

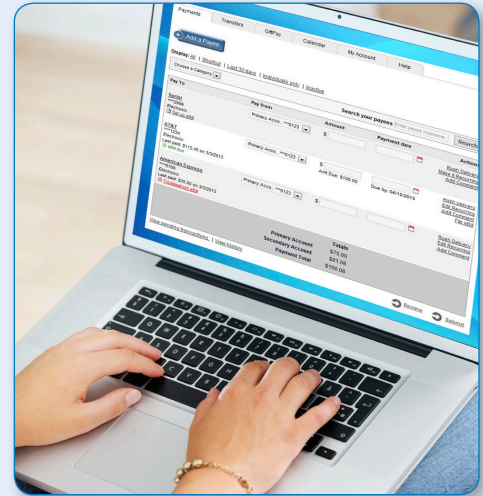
# Your upgraded online bill pay: How to use eBill

## Welcome to the ultimate convenience and security.

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

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

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



## How to set up eBill

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

1. On the payments dashboard, select the **"Set up eBill"** link. The link will display when the payee is eligible for eBill.
2. After clicking **"Set up eBill,"** you'll need to use your login credentials to enter that payee's website.
3. Before you can add this payee, you have to agree to the terms and conditions. Once you do, click on the **"Accept and Submit"** button.

Payments | Transfers | GiftPay | Calendar | My Account | Help

[+ Add a Payee](#)

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

Choose a Category Search your payees Enter payee nickname Search

Pay To	Pay from	Amount	Payment date	Actions
Sprint ****2999 Electronic <a href="#">Set up eBill</a>	Primary Acct.. ***0123	\$		<a href="#">Rush Delivery</a> <a href="#">Make it Recurring</a> <a href="#">Add Comment</a>
	Primary Acct.. ***0123	\$		<a href="#">Rush Delivery</a>

## How to know when an eBill is due

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

1. When one of your payees has an eBill due, a notice will appear below the payee. The notice appears after the payee and will read **"eBill due."**

Primary Acct.. \*\*\*0123 \$ Amt Due: \$100.00 Due by: 04/15/2013 [Rush Delivery](#)  
[Edit Recurring](#)  
[Add Comment](#)  
[File eBill](#)

AT&T  
\*\*\*\*1234  
Electronic  
Last paid: \$112.45 on 3/3/2013  
eBill due amt due: \$100.00, due by 04/15/2013

2. Here you can find out how much is due and the due date.

## How to set up automated recurring eBill payments

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

1. On the payments dashboard, choose **"Make it Recurring."** That link can be found in the **"Actions"** column.
2. At the **"Set up recurring payment"** screen, you have two choices: "Using a frequency I create" or "When my new eBill arrives." Decide which option is right for you.
3. Then choose the account you want to pay from, the amount to make each payment and the send date.

Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/11/2013  
eBill due

Primary Acco.. \*\*\*\*0123

\$ [input] [input] [input]  
Min Due: \$25.00  
Bal: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring  
Add Comment  
File eBill

### Set up recurring payment

#### Schedule payments:

- Using a frequency I create  
 When my new eBill arrives

Cancel Next

### Set up recurring payment

Pay to: Best Buy  
\*\*\*\*1234  
Electronic

Pay from: Primary Account

Amount:  
 Always pay full balance  
 Always pay minimum due  
 Only pay the amount due if it is less than or equal to \$ [input]  
 Pay an amount that I specify \$ [input]

Send Payment:  
 To be delivered by the due date  
 When bill arrives

Cancel Submit

## How to view eBill history

Once an eBill is paid, it will remain in your "eBill History" for 18 months.

1. On the payments dashboard, choose the payee. This will open a list of details for that payee.
2. Here you'll want to select **"eBill History"** to get details from your past eBills for that payee.

Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/4/2013  
eBill due

Primary Acco.. \*\*\*\*0123

\$ [input] [input] [input]  
Min Due: \$25.00  
Bal: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring  
Add Comment  
File eBill

### Payee details for Best Buy

eBills			Additional actions
Date	Amount	Additional items	
Due by: 04/15/2013	Due: \$25.00	Status: Unpaid	<a href="#">Edit payee</a>
Statement close: 04/01/2013	Statement balance: \$500.00	Pay	<a href="#">Pending transactions</a>
		File eBill	<a href="#">History</a>
			<a href="#">eBill History</a>
			<a href="#">Add reminder</a>

## How to file an eBill

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

1. On your payee's dashboard, choose the **"File eBill"** link.
2. Select the reason for filing and then click **"Submit."**
3. Once you file the payment, the eBill will be moved to your eBill History.

Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/4/2013  
eBill due

Primary Acco.. \*\*\*\*0123

\$ [input] [input] [input]  
Min Due: \$25.00  
Bal: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring  
Add Comment  
File eBill