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Overview

You must enroll in Bill Pay and select an account before you can add payees or pay bills. Payee must be added in the Full Bill Pay Site.



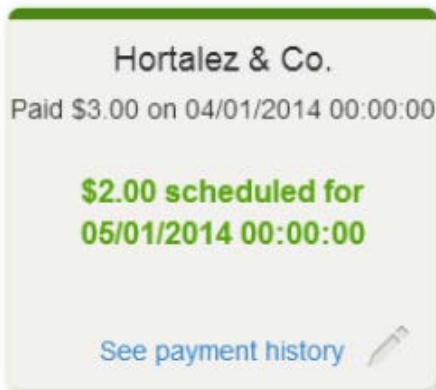
Tip: To access the full Bill Pay site, click Transactions > Bill Pay > Click for Full Bill Pay Site > Full Bill Pay Site



I. Managing Bill Payments

On the Bill Pay page in DFCU OnLine, payees appear as cards in a grid on the Single Pay page or as items in a list on the Multi Pay page. 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)



Using Bill Pay in DFCU OnLine, continued

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

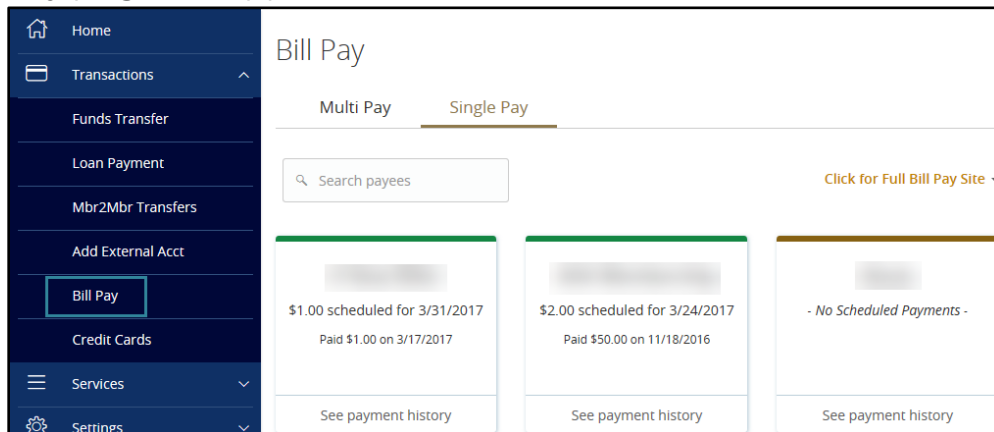
Card Color	Meaning
Red	Bill is overdue
Yellow	Bill is due within the next three days
Green	Bill payment is scheduled
Blue	Needs review
Brown	No payment scheduled

II. Paying a Bill

You can use the Bill Pay page to select a payee and pay a bill or multiple bills.

To pay a single bill:

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



2. On the Single Pay Bill Pay page, browse or search for the payee that you want to pay and click the payee name. The Bill Pay page appears.

Using Bill Pay in DFCU OnLine, continued

- Click From, and click the account from which you want to make the payment under Select an account.

The screenshot shows the 'Bill Pay' interface. On the left, there is a box with the text '- No Scheduled Payments -' and 'Paid \$50.00 on 11/18/2016'. To the right, under the heading 'Select an account', there are two 'Checking' account options, each with a blurred account number. Below this, there are four dropdown menus: 'FROM:' (with a right arrow), 'AMOUNT:' (set to '\$0.00' with a right arrow), 'DELIVERY METHOD:' (set to 'Regular Payment' with a right arrow), and 'DATE:' (set to '03/21/2017' with a calendar icon). At the bottom, there are 'Back' and 'Submit' buttons.

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

The screenshot shows the 'Amount' input field with a dollar sign and the value '200.00'. Below the input field is a numeric keypad with buttons for digits 1 through 9, a 'Delete' button, and a '0' button. A 'Save' button is located at the bottom right of the keypad.

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

The screenshot shows a list titled 'Select a delivery method'. There are two options: 'Regular Payment - 2 business days required' and 'Expedited Payment - n business days required'.

Using Bill Pay in DFCU OnLine, continued

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

Select a date:

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.

Bill Pay

- No Scheduled Payments -
Paid \$1.00 on 11/18/2016

FROM:
Checking >

AMOUNT: \$1.00 >

DELIVERY METHOD:
Regular Payment >

DATE: 3/31/2017

Back Submit

Select a date:

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	

8. On the status page, click Close.

Payment Scheduled

Single Pay

Your bill payment is scheduled.

To Payee: Amount: \$1.00
Delivery Method: Regular Payment
Process Date: 03/31/2017
Status: Pending 3/2017

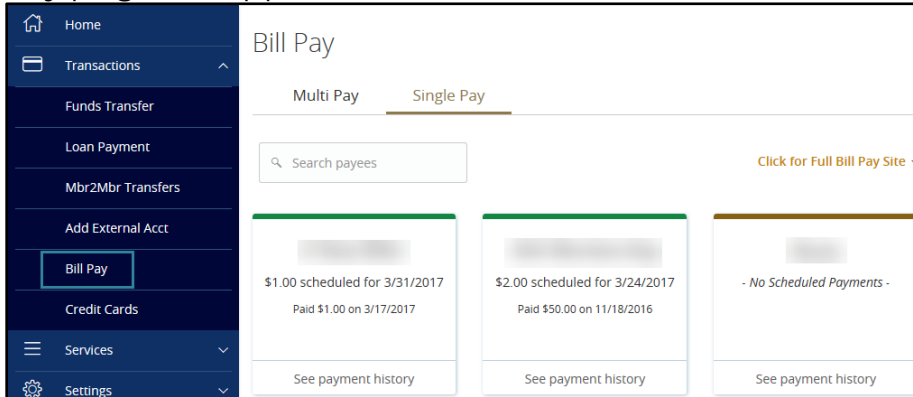
Paid \$50.00 on 11/18/2016

Close Cancel Payment

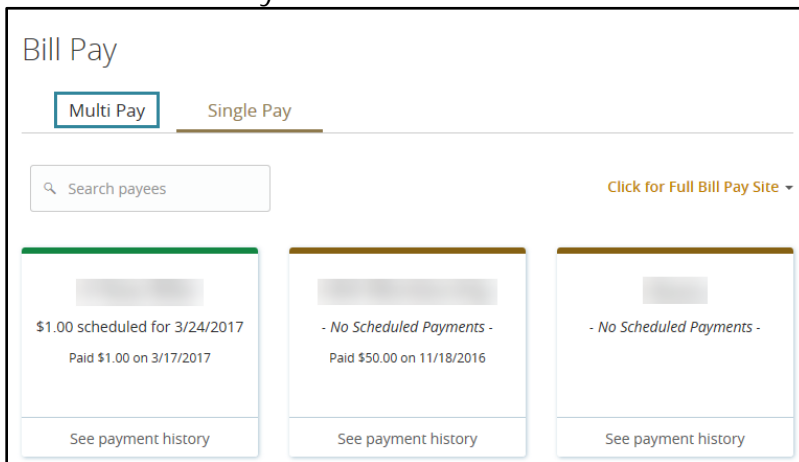
Using Bill Pay in DFCU OnLine, continued

To pay multiple bills at one time:

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



2. Click on Multi Pay.



3. For each payee, (1) select an account in the Pay from drop-down, (2) enter an amount and (3) select a date.

Using Bill Pay in DFCU OnLine, continued

Bill Pay

Multi Pay Single Pay

Search payees

Click for Full Bill Pay Site

1 Pay from 2 Amount 3 Date

Scheduled: \$1.00 on 3/24/2017	Checking: [dropdown]	\$0.00	Select Date [calendar]
Last Paid: \$50.00 on 11/18/2016	Checking: [dropdown]	\$0.00	Select Date [calendar]

4. Click on Review Payments.

Bill Pay

Multi Pay Single Pay

Search payees

Click for Full Bill Pay Site

Name Pay from Amount Date

Last Paid: \$1.00 on 3/17/2017	Checking: [dropdown]	\$1.00	3/24/2017 [X]
Last Paid: \$50.00 on 11/18/2016	Checking: [dropdown]	\$2.00	3/24/2017 [X]

Total for 2 payments: **\$3.00** Review Payments

5. Click on Submit Payments to submit the payments or Edit Payments to edit the payments.

Bill Pay

Review Your Payments

Name	Pay from	Amount	Date
[blacked out]	Checking: [blacked out]	\$2.00	3/24/2017
[blacked out]	Checking: [blacked out]	\$1.00	3/24/2017

Total for 2 payments: **\$3.00** Edit Payments Submit Payments

Using Bill Pay in DFCU OnLine, continued

6. On the confirmation page, click Back to Bill Pay.

Bill Pay				
Bill Payment Confirmation				
Name	Pay from	Amount	Date	Status
	Checking: [redacted]	\$2.00	3/24/2017	Pending
	Checking: [redacted]	\$1.00	3/24/2017	Pending
Total for 2 payments: \$3.00				Back to Bill Pay

III. 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 is a 'SEARCH PAYEES' search bar and a grid of payee cards. One card for 'Comcast' is highlighted, showing a payment of \$10.00 on 12/5/2014 and a scheduled payment of \$100.00 for 3/6/2015. A 'See payment history' button is visible on this card. On the right, a 'SEARCH PAYMENTS' panel is open, showing a list of payments for Comcast, including a regular payment of \$10.00 on 12/5/2014 and another on 11/7/2014. A blue arrow points from the 'See payment history' button to the search results panel.



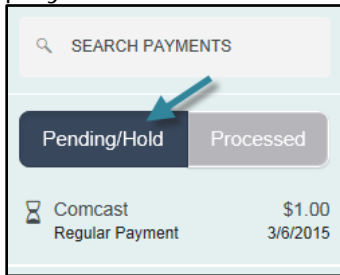
Tip: Click on the payment to view more information.

Using Bill Pay in DFCU OnLine, continued

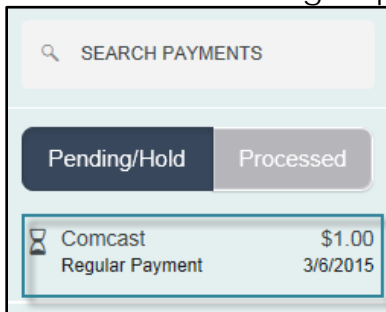
IV. Canceling a Bill Payment

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

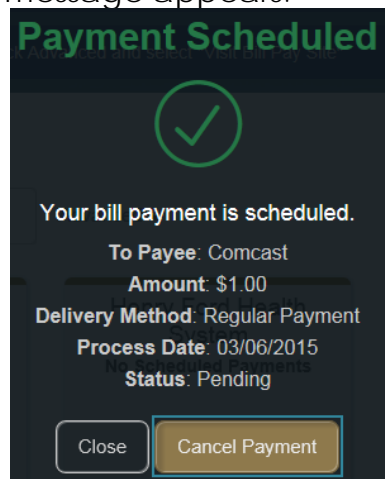
1. In the DFCU OnLine menu, select Bill Pay under Transactions. The integrated Bill Pay page will appear.
2. The Search Payments area (located to the right hand side) lists all of the pending and processed bill payments. Click Pending to view the pending bill payments.



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.



Using Bill Pay in DFCU OnLine, continued

5. Click Close.

