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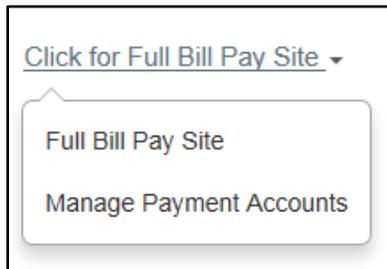
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## Overview

You must enroll in Bill Pay and select an account before you can add payees or pay bills. After you enroll, you can add additional accounts from which to pay. You can use the Bill Pay page to configure the accounts that appear when you pay a bill.

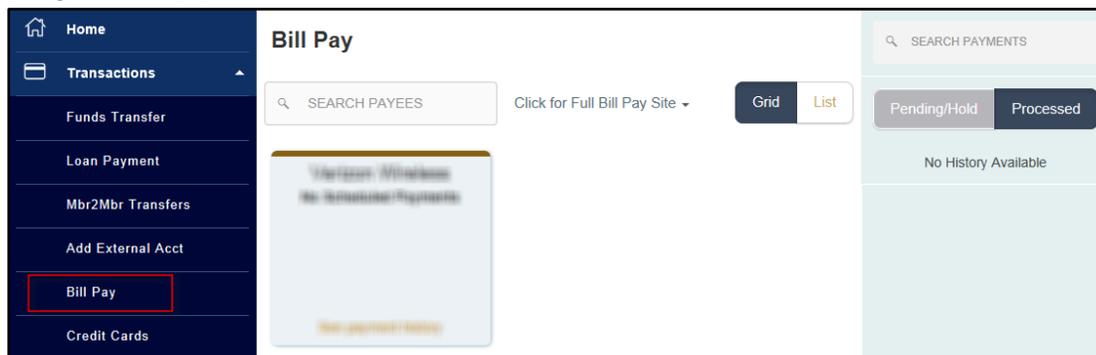


**Tip:** To access the full Bill Pay site, click Transactions > Bill Pay > Click for Full Bill Pay Site > Full Bill Pay Site



## I. To Manage Bill Pay Accounts

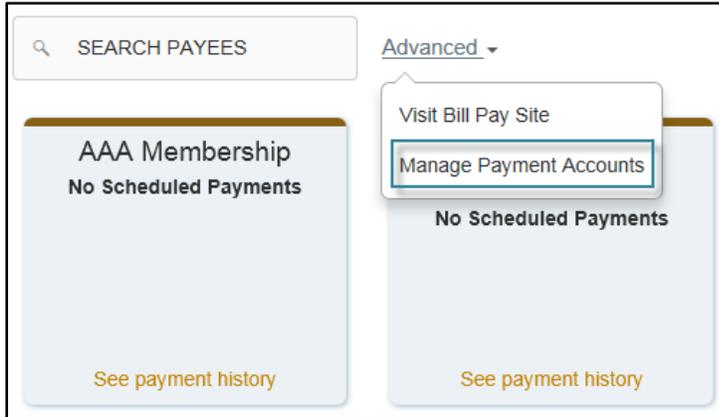
1. In the DFCU OnLine menu, select Bill Pay under Transactions. The integrated Bill Pay page will appear.



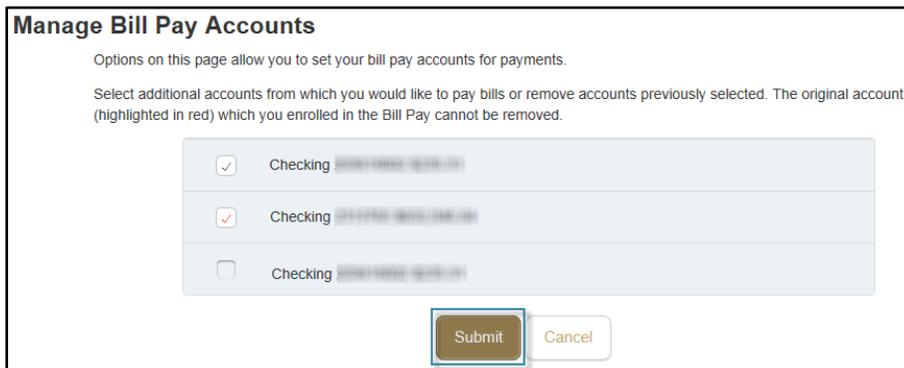
## Using Bill Pay in DFCU OnLine, continued

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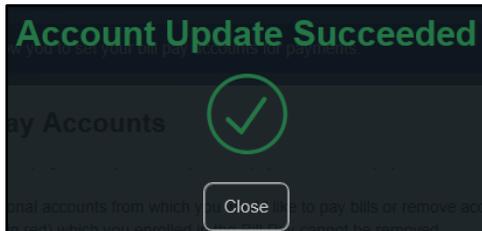
2. Click Advanced > Manage Payment Accounts. The Manage Bill Pay Accounts page appears.



3. Select the check box for each account that you want to appear when you pay a bill. Clear the check box to remove an account from bill pay. You **cannot** remove the account that you selected when you enrolled in bill pay.
4. Click Submit.



5. Click Close in the success message.



## Using Bill Pay in DFCU OnLine, continued

### II. Managing Bill Payments

On the Bill Pay page in DFCU OnLine, payees appear as cards in a grid or as items in a list. The front of the card includes information about the payee, the most recent payment, and the next scheduled payment to the payee. The back of the payee card includes the most recent payment amounts and the average payment.

#### Example (font and back of payee card)



The card color indicates the state of the bill. The following colors display the state of the bill:

Card Color	Meaning
Red	Bill is overdue
Yellow	Bill is due within the next three days
Green	Bill payment is scheduled
Blue	Needs review

The list view includes the payee nickname, the last payment date and amount, the next payment date and amount, and the bill status.

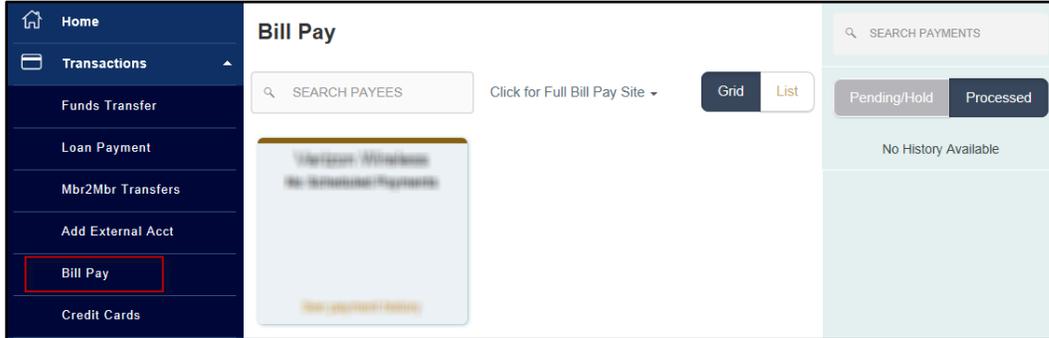


# Using Bill Pay in DFCU OnLine, continued

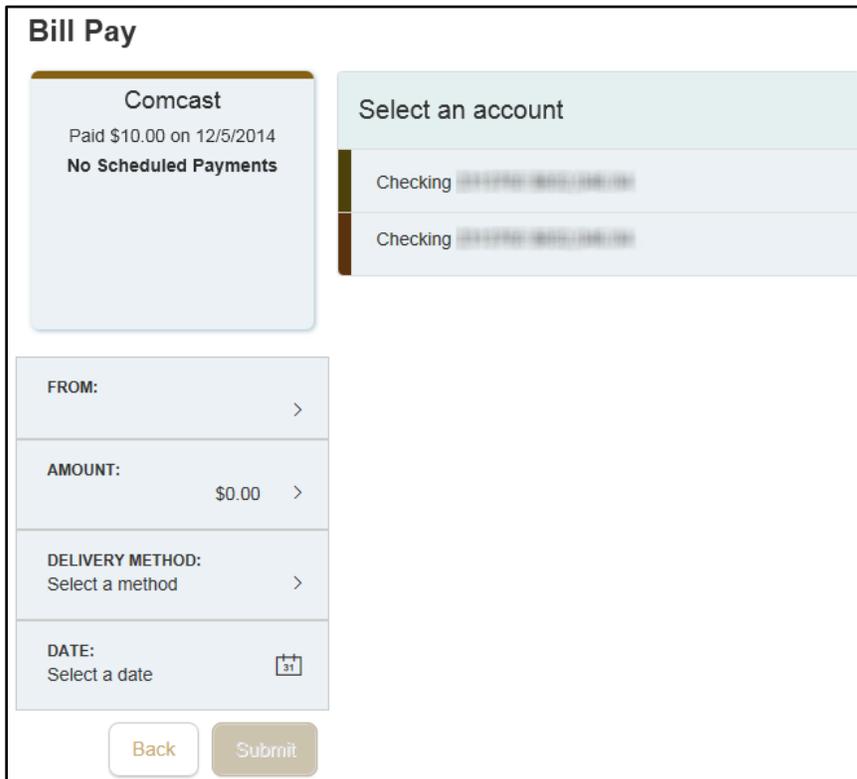
## III. Paying a Bill

You can use the Bill Pay page to select a payee and pay a bill. To pay a bill:

1. In the DFCU OnLine menu, select Bill Pay under Transactions. The integrated Bill Pay page will appear.



2. On the Bill Pay page, browse or search for the payee that you want to pay and click the payee name. The Bill Pay page appears.
3. Click From, and click the account from which you want to make the payment under Select an account.



4. In the Amount specify the amount that you want to pay, and click Save.

## Using Bill Pay in DFCU OnLine, continued

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Amount		
\$ 200.00 <sup>x</sup>		
1	2	3
4	5	6
7	8	9
Delete	0	Save

5. In the Select a delivery method list, click the delivery method.

Select a delivery method
Regular Payment - 2 business days required
Expedited Payment - n business days required

6. In the Select a date calendar, click the date to pay the bill.

Select a date:						
March			2015			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7. Click Submit.
8. On the status page, click Close.

## Using Bill Pay in DFCU OnLine, continued

### IV. Viewing Bill Payments to a Payee

You can use the grid view in the Bill Pay page to view bill payments to a payee. To view bill payments to a payee:

1. In the grid view in the Bill Pay page, locate the bill whose payment history you want to view.
2. Click See Payment History, the payment history will appear to the right hand side under the Search Payments area.

The screenshot shows the 'Bill Pay' interface. On the left, there's a 'SEARCH PAYEES' field and a grid of payee cards. The 'Comcast' card is highlighted with a blue box around the 'See payment history' button. On the right, the 'SEARCH PAYMENTS' panel is visible, showing a list of payments for Comcast. A blue arrow points from the 'See payment history' button to the search results.

SEARCH PAYMENTS	
Pending/Hold	Processed
Comcast Regular Payment	\$10.00 12/5/2014
Comcast Regular Payment	\$10.00 11/7/2014



**Tip:** Click on the payment to view more information.

### V. Canceling a Bill Payment

You can use the Bill Pay page to cancel a pending bill payment that you created. To cancel a bill payment:

1. In the DFCU OnLine menu, select Bill Pay under Transactions. The integrated Bill Pay page will appear.
2. The Search Payments area (located to the right hand side) lists all of the pending and processed bill payments. Click Pending to view the pending bill payments.

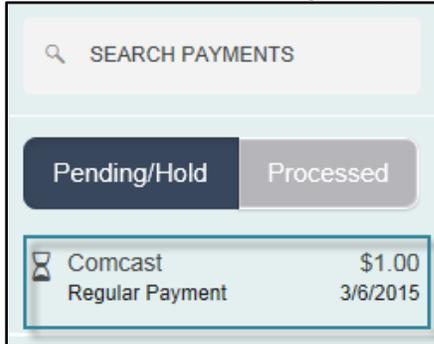
This close-up shows the 'SEARCH PAYMENTS' panel with the 'Pending/Hold' tab selected. A blue arrow points to the 'Pending/Hold' tab. Below the tabs, a payment entry is shown: 'Comcast Regular Payment' for '\$1.00' scheduled for '3/6/2015'.

SEARCH PAYMENTS	
Pending/Hold	Processed
Comcast Regular Payment	\$1.00 3/6/2015

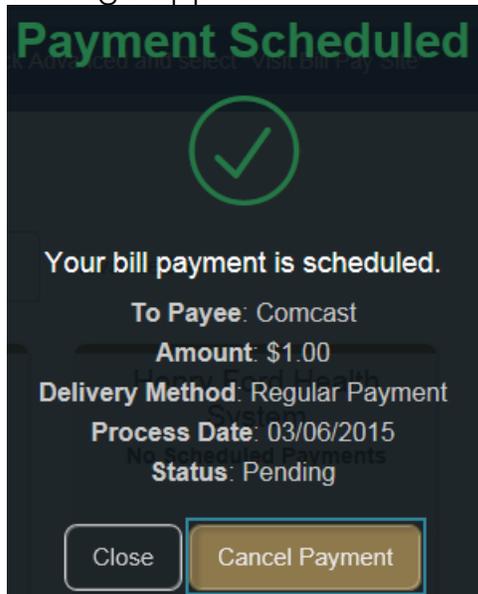
## Using Bill Pay in DFCU OnLine, continued

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3. In the list of pending bill payments, click the pending bill payment that you want to cancel. A message appears with the status of the bill payment.



4. Click Cancel Payment. When the payment has been canceled successfully, a message appears.



5. Click Close.

