMOKE'S			
\$ þ	7	7/5/2017		Account 1	00121123223			
Memo TEST					005 LINCOLN AV ORT WAYNE, IN 4			
Delivery Method	Earliest Ser	d On Earlie	st Deliver By					
Standard US Mail (Fee: \$0)      Review Cancel	06/28/2017	07/05	2017					

#### **EDIT PAYMENT**

- CLICK CANCEL TO FOREGO ANY CHANGES AND RETURN TO THE PAGE YOU WERE ON.
- CLICK REVIEW TO CONFIRM CHANGES TO THE RECURRING OCCURRENCE.
- CHANGES WILL APPEAR FOR EACH PAYMENT OF THE RECURRING SCHEDULE UNDER PAYEE DETAILS FROM THE PAY BILLS PAGE AND WHEN VIEWING THE PAYMENT IN THE WIDGETS OR VIEW SCHEDULED PAYMENTS PAGE.

# PREFERENCES

#### Update My Preferences in the New UI

Ide Payee   by a Person   by with Picture   ew Payments   bodate my Preferences   hext Check #   go off     I want to -     by user Information     Notifications     Notifications     Send email summary of daily payments   Send email when payee is created     Send email for payments scheduled over 2     I want to -     Vser Information     Notifications     Notifications	a Person with Picture Payments the my Preferences e Feedback Off	Name         Address         Send email summary of daily payments         Send email when payee is created         xt Check # 5375         Send email for payments scheduled over 2	
y with Picture ave Feedback g off I want to • Update my Preferences Address I mail I want to • Update my Preferences	with Picture Payments the my Preferences e Feedback Off	Address Send email when payee is created  xt Check # 5375  Send email for payments scheduled over 2	
Address bodate my Preferences have Feedback g Off I want to • Update my Preferences Update my Preferences	Payments te my Preferences e Feedback Off	Send email when payee is created      Xt Check # 5375      Send email for payments scheduled over 2	
Ave Feedback g Off I want to - Update my Preferences	e Feedback Off		
ave Feedback g Off I want to - Update my Preferences	Dff		
I want to - Update my Preferences		Email	
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Update my Preferences		e	
Update my Preferences	I want to -		
	i want to 🗸		
	Update my Preferences		
User Information Notifications			
User Information Notifications			
	User Information	Notifications	
Name Send email summary of daily payments	Name	Send email summary of daily payments	
Address		Send email summary of daily payments	
	Addless		
Send email when payee is created		Send email when payee is created	
Next Check # 5375 Send email for payments scheduled over 2			
— 13	Next Check # 5375	Send email for payments scheduled over 2	
	Next Check # 5375	Send email for payments scheduled over 2	
		Send email for payments scheduled over 2	
Email		Send email for payments scheduled over 2	

- NAME AND ADDRESS ARE LOCKED BUT ALL OTHER PREFERENCES ARE EDITABLE.
- ENTER A CHECK # IN THE USER INFORMATION FORM.
- ENTER / EDIT EMAIL ADDRESS.
- CHECK THE BOXES NEXT TO:

SEND EMAIL SUMMARY OF DAILY PAYMENTS SEND EMAIL WHEN PAYEE IS CREATED SEND EMAIL FOR PAYMENTS SCHEDULED OVER \$X.XX

- ENTER A \$ VALUE INTO THE SEND EMAIL FOR PAYMENTS SCHEDULED OVER \$X.XX
- CLICK SAVE TO UPDATE PREFERENCES.

# LEAVE FEEDBACK

#### Leaving Feedback in the New UI

ant to - Pay Bills	Leave Feedback ×
Add Payee	Subject
Pay a Person	
Pay with Picture	Message
View Payments	
Jpdate my Preferences	
eave Feedback	Would you like to recieve a reply to this comment?
_og Off	
	► Submit Close
Leave Feedback	K ×
Subject	
Message	
Wiessage	
- Would you like t	to recieve a reply to this comment?
Would you like t	to recieve a reply to this comment?
Would you like to	to recieve a reply to this comment?
Would you like to	
Would you like to	to recieve a reply to this comment?

- ENTER A SUBJECT IN THE SUBJECT FIELD.
- ENTER A MESSAGE INTO THE MESSAGE FIELD.
- CLICK THE CHECKBOX TO RECEIVE AN EMAIL REPLY TOYOUR FEEDBACK.
- CLICK SUBMIT TO SEND FEEDBACK.