ALLIED BILLPAY UI

TABLE OF CONTENTS

SUMMARY

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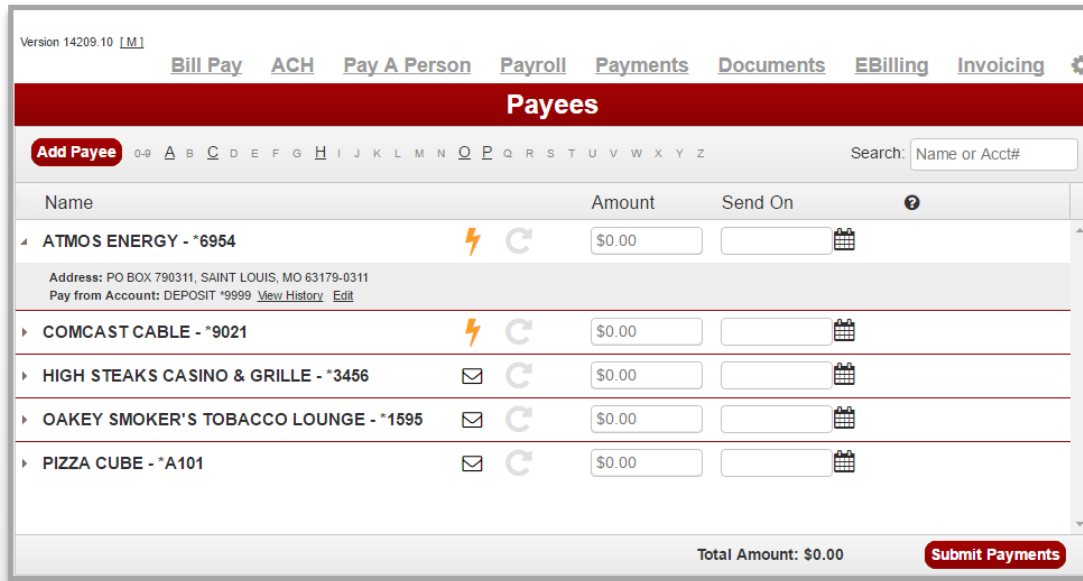
INTENDED USE OF THIS DOCUMENT

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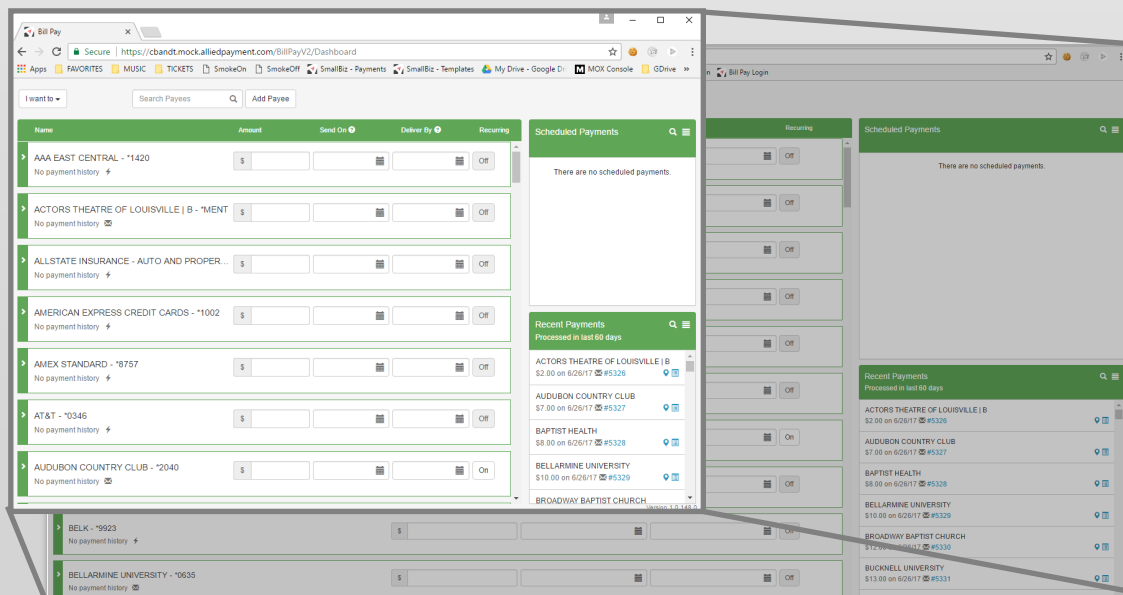
BILLPAY vs PAY BILLS I

Main page

Current UI
Static: one size

vs

New UI

Dynamic: resizes with window

BILLPAY

Main page overview

Current UI

NAVIGATION BAR

OPTIONS

Version 14209.10 [M]

Bill Pay   ACH   Pay A Person   Payroll   Payments   Documents   EBilling   Invoicing   ⚙

Payees

Add Payee   0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z   Search: Name or Acct#

Name			Amount	Send On	❓
▲ ATMOS ENERGY - *6954	⚡	↻	$0.00		📅
Address: PO BOX 790311, SAINT LOUIS, MO 63179-0311 Pay from Account: DEPOSIT *9999 View History Edit					
▸ COMCAST CABLE - *9021	⚡	↻	$0.00		📅
▸ HIGH STEAKS CASINO & GRILLE - *3456	✉	↻	$0.00		📅
▸ OAKEY SMOKER'S TOBACCO LOUNGE - *1595	✉	↻	$0.00		📅
▸ PIZZA CUBE - *A101	✉	↻	$0.00		📅

Total Amount: $0.00   **Submit Payments**

PAYEES LIST

ADD PAYEE BUTTON   **SEARCH PAYEES**   **PAYMENT SUMMARY**

PAY BILLS

Overview of the main page

New UI

BILLPAY vs PAY BILLS II

Navigation & Options

Version 14209.10 [M]

Bill Pay   ACH   Pay A Person   Payroll   Payments   Documents   EBilling   Invoicing ⚙

Payees

Add Payee   0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z   Search: Name or Acct#

- ◆ **The Header of the current UI contains the Version #, the Navigation Bar, Options drop menu, Add Payees button, Find Payees Alphabetically & Search Payees box.**

- ◆ **The Navigation Bar may contain the following row of links: Bill Pay, ACH, Pay A Person, Payroll, Payments, Documents, EBilling, and Invoicing.**
- ◆ **These options are determined by the User's roles.**

- ◆ **The drop menu contains the Preferences, Default View, Leave Feedback, and Log Off options.**

nick.karn
Preferences
Default View:
√Standard
Compact
Mobile
Leave Feedback [+]
Log Off

VS

I want to ▾   Search Payees 🔍   Add Payee

Pay Bills
Add Payee
Pay a Person
Pay with Picture
View Payments
Update my Preferences
Leave Feedback
Log Off
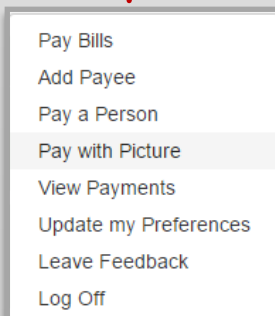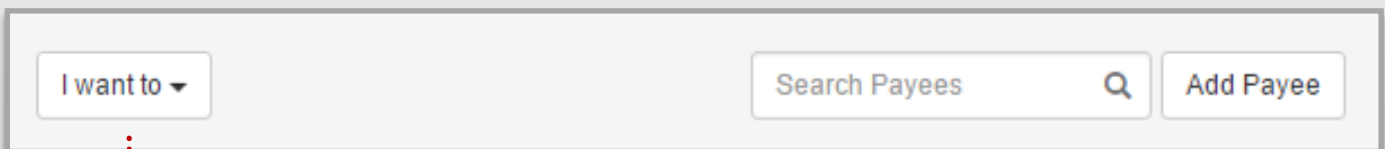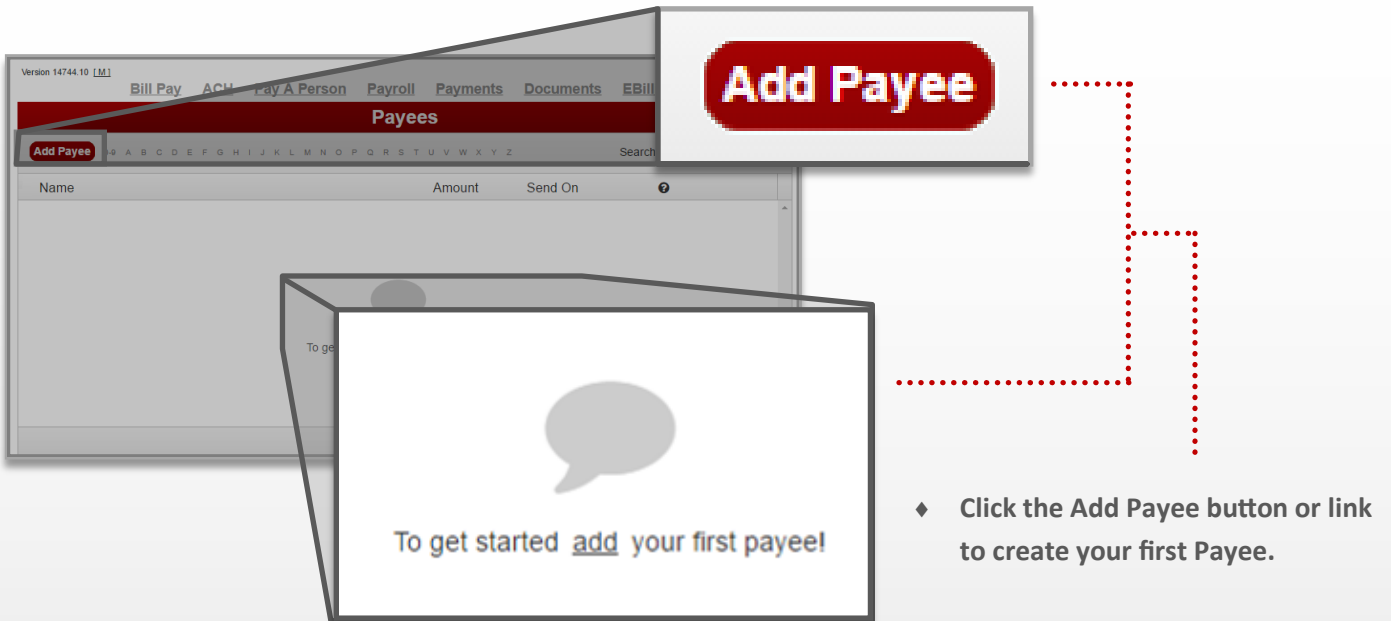
- ◆ **The Header of the New UI contains the "I Want To" navigation drop menu, Search Payees box, and Add Payee button.**

- ◆ **The drop menu serves as Options and Navigation and contains links to Pay Bills, Add Payee, Pay A Person, Pay with Picture, View Payments, Update my Preferences, Leave Feedback, and Log Off**

*The Version # is only displayed at the Log In screen.
**There is no longer an Alphabetical Find Payee function.
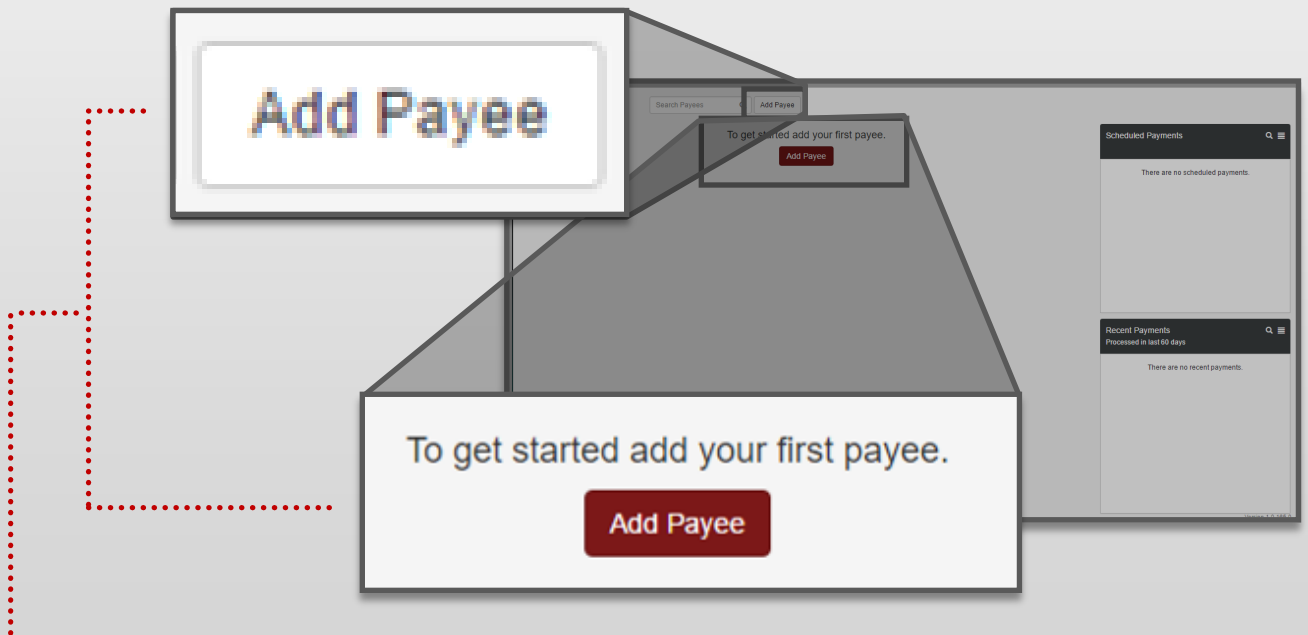
BILLPAY vs PAY BILLS III

Add Payee

Add Payee

- **Click the Add Payee button or link to create your first Payee.**

To get started add your first payee!

VS

Add Payee

To get started add your first payee.

Add Payee

Scheduled Payments

There are no scheduled payments.

Recent Payments
Processed in last 60 days

There are no recent payments.

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

CONTINUE TO ADD PAYEE »

BILLPAY vs PAY BILLS IV

Search

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z   Search: Name or Acct#
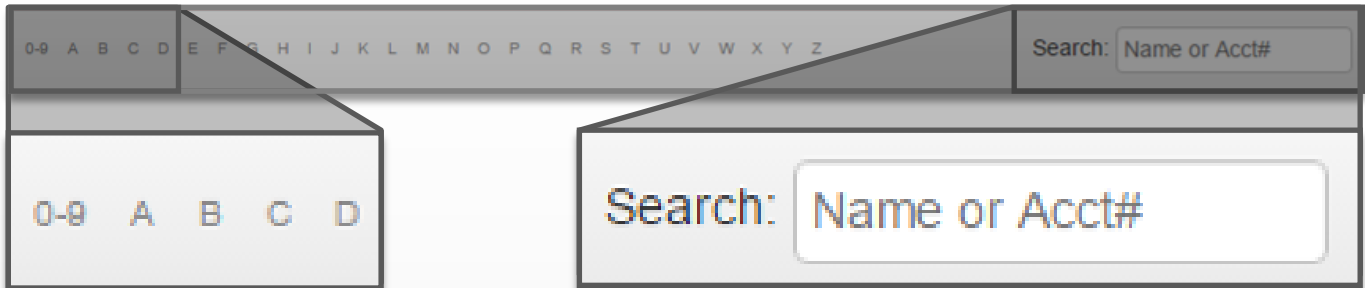
0-9 A B C D

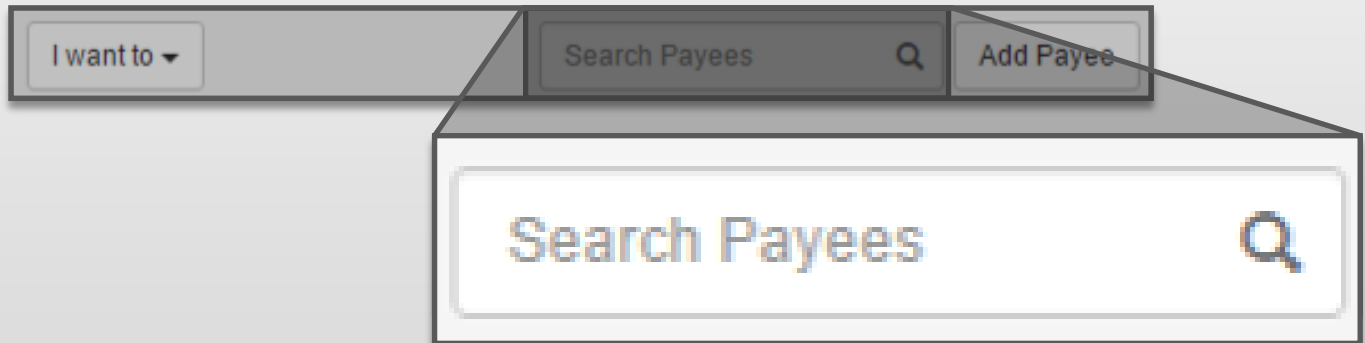Search: Name or Acct#

♦ **Find and Filter Payees by:**
  - ♦ **Scrolling through the list of Payees**
  - ♦ **Clicking on the corresponding letter in the Alphabet.**
  - ♦ **Entering the Payee Name / Nickname exactly as it appears into the Search box.**
  - ♦ **Entering last 4 digits of Account # into the Search box.**

VS

I want to ▾   Search Payees 🔍   Add Payee

Search Payees 🔍

♦ **Find and Filter Payees 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.**

BILLPAY vs PAY BILLS V

Payees List

Name			Amount	Send On		❓
⊿ ATMOS ENERGY - *6954	⚡	↻	$0.00		📅	
Address: PO BOX 790311, SAINT LOUIS, MO 63179-0311 Pay from Account: DEPOSIT *9999 View History Edit						
▸ COMCAST CABLE - *9021	⚡	↻	$0.00		📅	
▸ HIGH STEAKS CASINO & GRILLE - *3456	✉	↻	$0.00		📅	
▸ OAKEY SMOKER'S TOBACCO LOUNGE - *1595	✉	↻	$0.00		📅	
▸ PIZZA CUBE - *A101	✉	↻	$0.00		📅	

- ♦ **Header displays the Name, Amount, Send On / Deliver By Date fields . Once a Payee is created it will appear below the header.**
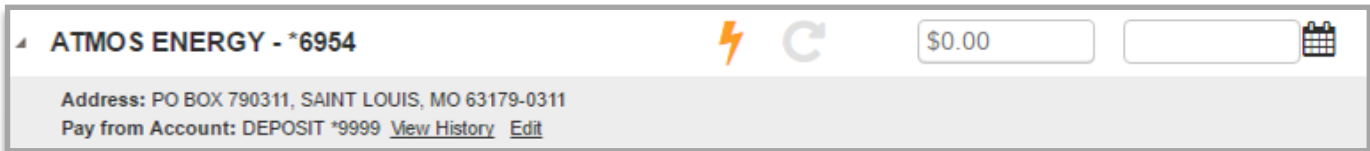
.... **VS** ....

Name	Amount	Send On ❓	Deliver By ❓	Recurring
NORTHWESTERN MUTUAL LIFE INSURANCE - *8196 No payment history ⚡	$	📅	📅	On
OAK SMOKE'S - *3223 No payment history ✉	$ 5	06/21/2017 📅	06/27/2017 📅	Off
Checking 1 *4108 ▾	Test	☑ Edit Payee	⏱ Rush Payment	
PIEDMONT NATURAL GAS - *8001 No payment history ⚡	$	📅	📅	Off
PINEHURST COUNTRY CLUB - *0663 No payment history ✉	$	📅	📅	On
PIZZA CUBE?! NO WAY! - *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.**

BILLPAY vs PAY BILLS IV

Payee Line + Details & Options
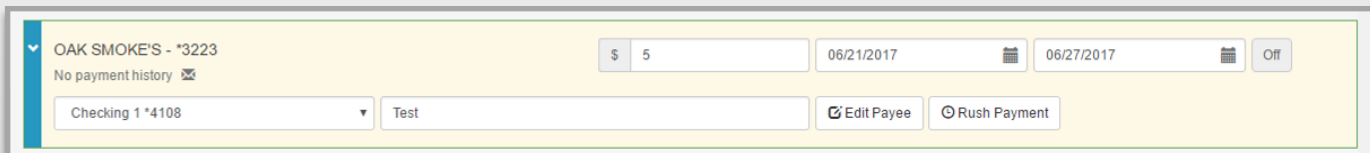
| ◢ ATMOS ENERGY - *6954 | ⚡ ↻ | $0.00 | | 🗓 |

Address: PO BOX 790311, SAINT LOUIS, MO 63179-0311
Pay from Account: DEPOSIT *9999 View History Edit

♦ **Each Payee Line consists of a Payee Name / Nickname, last 4 digits of Account #, Payment Type Icon, Amount field, Send On / Deliver By Date fields, and Calendars.**

♦ **Clicking on a Payee or the arrow to the left of it expands a grey area for Payee Details and Payment Options which include: Address, Pay From Account, View History link, and Edit link. Clicking the arrow or Payee again closes these Options.**

♦ **The arrow to the left of the Payee indicates points down and to the right when details are open.**

· VS ·

⌄ OAK SMOKE'S - *3223	$ 5	06/21/2017 🗓	06/27/2017 🗓	Off
No payment history ✉				
Checking 1 *4108 ▾	Test		☑ Edit Payee	⏱ Rush Payment

♦ **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.

BILLPAY vs PAY BILLS IV

Payments Queue

Total Amount: $15.00   **Submit Payments**

- ♦ The Payments Queue is automatically displayed at the bottom of the page.

- ♦ It displays the Total Amount of all Payments and Submit Payments button.

- ♦ Clicking the Submit Payments button will open a Payment Review window with the header Submit Payment(s).

VS

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

Version 14788.10 [M]

Bill Pay   ACH   Pay A Person   Payroll   Payments   Documents   EBilling   Invoicing ⚙

Add Payee

Payee / Biller

Name   *
Nickname
Account Number
Payee Email
Pay From Account   Potato *9999 ▼

Payee / Biller Address

Zip Code   *
Address 1   *
Address 2
City   *
State   Alabama ▼ *

Additional Information

Memo

Add   **Cancel**

CURRENT UI VERTICAL LAYOUT

VS

◀ Back

Add Payee

Payee Information

Name
Nickname

Account Number
Payee Email

Pay From Account
Checking 1 *4108 ▼

Payee Address

Zip Code

Address Line 1
Address Line 2

City
State
Alabama ▼

Additional Information

Memo

Create Payee   Cancel

CURRENT UI HORIZONTAL LAYOUT

ADD PAYEE

Add Payee page breakdown in the Current UI

PAYEE NAME AND ACCOUNT # INFORMATION FORM

Payee / Biller

Name		*
Nickname		
Account Number		
Payee Email		
Pay From Account	Potato *9999 ▼	

PAYEE ADDRESS FORM

Payee / Biller Address

Zip Code		*
Address 1		*
Address 2		
City		*
State	Alabama ▼	*

ADDITIONAL INFORMATION FORM

Additional Information

Memo	

ADD BUTTON

Add **Cancel**

CANCEL BUTTON

ADD PAYEE

Add Payee page breakdown in the New UI

(same forms, different layout)

BACK BUTTON

◄ Back

Add Payee

Payee Information

Name

Nickname

Account Number

Payee Email

Pay From Account

Checking 1 *4108 ▼

Payee Address

Zip Code

Address Line 1

Address Line 2

City

State

Alabama ▼

Additional Information

Memo

Create Payee   Cancel

CANCEL BUTTON

CREATE BUTTON

ADDITIONAL INFORMATION

PAYEE ADDRESS

PAYEE NAME & ACCOUNT INFORMATION

ADD PAYEE

Add Payee process

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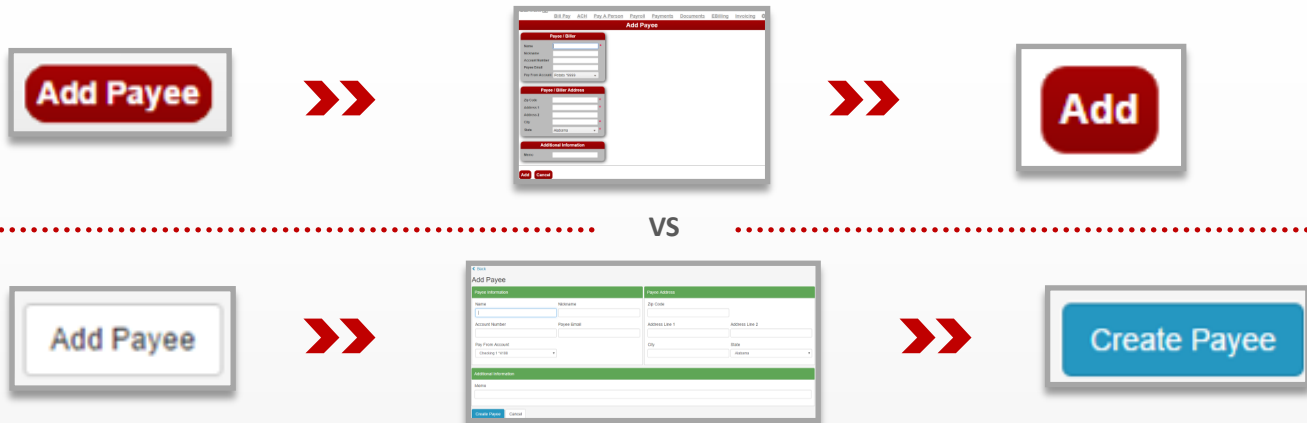
The Add Payee process remains exactly the same between our current and new UI.

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 page in Current UI

▲ **PIZZA CUBE - *TIME**   ✉   ↻ $0.00   📅

Address: 1005 LINCOLN AVE, FORT WAYNE, IN 46807
Pay from Account: PIZZA PARTY FUND *7255 View History Edit

Edit

∨
∨

Edit Payee

Payee / Biller

Name	PIZZA CUBE
Nickname	
Account Number	TASTY TIME
Payee Email	
Pay From Account	Pizza Party Fund *72... ▼

Payee / Biller Address

Zip Code	46807	*
Address1	1005 LINCOLN AVE	*
Address2		
City	FORT WAYNE	*
State	Indiana ▼	*

Additional Information

Memo	TEST

Save   **Cancel**   **Delete**

♦ CLICK ON THE EDIT LINK IN THE PAYEE DETAILS / OPTIONS FROM THE PAY BILLS PAGE TO OPEN EDIT PAYEE PAGE.

♦ EDIT PAYEE PAGE APPEARS SIMILAR TO THE ADD PAYEE PAGE WITH EDIT PAYEE HEADER.

EDIT PAYEE

♦ PAYEE NAME LOCKED, ALL OTHER FIELDS ARE EDITABLE.

♦ CLICK CANCEL TO FOREGO ANY CHANGES AND RETURN TO BILL PAY PAGE

♦ CLICK SAVE TO CONFIRM CHANGES TO PAYEE TEMPLATE.

♦ CHANGES WILL APPEAR ON PAYEE LINE, PAYEE DETAILS, UNPROCESSED PAYMENTS, AND ANY FUTURE PAYMENTS.

DELETE PAYEE

♦ CLICK DELETE AND CONFIRM TO DELETE A PAYEE.

♦ DELETED PAYEES WILL NO LONGER APPEAR IN YOUR PAYEES LIST AND ANY FUTURE RECURRING PAYMENTS WILL BE CANCELED.

*SCHEDULED OCCURRENCES ARE NOT DELETED.

EDIT / DELETE PAYEE

Edit / Delete a Payee in New UI

PIZZA CUBE - *4321
Next payment: $5.00 on 7/05 ✉

$ | | 📅 | | 📅 | Off
Checking 1 *4108 ▼ | test | ✎ Edit Payee | ⏱ Rush Payment

✎ Edit Payee

♦ **CLICK ON THE EDIT LINK IN THE PAYEE DETAILS / OPTIONS FROM THE PAY BILLS PAGE TO OPEN EDIT PAYEE PAGE.**

♦ **EDIT PAYEE PAGE APPEARS SIMILAR TO THE ADD PAYEE PAGE WITH EDIT PAYEE HEADER.**

UPDATE PAYEE

♦ **PAYEE NAME LOCKED, ALL OTHER FIELDS ARE EDITABLE.**

♦ **CLICK CANCEL TO FOREGO ANY CHANGES AND RETURN TO BILL PAY PAGE**

♦ **CLICK UPDATE PAYEE TO CONFIRM CHANGES TO PAYEE TEMPLATE.**

♦ **CHANGES WILL APPEAR ON PAYEE LINE, PAYEE DETAILS, UNPROCESSED PAYMENTS, AND ANY FUTURE PAYMENTS.**

‹ Back

Edit Payee

Payee Information

Name | Nickname
PIZZA CUBE |

Account Number | Payee Email
654321 | NICK.KARN@ALLIEDPAYN

Pay From Account
Checking 1 *4108 ▼

Payee Address

Zip Code
46815

Address Line 1 | Address Line 2
3201 STELLHORN RD |

City | State
FORT WAYNE | Indiana ▼

Additional Information

Memo
test

[Update Payee] [Delete] [Cancel]

DELETE PAYEE

♦ **CLICK DELETE AND CONFIRM TO DELETE A PAYEE.**

♦ **DELETED PAYEES WILL NO LONGER APPEAR IN YOUR PAYEES LIST AND ANY FUTURE RECURRING PAYMENTS WILL BE CANCELED.**

*SCHEDULED PAYMENTS ARE NOT AFFECTED.

CREATE A ONE TIME PAYMENT

Making A One Time Payment Comparison Overview

▲ VICTORIA'S SECRET - *1708	⚡ ↻	$10.00	06/22/2017 📅	06/26/2017
Address: PO BOX 659728, SAN ANTONIO, TX 78265-9728				
Pay from Account: POTATO *9999 View History Edit				

Total Amount: $15.00 **Submit Payments**

♦ **Enter an Amount and choose the Date next to the Payee you wish to pay.**

♦ **The Total Amount will appear at the bottom of the page.**

♦ **Click the Submit button.**

·· **VS** ··

I want to ▾	Search Payees 🔍	Add Payee	Payments 2 ⌄	Total amount $15.00	🖥 Pay Bills

Name	Amount	Send On ❓	Deliver By ❓	Recurring	Scheduled Payments 🔍 ☰
AAA EAST CENTRAL - *1420	$ 10	06/22/2017 📅	06/26/2017 📅	Off	Total: $5.00
No payment history ⚡					AUDUBON COUNTRY CLUB
Checking 1 *4108 ▾	Send a Memo	✓ Edit Payee	🕐 Rush Payment		$5.00 on 6/28/17 ✉ #5366 ✏ 🗑

♦ **Enter an Amount and choose the Date next to the Payee you wish to pay. The Payment Queue will appear at the top right of the page with a Total Amount and number of Payments.**

♦ **Select a Pay From Account if the default is not the account you wish to pay from. Enter an optional Memo.**

♦ **Click the arrow underneath the number of Payments to see a preview of your Payments. (optional)**

♦ **Click the Pay Bills button.**

CREATE A ONE TIME PAYMENT II

One Time Payment Process in the Current UI Breakdown

The process for creating a single /one time Payment remains almost the same between our current and new UI.

♦ **SELECT A PAYEE.**

◢ **VICTORIA'S SECRET - *1708** ⚡ ↻ $10.00 06/22/2017 📅 06/26/2017

    Address: PO BOX 659728, SAN ANTONIO, TX 78265-9728
    Pay from Account: POTATO *9999 View History Edit

♦ **ENTER AN AMOUNT AND CHOOSE A DELIVERY DATE.**

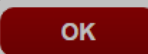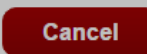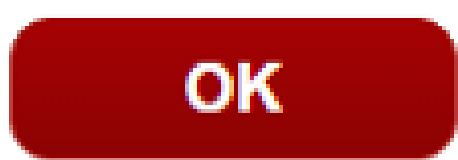| $10.00 | 06/22/2017 📅 | 06/26/2017 |

♦ **CLICK THE SUBMIT PAYMENTS BILLS BUTTON.**

Total Amount: $10.00 **Submit Payments**

♦ **REVIEW AND CONFIRM PAYMENTS. THEN CLICK THE OK BUTTON.**

Submit Payment(s) ✕

The following payment(s) will be scheduled:

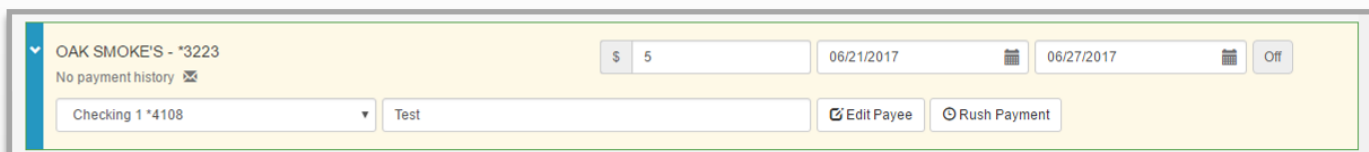| Name	Amount	Payment Date	Delivery Method	Fee	Expected Date	Memo
VICTORIA'S SECRET - *1708	$10.00	6/26/2017	Standard ▼	$0.00	6/28/2017	
Total	$10.00					

OK Cancel
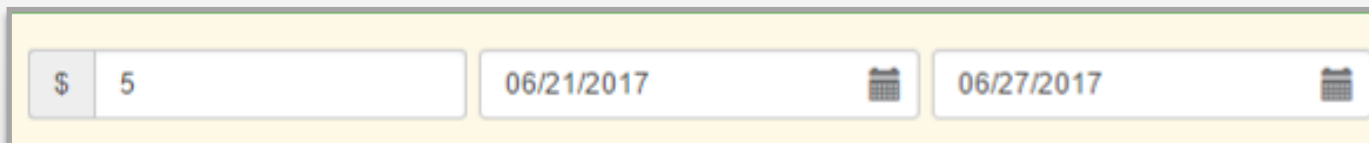
OK

CREATE A ONE TIME PAYMENT

One Time Payment Process in the New UI Breakdown I

The process for creating a single / one time Payments remains almost the same between our current and new UI. You now have the option to change the Pay From Acct# and Memo while you are setting up a Payment.
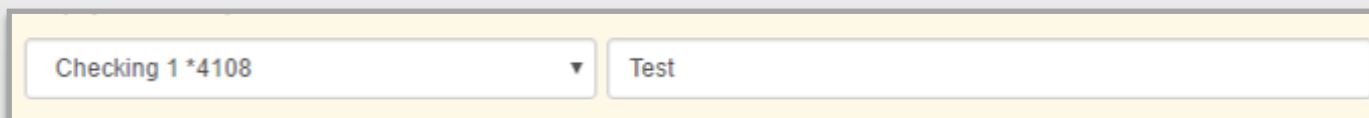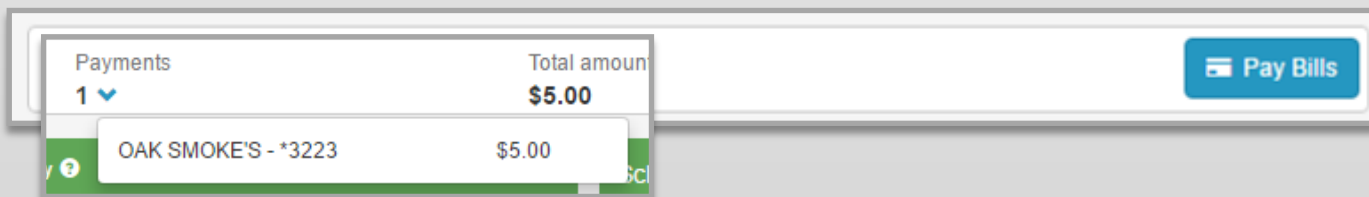
♦ **SELECT A PAYEE.**

OAK SMOKE'S - *3223		$	5	06/21/2017		06/27/2017		Off
No payment history ✉								
Checking 1 *4108 ▼	Test			☑ Edit Payee	⏱ Rush Payment			

♦ **ENTER AN AMOUNT AND CHOOSE A DELIVERY DATE.**

| $ | 5 | 06/21/2017 📅 | 06/27/2017 📅 |

♦ **CONFIRM PAY FROM ACCOUNT AND ENTER A MEMO (NEW, OPTIONAL).**

| Checking 1 *4108 ▼ | Test |
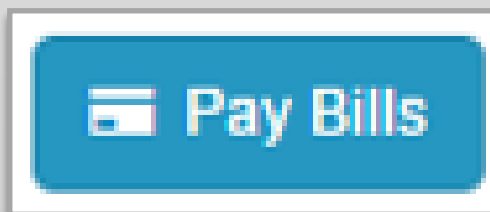
♦ **PREVIEW THE PAYMENTS FROM THE DROP LIST (NEW, OPTIONAL).**

Payments	Total amount		🖳 Pay Bills
1 ⌄	$5.00		
OAK SMOKE'S - *3223	$5.00		

♦ **PRESS THE PAY BILLS BUTTON** ≫ ≫

🖳 **Pay Bills**

CONTINUE TO PAYMENT REVIEW WINDOW ≫

CREATE A ONE TIME PAYMENT

One Time Payment Process in the New UI Breakdown II
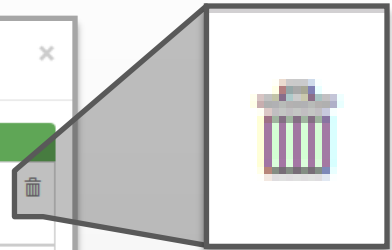
- ◆ **REVIEW PAYMENTS.**

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

Pay Bills

Payee	Amount	Send On	Deliver By	Type
OAK SMOKE'S - *3223 Account: Checking 1 *4108	$5.00 Memo: Test	6/26/2017	6/30/2017 Standard US Mail	Check
	Total $5.00			

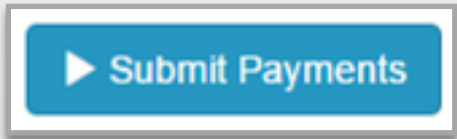▶ Submit Payments   Make Changes

Make Changes

- ◆ **MAKE CHANGES TO PAYMENTS (NEW, OPTIONAL).**
  **CLOSES PAYMENT REVIEW WINDOW AND KEEPS
  ALL INFORMATUON SAVED AND READY TO
  CHANGE ON THE PAY BILLS PAGE.**

- ◆ **CONFIRM AND SUBMIT PAYMENTS.**

▶ Submit Payments

- ◆ **PRINT OR CLOSE PAYMENTS CONFIRMATION.**

Pay Bills

Your payment was scheduled successfully.

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 MAIL	0974469
	Total $5.00			

🖨 Print   Close

MULTIPLE ONE TIME PAYMENTS

Multiple One Time Payment Process

▸ OAKEY SMOKER'S TOBACCO LOUNGE - *9019	✉ ↻	$5.00	06/22/2017 📅	06/26/2017
◢ VICTORIA'S SECRET - *1708	⚡ ↻	$10.00	06/22/2017 📅	06/26/2017

Address: PO BOX 659728, SAN ANTONIO, TX 78265-9728
Pay from Account: POTATO *9999 View History Edit

Total Amount: $15.00   **Submit Payments**

♦ **Follow the same Process as setting up a single Payment with more Payees.**

·· **VS** ··

I want to ▾	Search Payees 🔍	Add Payee	Payments 2 ⌄	Total amount $15.00	🖬 Pay Bills

Name	Amount	Send On ❓	Deliver By ❓	Recurring
AAA EAST CENTRAL - *1420 No payment history ⚡	$ 10	06/22/2017 📅	06/26/2017 📅	Off
Checking 1 *4108 ▾ Send a Memo ☑ Edit Payee ⏱ Rush Payment				
ACTORS THEATRE OF LOUISVILLE |... No payment history ✉	$ 5	06/22/2017 📅	06/28/2017 📅	Off
Checking 1 *4108 ▾ Send a Memo ☑ Edit Payee ⏱ Rush Payment				

Scheduled Payments
Total: $5.00   🔍 ☰

AUDUBON COUNTRY CLUB
$5.00 on 6/28/17 ✉ #5366   ☑ 🗑

♦ **Follow the same Process as setting up a single Payment with more Payees.**

RUSH / EXPEDITE PAYMENTS

Expedite Payment Process in the Current UI

Submit Payment(s)

The following payment(s) will be scheduled:

Name	Amount	Payment Date	Delivery Method	Fee	Expected Date	Memo
CHEEZ E. WEASEL'S - *3332	$5.00	6/28/2017	Overnight Mail ▼	$24.95	6/29/2017	Test2
			Standard US Mail			
			Overnight Mail			
Total	**$5.00**					

OK   **Cancel**

- **Set up Payment Amount and Dates next to a Payee.**
- **Click the Submit button.**
- **Select Overnight / Next Day next to each Payment you wish to expedite in the Payment Review window.**
- **Click the OK button.**

Verify Payment Fees

You have elected to expedite one or more of your payments, which will incur an additional fee. Do you wish to continue?

Yes **No**

- **Verify fees for expedited Payments.**
- **Click Yes button.**

RUSH / EXPEDITE PAYMENTS

Rush Payment Process in the New UI

- Set up Payment Amount and Dates next to a Payee.
- Click the Rush Payment button on the Payee Line.
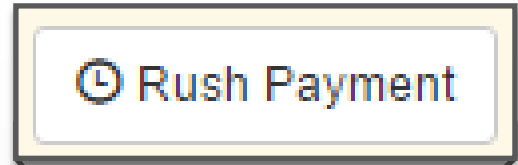
⏱ Rush Payment

| CHEEZ E. WEASEL'S - *3332 | | | $ | 5 | 06/28/2017 📅 | 06/29/2017 📅 | Off |

No payment history ✉

| Potato *9999 ▼ | Test2 | | ☑ Edit Payee | ⏱ Rush Payment |

Delivery Option	Fee	Earliest Send On	Earliest Deliver By
○ Standard US Mail	$0	06/28/2017	06/30/2017
● Overnight Mail	$24.95	06/28/2017	06/29/2017

| ● Overnight Mail | $24.95 |

- Select Overnight / Next Day next to each Payment you wish to rush in the Payment Options.
- Click on Pay Bills.

Pay Bills ✕

Payee	Amount	Send On	Deliver By	Type	
CHEEZ E. WEASEL'S - *3332	$5.00	6/28/2017	6/29/2017	Check	🗑
Account: Potato *9999	Memo: Test2			Overnight Mail (Fee: $24.95)	
	Total	$5.00			

● I have elected to expedite some payments which will incur an additional fee. I agree and wish to continue.

▶ Submit Payments   Make Changes

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

CREATE A RECURRING SCHEDULE

Recurring Payment Process in the Current UI

▸ HIGH STEAKS CASINO & GRILLE - *3456 ✉ ↻ | $0.00 | 📅

↻

♦ **CLICK ON THE GREY RECURRING ICON FROM THE PAYEE LINE NEXT TO A PAYEE.**

Payment Schedule

HIGH STEAKS CASINO & GRILLE

Payee Name	HIGH STEAKS CASINO & GRILLE
Payee Address	1005 LINCOLN AVE FORT WAYNE, IN 46807
Amount	$0.00
Send Payment On ⓘ	06/28/2017 📅
Deliver Payment By ⓘ	06/30/2017 📅

Payment Frequency
Once Every Month ▾

Send Payments
◉ Until You cancel this schedule
○ Until this date
○ Until ____ payments are made

Non-Business Day Options
◉ Pay Previous Business Day
○ Pay Next Business Day

Submit **Cancel**

♦ **ENTER AMOUNT**
♦ **ENTER PAYMENT DATES OR CHOOSE FROM CALENDARS**
♦ **SELECT A PAYMENT FREQUENCY FROM THE DROP MENU**
♦ **SELECT "SEND PAYMENS UNTIL" OPTION**
♦ **SELECT A NON-BUSINESS DAY OPTION.**
♦ **CLICK SUBMIT.**

♦ **THERE WILL NOW BE A RECURRING ICON NEXT TO YOUR PAYMENT ON THE SCHEDULED PAYMENTS PAGE.**

Scheduled Payments

Search: ____

Pay To	Amount	Pay Date▲	
▸ TEST MAN	$3.50	06/20/2017	⚡
▸ HIGH STEAKS CASINO & GRILLE - *...	$5.00 ↻	06/28/2017 #5024	

♦ **THERE WILL NOW BE A BOLD RECURRING ICON NEXT TO YOUR PAYEE ON THE BILL PAY PAGE.**

Payees

Add Payee 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z   Search: Name or Acct#

Name			Amount	Send On	❓
▸ ATMOS ENERGY - *6954	⚡	↻	$0.00		📅
▾ CHEEZ E. WEASEL'S - *3332	✉	↻	$0.00		📅
▸ COMCAST - *02-1	⚡	↻	$0.00		📅
▸ HIGH STEAKS CASINO & GRILLE - *3456	✉	↻	$0.00		📅
▸ MURRICA - *UTHS	✉	↻	$0.00		📅
▸ OAKEY SMOKER'S TOBACCO LOUNGE - *9019	✉	↻	$0.00		📅
▸ PARTY	✉	↻	$0.00		📅

Total Amount: $0.00   **Submit Payments**

↻

CREATE A RECURRING SCHEDULE

Recurring Payment Process in the New UI

PIZZA CUBE - *4321
No payment history ✉

$ [   ]   [🗓]   [🗓]   Off

- ♦ **CLICK ON THE RECURRING BUTTON FROM THE PAYEE LINE NEXT TO A PAYEE.**

Off

PIZZA CUBE - *4321 Recurring Payment ✕

Payment Details

Payment Amount
$ | 0.00

First Payment Date
7/5/2017 🗓

Delivery Options

Payment Frequency
Once Every Month ▼

Non-Business Day Option
Pay Previous Business Day ▼

Send Payments

- ⦿ Until I cancel this schedule
- ◯ Until this date mm/dd/yyyy 🗓
- ◯ Until [0] payments are made

▶ Submit   Close

- ♦ **ENTER AMOUNT**
- ♦ **ENTER PAYMENT DATES OR CHOOSE FROM CALENDARS**
- ♦ **SELECT A PAYMENT FREQUENCY FROM THE DROP MENU**
- ♦ **SELECT "SEND PAYMENS UNTIL" OPTION**
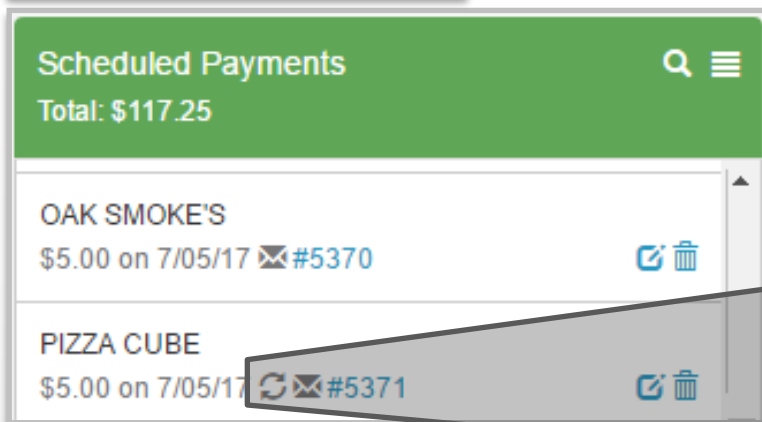- ♦ **SELECT A NON-BUSINESS DAY OPTION.**
- ♦ **CLICK SUBMIT.**

CONTINUE TO VIEW RECURRING PAYMENTS »

CREATE A RECURRING SCHEDULE

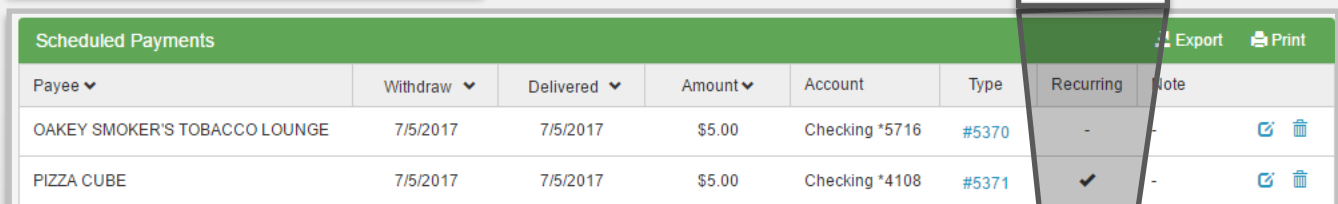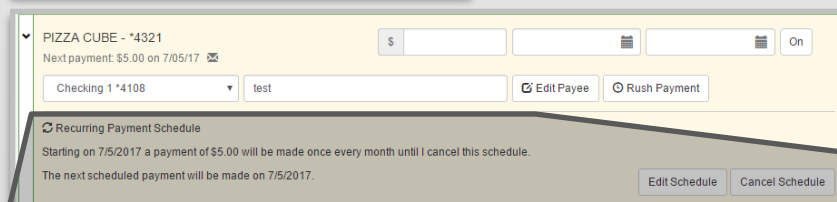## View Recurring Payment in the New UI

SCHEDULED PAYMENTS WIDGET

- THERE WILL NOW BE A RECURRING ICON NEXT TO YOUR PAYMENT ON THE SCHEDULED PAYMENTS WIDGET AND VIEW ALL SCHEDULED PAYMENTS PAGE.

VIEW ALL SCHEDULED PAYMENTS

PAY BILLS PAGE


Recurring Payment Schedule

Starting on 7/5/2017 a payment of $5.00 will be made once every month until I cancel this schedule.

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
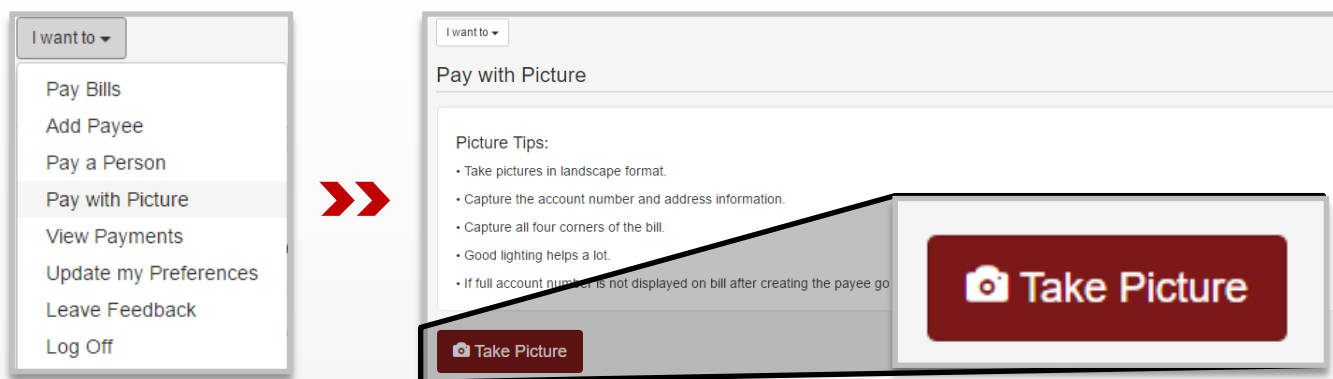
- ♦ **SELECT PAY WITH PICTURE FROM THE NAVIGATION MENU.**
- ♦ **CLICK TAKE PICTURE.**
- ♦ **CHOOSE AN IMAGE FROM YOUR PHONE OR PC.**

- ♦ **ENTER AMOUNT , CHOOSE A PAYMENT DATE, SELECT A PAY FROM ACCOUNT FROM THE DROP MENU, AND ENTER A MEMO (OPTIONAL).**

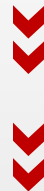- ♦ **CLICK PAY BILL TO REVIEW THE PAYMENT INFORMATION.**

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	7/10/2017	Checking 1	

Submit Payment Make Changes

- ♦ **REVIEW PAYMENT.**

- ♦ **MAKE CHANGES IF NECESSARY.**

- ♦ **CLICK SUBMIT PAYMENT TO CONFIRM.**

Pay with Picture

Payment created successfully.

Pay To	Processing
Amount	$3.00
Payment Date	7/10/17
Confirmation #	4452550

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.**

VIEWING PAYMENTS

View Payments Page Comparison Overview

♦ **PAYMENTS** PAGE

vs

♦ **SCHEDULE RECENT PAYMENTS WIDGETS**
  (PAY BILLS PAGE)

♦ **TOGGLE BETWEEN SCHEDULE RECENT PAYMENTS**
  (VIEW PAYMENTS PAGE)

or

VIEWING PAYMENTS

View Payments Page Breakdown in the Current UI

SCHEDULE PAYMENTS

PROCESSED PAYMENTS

**CURRENT UI
SIDE BY SIDE**

VIEWING PAYMENTS

Scheduled Payments Breakdown in the Current UI I

SEARCH BOX

Scheduled Payments

Search: [   ]

Pay To	Amount	Pay Date ▲	
▸ TEST MAN	$3.50	06/20/2017	⚡
▸ TEST	$7.77	06/20/2017	⚡
▸ NICK KARN	$5.55	06/23/2017	⚡
▸ VICTORIAS SECRET - *1708	$10.00	06/26/2017	⚡
◢ AMERICAN BURGER - *RUTH	$9.36	06/26/2017	#5457

When Payment was Scheduled: 6/26/2017 (~8 hours from now)   EDIT PAYMENT
Expected Delivery Date: 6/28/2017   CANCEL PAYMENT
Payment from Account: *7253   VIEW TRACKING
Confirmation Number: 8505104

| ▸ OAKEY SMOKER'S TOBACCO LOU... | $5.00 | 06/26/2017 | #5458 |

PAYMENT LINE

AMOUNT

PAY DATE

SORTING HEADER

VIEWING PAYMENTS

Scheduled Payments Breakdown in the Current UI II

Search:

Scheduled Payments

Search:

Pay To	Amount	Pay Date ▲	
▸ TEST MAN	$3.50	06/20/2017	⚡
▸ TEST	$7.77	06/20/2017	⚡ 📷
▸ HIGH STEAKS CASINO & GRILLE - *...	$5.00	↻ 06/28/2017 #5024	
▸ VICTORIAS SECRET - *1708	$10.00	06/26/2017	⚡
◢ AMERICAN BURGER - *RUTH	$9.36	06/26/2017 #5457	

When Payment was Scheduled: 6/26/2017 (~8 hours from now)   EDIT PAYMENT
Expected Delivery Date: 6/28/2017   CANCEL PAYMENT
Payment from Account: *7253   VIEW TRACKING
Confirmation Number: 8505104

| ▸ OAKEY SMOKER'S TOBACCO LOU... | $5.00 | 06/26/2017 #5458 | |

SEARCH BOX

- ♦ **FIND AND FILTER PAYMENTS BY:**
  - ♦ SCROLLING THROUGH THE LIST OF PAYMENTS.
  - ♦ CLICKING ON PAY TO, AMOUNT, OR PAY DATE IN THE HEADER.
  - ♦ ENTERING THE PAYEE NAME / NICKNAME EXACTLY AS IT APPEARS 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 #.

PICTURE PAYMENT ICON

- ♦ INDICATES A PICTURE PAY PAYMENT.

RECURRING ICON

- ♦ INDICATES A PAYMENT FROM A RECURRING SCHEDULE

VIEWING PAYMENTS

Scheduled Payments Breakdown in the Current UI II

SORTING HEADER

♦ CLICK PAY TO, AMOUNT OR PAY DATE TO SORT PAYMENTS.

Pay To	Amount	Pay Date ▲

Scheduled Payments

Search: [   ]

PAYMENT LINE

♦ DISPLAYS PAYEE, AMOUNT, PAY DATE, RECURRING ICON, PAYMENTS TYPE.

♦ CLICK ON PAYMENT TO EXPAND DETAILS AND OPTIONS

Pay To	Amount	Pay Date ▲
▸ TEST MAN	$3.50	06/20/2017 ⚡
▸ TEST	$7.77	06/20/2017 ⚡
▸ NICK KARN	$5.55	06/23/2017 ⚡
▸ VICTORIAS SECRET - *1708	$10.00	06/26/2017 ⚡
◂ AMERICAN BURGER - *RUTH	$9.36	06/26/2017 #5457

When Payment was Scheduled: 6/26/2017 (~8 hours from now)   EDIT PAYMENT
Expected Delivery Date: 6/28/2017   CANCEL PAYMENT
Payment from Account: *7253   VIEW TRACKING
Confirmation Number: 8505104

◂ **AMERICAN BURGER - *RUTH** $9.36   06/26/2017 #5457

When Payment was Scheduled: 6/26/2017 (~8 hours from now)   EDIT PAYMENT
Expected Delivery Date: 6/28/2017   CANCEL PAYMENT
Payment from Account: *7253   VIEW TRACKING
Confirmation Number: 8505104

VIEW TRACKING

♦ DISPLAYS PAPER PAYMENT TRACKING INFO

CANCEL PAYMENT

♦ ASKS USER TO CONFIRM CANCELATION.

EDIT PAYMENT

♦ TAKES USER TO EDIT PAYMENT PAGE.

VIEWING PAYMENTS

Processed Payments Breakdown in the Current UI II

Search:

SEARCH BOX

- ♦ **FIND AND FILTER PAYMENTS BY:**
    - ♦ **SCROLLING THROUGH THE LIST OF PAYMENTS.**
    - ♦ **CLICKING ON PAY TO, AMOUNT, OR PAY DATE IN THE HEADER.**
    - ♦ **ENTERING THE PAYEE NAME / NICKNAME EXACTLY AS IT APPEARS 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**

VIEWING PAYMENTS

Processed Payments Breakdown in the Current UI II

SORTING HEADER

♦ **CLICK PAY TO, AMOUNT OR PAY DATE TO SORT PAYMENTS.**

Pay To	Amount	Pay Date ▲

Processed Payments ⊕

Search: [   ]

Pay To	Amount	Pay Date ▼	
◢ PAPER EMP1	$10.00	06/20/2017	#5455

When Payment was Scheduled: 6/20/2017 (6 days ago)   VIEW DETAILS
Expected Delivery Date: 6/22/2017 (REISSUE)
Payment from Account: *7253   VIEW TRACKING
Confirmation Number: 1260035

| ▸ ATMOS ENERGY - *6954 | $3.00 | 06/20/2017 | ⚡ 📷 |
| ▸ BON TON - *3351 | $3.00 | 06/20/2017 | ⚡ |

◢ PAPER EMP1	$10.00	06/20/2017	#5455

When Payment was Scheduled: 6/20/2017 (6 days ago)   VIEW DETAILS
Expected Delivery Date: 6/22/2017 (REISSUE)
Payment from Account: *7253   VIEW TRACKING
Confirmation Number: 1260035

PAYMENT LINE

♦ **DISPLAYS THE PAYEES NAME / NICKNAME, PAYMENT AMOUNT, PAYMENT DATE, PAYMENT TYPE, CHECK NUMBER (IF PAPER), CHECK TRACKING ICON, AND PAYMENT DETAILS ICON**

♦ **CLICK ON PAYMENT TO EXPAND OPTIONS**

VIEW TRACKING

♦ **DISPLAYS PAPER PAYMENT TRACKING INFO.**

VIEW DETAILS

♦ **DISPLAYS PAYMENT DETAILS.**

VIEWING PAYMENTS

Scheduled & Recent Payments Widgets Overview in the New UI

VIEWING PAYMENTS

Scheduled Payments Widget Breakdown in the New UI

Scheduled Payments

Search Scheduled Payments

AAA EAST CENTRAL
$9.00 on 6/29/17 ⚡

OAK SMOKE'S
$5.00 on 7/03/17 ✉ #5369

PAYMENT LINE

- DISPLAYS THE PAYEES NAME / NICKNAME, PAYMENT AMOUNT, PAYMENT DATE, PAYMENT TYPE, CHECK NUMBER (IF PAPER), CHECK TRACKING ICON, AND PAYMENT DETAILS ICON

SEARCH BOX

- CLICK MAGNIFYING GLASS TO ACTIVATE SEARCH BOX
- 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 #.

EDIT PAYMENT

- TAKES USER TO
- EDIT PAYMENT PAGE.

CANCEL PAYMENT

- ASKS USER TO CONFIRM CANCELATION.
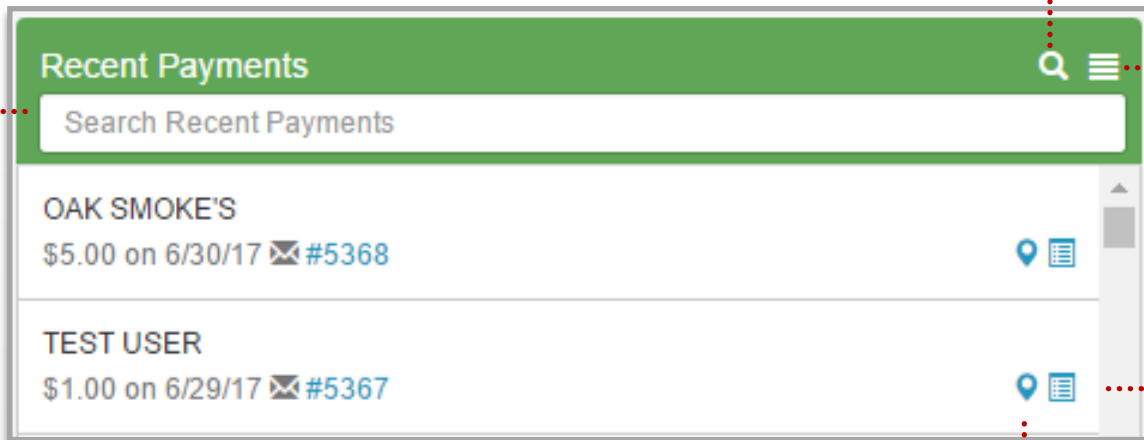
VIEW ALL SCHEDULED PAYMENTS

- TAKES THE USER TO THE SCHEDULED PAYMENTS PORTION OF THE VIEW PAYMENTS PAGE.

VIEWING PAYMENTS

Recent Payments Widget Breakdown in the New UI

Recent Payments

Search Recent Payments

OAK SMOKE'S
$5.00 on 6/30/17 ✉ #5368

TEST USER
$1.00 on 6/29/17 ✉ #5367

PAYMENT LINE

♦ DISPLAYS THE PAYEES NAME / NICKNAME, PAYMENT AMOUNT, PAYMENT DATE, PAYMENT TYPE, CHECK NUMBER (IF PAPER), CHECK TRACKING ICON, AND PAYMENT DETAILS ICON

SEARCH BOX

♦ CLICK MAGNIFYING GLASS TO ACTIVATE SEARCH BOX
♦ 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 #.

CHECK TRACKING

♦ DISPLAYS PAPER PAYMENT TRACKING INFORMATION.

PAYMENT DETAILS

♦ DISPLAYS PAYMENT DETAILS.

VIEW ALL RECENT PAYMENTS

♦ TAKES THE USER TO THE RECENT PAYMENTS PORTION OF THE VIEW PAYMENTS PAGE.

VIEWING PAYMENTS

View Scheduled Payments Page: Breakdown in the New UI I

SCHEDULED

♦ **SCHEDULE PAYMENTS PAGE**

♦ **BLUE INDICATES PAGE IS ACTIVE**

RECENT

♦ **RECENT PAYMENTS TOGGLE LINK**

♦ **GREY INDICATES PAGE IS NOT ACTIVE**

♦ **TAKES USER TO RECENT PAYMENTS**

SEARCH BOX

♦ **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 #.**

VIEWING PAYMENTS

View Scheduled Payments Page: Breakdown in the New UI II

SORTING HEADER

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

Payee ▾		Withd... ▾	Deliv... ▾	Amount ▾

Scheduled Payments								Export	Print
Payee ▾	Withd... ▾	Deliv... ▾	Amount ▾	Account	Type	Recurring	Note		
OAKEY SMOKER'S TOBACCO LOUN...	7/3/2017	7/3/2017	$5.00	Checking *5716	#5369	-	-	☑	🗑
AAA EAST CENTRAL	6/29/2017	6/29/2017	$9.00	Checking *4108	⚡	-	-	☑	🗑

Recurring
✔
-

PAYMENT LINE

- ♦ DISPLAYS THE PAYEES NAME / NICKNAME, WITHDRAW DATE, DELIVERED DATE, AMOUNT, ACCOUNT #, PAYMENT TYPE, RECURRING INDICATOR, NOTE/MEMO EDIT PAYMENT ICON, AND CANCEL PAYMENT ICON.

RECURRING INDICATOR

- ♦ CHECKED IF A PAYMENT IS PART OF A RECURRING SCHEDULE.

EDIT PAYMENT

- ♦ TAKES USER TO EDIT PAYMENT PAGE.

CANCEL PAYMENT

- ♦ ASKS USER TO CONFIRM CANCELATION OF PAYMENT.

VIEWING PAYMENTS

View Recent Payments Page: Breakdown in the New UI I

SCHEDULED	RECENT
♦ SCHEDULE PAYMENTS TOGGLE LINK	♦ RECENT PAYMENTS PAGE
♦ BLUE INDICATES PAGE IS ACTIVE	♦ BLUE INDICATES PAGE IS ACTIVE
♦ TAKES USER TO RECENT PAYMENTS	

Scheduled

Recent

I want to ▾   Scheduled Recent   Search Payments 🔍

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						

Search Payments 🔍

SEARCH BOX	≪

♦ **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 #.

VIEWING PAYMENTS

View Recent Payments Page: Breakdown in the New UI II

SORTING HEADER

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

Payee ⌄			Withd... ⌄	Deliv... ⌄	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	✉	-	-	📍	🗐

Recurring
✔
-

PAYMENT LINE

♦ DISPLAYS THE PAYEES NAME / NICKNAME, WITHDRAW DATE, DELIVERED DATE, AMOUNT, ACCOUNT #, PAYMENT TYPE, RECURRING INDICATOR, NOTE/MEMO EDIT PAYMENT ICON, AND CANCEL PAYMENT ICON.

RECURRING INDICATOR

♦ CHECKED IF A PAYMENT IS PART OF A RECURRING SCHEDULE.

CHECK TRACKING

♦ DISPLAYS PAPER PAYMENT TRACKING INFORMATION.

PAYMENT DETAILS

♦ DISPLAYS PAYMENT DETAILS

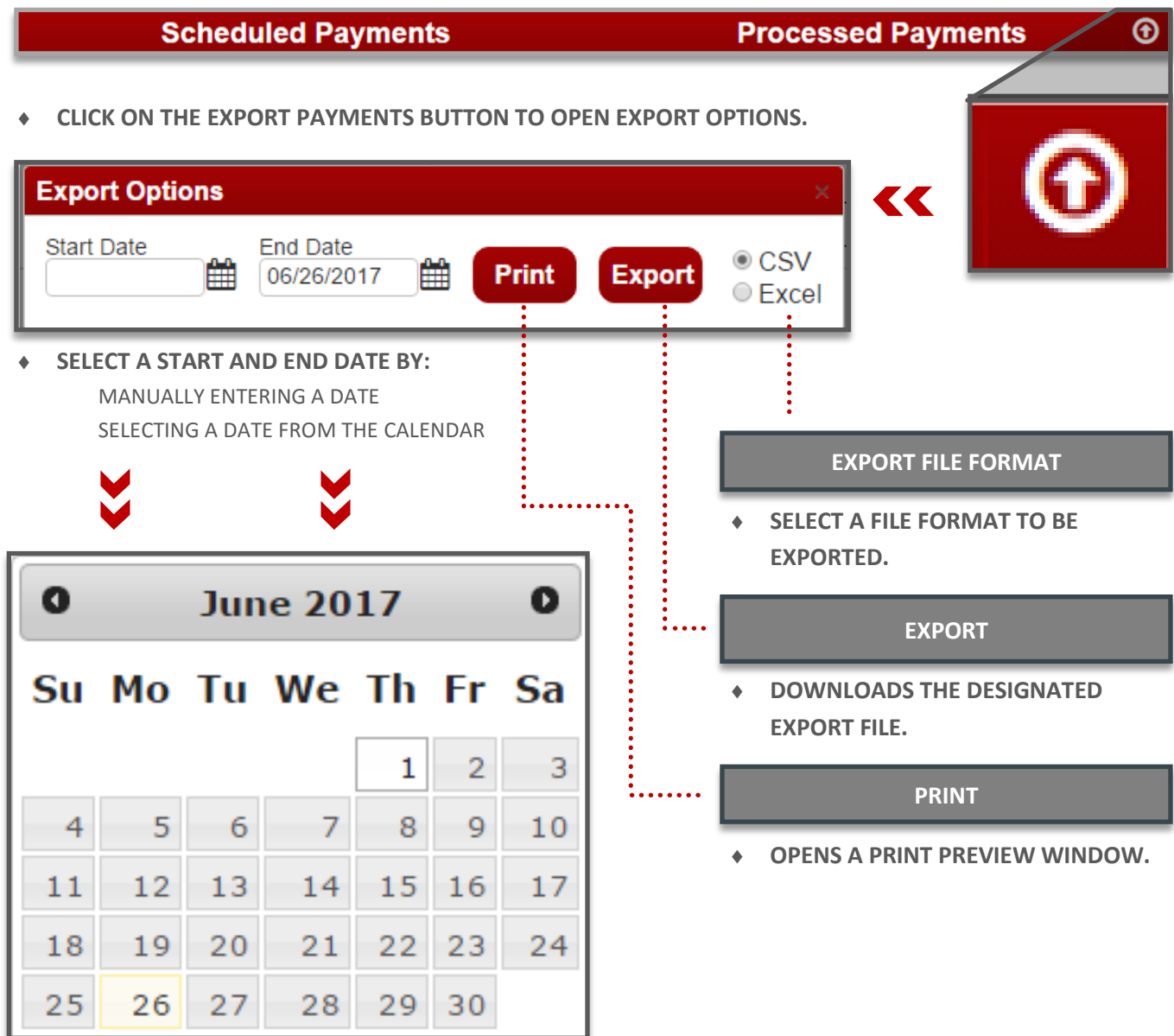# PRINT / EXPORT PAYMENTS

Print / Export Payments Breakdown in the Current UI

Scheduled Payments   **Processed Payments**

♦ **CLICK ON THE EXPORT PAYMENTS BUTTON TO OPEN EXPORT OPTIONS.**

Export Options ✕

Start Date   End Date
06/26/2017   **Print**   **Export**   ○ CSV   ○ Excel

♦ **SELECT A START AND END DATE BY:**
- MANUALLY ENTERING A DATE
- SELECTING A DATE FROM THE CALENDAR

June 2017

Su	Mo	Tu	We	Th	Fr	Sa
				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	

EXPORT FILE FORMAT

♦ **SELECT A FILE FORMAT TO BE EXPORTED.**

EXPORT

♦ **DOWNLOADS THE DESIGNATED EXPORT FILE.**

PRINT

♦ **OPENS A PRINT PREVIEW WINDOW.**

EXPORTING PAYMENTS

EXPORT Payments: Breakdown in the New UI

⬇ Export   🖨 Print

⬇⬇

⬇ Export   🖨 Print

EXPORT AS

♦ DETERMINES A FILE FORMAT TO BE EXPORTED.

⬇⬇ ♦ OPENS THE EXPORT OPTIONS WINDOW

Export Options   ✕

Export As: ◉ PDF   ○ Excel   ○ CSV

6/27/2017 📅   to   7/27/2017 📅

☑ Filter By Payee

Select A Payee ▼

Submit   Close

DATE RANGE

♦ MANUALLY ENTER DATE RANGE INTO THE FIELDS OR SELECT FROM THE CALENDARS.

FILTER BY PAYEE CHECKBOX

♦ CHECK THIS BOX TO FILTER THE EXPORT BY A PAYEE.

SUBMIT

♦ DOWNLOADS THE DESIGNATED EXPORT FILE.

CLOSE BUTTON

♦ CLOSES THE EXPORT OPTIONS WINDOW.

FILTER BY PAYEE FIELD

♦ CHOOSE A PAYEE FROM THE DROP DOWN TO FILTER THE PRINTED DOCUMENT BY A SINGLE PAYEE.

PRINTING PAYMENTS

PRINT Payments: Breakdown in the New UI

⤓ Export   🖨 Print

♦ **OPENS THE PRINT OPTIONS WINDOW**

Print Options   ✕

| 6/27/2017 📅 | to | 7/27/2017 📅 |

☑ Filter By Payee

Select A Payee   ▼

Submit   **Close**

DATE RANGE

♦ **MANUALLY ENTER DATE RANGE INTO THE FIELDS OR SELECT FROM THE CALENDARS.**

FILTER BY PAYEE CHECKBOX

♦ **CHECK THIS BOX TO FILTER THE PRINT BY A PAYEE.**

SUBMIT

♦ **OPENS A PRINT PREVIEW IN A NEW TAB.**

CLOSE BUTTON

♦ **CLOSES THE PRINT OPTIONS WINDOW.**

FILTER BY PAYEE FIELD

♦ **CHOOSE A PAYEE FROM THE DROP DOWN TO FILTER THE PRINTED DOCUMENT BY A SINGLE PAYEE.**

EDIT / DELETE A PAYMENT

Editing / Deleting Payments in the Current UI

Pay To	Amount	Pay Date ▲	
◢ **COMCAST - *02-1**	$34.99	06/28/2017	⚡

When Payment was Scheduled: 6/28/2017 (<1 minute from now) **EDIT PAYMENT**
Expected Delivery Date: 6/30/2017 **CANCEL PAYMENT**
Payment from Account: *9999
Confirmation Number: 1015604

Edit Payment

COMCAST

Payee Name	COMCAST
Payee Address	PO BOX 69 NEWARK, NJ 07101-0069
Account	09574 825729-02-1
Amount	$34.99
Send Payment On ⓘ	06/28/2017 📅
Deliver Payment By ⓘ	06/30/2017 📅
Memo	
Delivery Method	● Standard - [No Charge] ○ Next Day - [$2.00]

Save Changes   **Cancel Changes**

EDIT PAYMENT

♦ CLICK ON THE EDIT PAYMENT LINK IN THE PAYEMENT DETAILS / OPTIONS FROM THE PAYMENTS PAGE TO OPEN EDIT PAYMENT PAGE.

♦ 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 SAVE CHANGES TO CONFIRM CHANGES TO THE SCHEDULED PAYMENT.

♦ CHANGES WILL APPEAR IN PAYMENT DETAILS.

Confirm Payment Deletion ✕

Are you sure you want to delete this payment?

Confirm   **Cancel**

CANCEL PAYMENT

♦ CLICK ON THE CANCEL PAYMENT LINK IN THE PAYEMENT DETAILS / OPTIONS FROM THE PAYMENTS PAGE TO CANCEL A PAYMENT.

♦ CANCELED PAYMENTS WILL BE REMOVED FROM YOUR SCHEDULED PAYMENTS LIST.

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.**

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	Type	Recurring	Note
OAKEY SMOKER'S TOBACCO LOUN...	7/3/2017	7/3/2017	$5.00	Checking *5716	#5369	-	-

Scheduled Payments 🔍 ☰

Search Scheduled Payments

AAA EAST CENTRAL
$9.00 on 6/29/17 ⚡

OAK SMOKE'S
$5.00 on 7/03/17 ✉ #5369

Cancel Payment ✕

Are you sure you want to delete this payment?

[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 SCHEDULE I

Editing Recurring Payment Schedules in the Current UI I

♦ **CLICK ON THE RECURRING ICON NEXT TO A PAYEE WITH A RECURRING SCHEDULE FROM THE BILLPAY PAGE.**

OR

♦ **CLICK ON THE EDIT PAYMENT LINK IN THE PAYEMENT OPTIONS FROM THE PAYMENTS PAGE.**

EDIT A RECURRING SCHEDULE II

Editing Recurring Payment Schedules in the Current UI II

- ◆ PAYEE NAME, AND ADDRESS ARE LOCKED, ALL OTHER OPTIONS ARE EDITABLE.

- ◆ CLICK CANCEL TO FOREGO ANY CHANGES AND RETURN TO PAYMENTS PAGE

- ◆ CLICK SAVE CHANGES TO CONFIRM CHANGES TO THE RECURRING PAYMENT SCHEDULE.

- ◆ CHANGES WILL APPEAR IN PAYMENT DETAILS FOR EACH PAYMENT OF THE RECURRING SCHEDULE.

Payment Schedule

HIGH STEAKS CASINO

Payee Name	HIGH STEAKS CASINO
Payee Address	1005 LINCOLN AVE FORT WAYNE, IN 46807
Amount	$5.00
Send Payment On	06/29/2017
Deliver Payment By	07/03/2017

Payment Frequency

Once Every Month ▾

Send Payments

- ● Until You cancel this schedule
- ○ Until this date
- ○ Until ___ payments are made

Non-Business Day Options

- ● Pay Previous Business Day
- ○ Pay Next Business Day

Save Changes   **Cancel Schedule**   **Cancel**

CANCEL A RECURRING SCHEDULE I

Canceling Recurring Schedules in the Current UI I

♦ **CLICK ON THE RECURRING ICON NEXT TO A PAYEE WITH A RECURRING SCHEDULE FROM THE BILLPAY PAGE.**

♦ **CLICK CANCEL TO FOREGO ANY CHANGES AND RETURN TO PAYMENTS PAGE**

♦ **CLICK CANCEL SCHEDULE TO CONFIRM CANCELATION OF THE RECURRING PAYMENT SCHEDULE.**

♦ **CANCELED SCHEDULES WILL BE REMOVED FROM YOUR SCHEDULED PAYMENTS LIST AND THE RECURRING ICON WILL NO LONGER BE BOLD NEXT TO YOUR PAYEE ON THE BILLPAY PAGE.**

CANCEL A RECURRING SCHEDULE II

Canceling Recurring Schedules in the Current UI II

♦ CLICK ON THE CANCEL PAYMENT LINK IN THE PAYEMENT OPTIONS FROM THE PAYMENTS PAGE.

Scheduled Payments

Search: [   ]

Pay To	Amount	Pay Date ▲
▲ HIGH STEAKS CASINO - *3456	$5.00 ⟳	06/28/2017 #5024

When Payment was Scheduled: 6/28/2017 (~4 hours from now)
Expected Delivery Date: 6/30/2017
Payment from Account: *7253
Confirmation Number: 4399800

EDIT PAYMENT
CANCEL PAYMENT
VIEW TRACKING

CANCEL PAYMENT

Recurring Payment Deletion ×

Please confirm if you want to delete the payment or the entire series.

[Delete this Occurrence] [Delete entire Series] [Cancel]

Delete entire Series

♦ CLICK ON THE DELTE ENTIRE SERIES BUTTON TO CONFIRM CANCELATION OF THE RECURRING SCHEDULE.

♦ CANCELED SCHEDULES WILL BE REMOVED FROM YOUR SCHEDULED PAYMENTS LIST AND THE RECURRING ICON WILL NO LONGER BE BOLD NEXT TO YOUR PAYEE ON THE BILLPAY PAGE.

CANCEL A RECURRING PAYMENT

Canceling Recurring Payment Schedules in the Current UI II

♦ CLICK ON THE CANCEL PAYMENT LINK IN THE PAYEMENT OPTIONS FROM THE PAYMENTS PAGE.

Scheduled Payments

Search: [   ]

Pay To	Amount	Pay Date ▲
◢ HIGH STEAKS CASINO - *3456	$5.00 ⟳	06/28/2017 #5024

When Payment was Scheduled: 6/28/2017 (~4 hours from now)
Expected Delivery Date: 6/30/2017
Payment from Account: *7253
Confirmation Number: 4399800

EDIT PAYMENT
CANCEL PAYMENT
VIEW TRACKING

CANCEL PAYMENT

Recurring Payment Deletion ✕

Please confirm if you want to delete the payment or the entire series.

[Delete this Occurrence] [Delete entire Series] [Cancel]

Delete this Occurrence

♦ CLICK ON THE DELETE THIS OCCURANCE BUTTON TO CONFIRM CANCELATION OF THE OCCURANCE.

♦ THE PAYMENT WILL NOW REFLECT THE NEXT PAYMENT DATE.

◢ HIGH STEAKS CASINO - *3456	$5.00 ⟳	07/28/2017 #5025

When Payment was Scheduled: 6/28/2017 (~4 hours from now)
Expected Delivery Date: 7/30/2017
Payment from Account: *7253
Confirmation Number: 4399800

EDIT PAYMENT
CANCEL PAYMENT
VIEW TRACKING

EDIT A RECURRING PAYMENT SCHEDULE

Editing Recurring Payment Schedules in the New UI

- ♦ **CLICK ON THE RECURRING BUTTON OR THE EDIT SCHEDULE BUTTON FROM THE PAYEE LINE NEXT TO A PAYEE.**

- ♦ **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

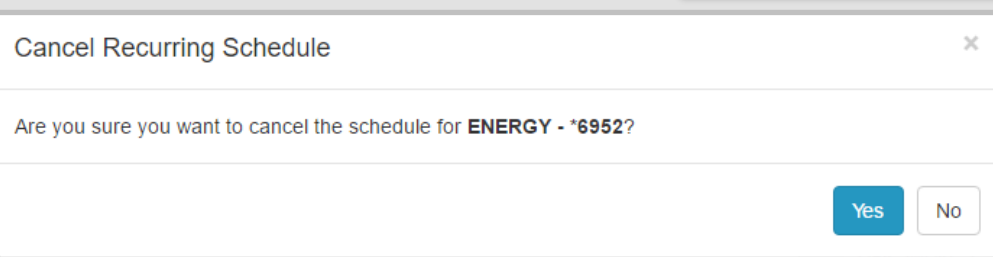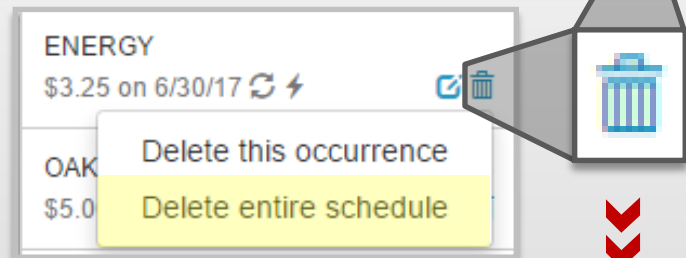## Canceling Recurring Schedules in the New UI

♦ **CLICK ON THE CANCEL SCHEDULE BUTTON FROM THE PAYEE LINE NEXT TO A PAYEE.**

OR

♦ **CLICK ON THE CANCEL PAYMENT ICON FROM THE SCHEDULED PAYMENTS WIDGET OR VIEW SCHEDULED PAYMENTS PAGE.**

♦ **CHOOSE DELETE ENTIRE SCHEDULE FROM THE DROPDOWN.**

♦ **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	Type	Recurring	Note	
OAKEY SMOKER'S TOBACCO LOUN...	7/3/2017	7/3/2017	$5.00	Checking *5716	#5369	✔	-	🗑

- ♦ **CLICK ON THE CANCEL PAYMENT ICON FROM THE SCHEDULED PAYMENTS WIDGET OR VIEW SCHEDULED PAYMENTS PAGE.**

- ♦ **CHOOSE DELETE THIS OCCURRENCE FROM THE DROPDOWN.**

ENERGY
$3.25 on 6/30/17 ↻ ⚡

> Delete this occurrence
> Delete entire schedule

OAK
$5.0

Cancel Recurring Payment   ✕

Are you sure you want to delete this occurrence?

                                                    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

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

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

- ♦ **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

- ♦ **ENTER A SUBJECT IN THE SUBJECT FIELD.**

- ♦ **ENTER A MESSAGE INTO THE MESSAGE FIELD.**

- ♦ **CLICK THE CHECKBOX TO RECEIVE AN EMAIL REPLY TO YOUR FEEDBACK.**

- ♦ **CLICK SUBMIT TO SEND FEEDBACK.**