

Add Payees in Bill Pay



- To access Bill Pay, simply click “Bill Payment” from the Navigation Menu inside SCU Online.
 - Note: if this is your first time logging on to Bill Pay, you will have to accept the Online Services Agreement.

Banking Simplified. Welcome to SCU Online

[You have 2 new messages](#)

Sign Off Sign Off

Accounts

- Overview
- History
- SCU Online Activity
- Credit Card

Transactions

- Bill Payment**
- Funds Transfer
- Member 2 Member

Account Overview

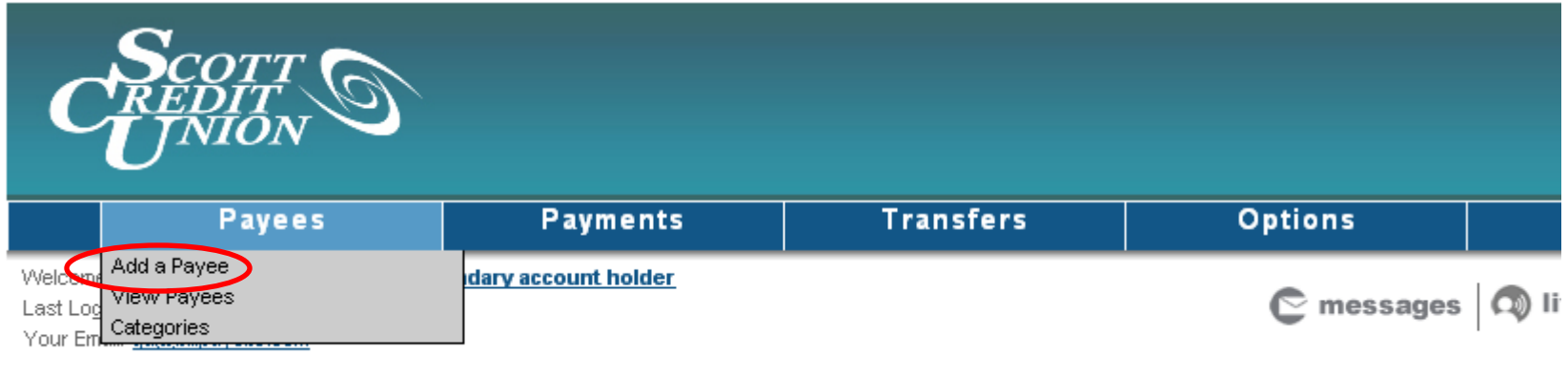
This page provides an overview of your accounts by account type. To view the details and transaction history on your account, click on the Quick Action icon (lightning bolt) to the right of the Current Balance for a list of options, or double click the account name. You can enter your own nicknames for these accounts in the Account Preferences menu.

Account	Updated	Available Balance	Current Balance
CTMH CHECKING XXXXX4848-50020	4/20/2012 2:56 PM	\$470.16	\$470.16
EXTREME CHECKING XXXXX4848-50021	4/20/2012 2:56 PM	\$1,103.19	\$1,128.19
ASH CHECKING XXXXX4742-50020	4/20/2012 2:56 PM	\$0.00	\$0.00

Banking Simplified.

Add Payees – Step 1

1. Locate Payees in the Navigation Menu and click “Add a Payee”



Add Payees – Step 2

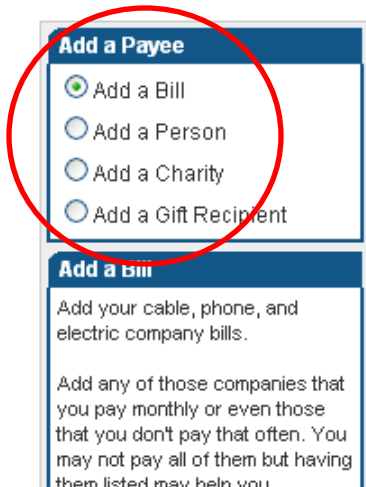
After selecting “Add a Payee”, you will be allowed to choose between four different payee types:

1. Add a Bill
2. Add a Person
3. Add a Charity
4. Add a Gift Recipient

When you choose the “Add a Bill” selection you will be presented with 3 payee types to choose from:

1. Company (ex. Credit Card, Utilities, Cable, etc.)
2. Individual (ex. Landlord, Daycare, etc.)
3. Bank or Credit Union (ex. Loans)

Click the Radio Button next to the payee type of your choice to get started.



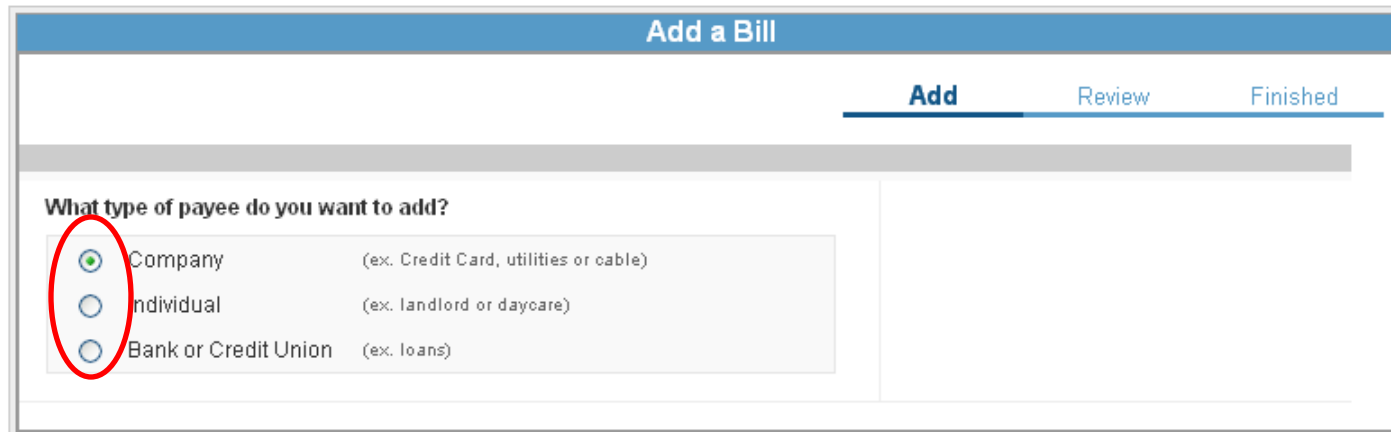
Add a Payee

- Add a Bill
- Add a Person
- Add a Charity
- Add a Gift Recipient

Add a Bill

Add your cable, phone, and electric company bills.

Add any of those companies that you pay monthly or even those that you don't pay that often. You may not pay all of them but having them listed may help you



Add a Bill

Add Review Finished

What type of payee do you want to add?

- Company (ex. Credit Card, utilities or cable)
- Individual (ex. landlord or daycare)
- Bank or Credit Union (ex. loans)

Add Payees – Step 3

Once you have chosen the Payee type, you will be prompted to enter the detailed Payee information, such as Name and Account Number. Click Next when finished.

Note - the example below is for Company (payee type)

The screenshot displays a web application interface for adding a payee. At the top, there is a navigation bar with tabs for 'Payees', 'Payments', 'Transfers', 'Options', and 'Calendar'. Below the navigation bar, a user is logged in as 'add secondary account holder'. The main content area is titled 'Add a Payee' and contains a sidebar with radio button options: 'Add a Bill' (selected), 'Add a Person', 'Add a Charity', and 'Add a Gift Recipient'. The 'Add a Bill' section includes instructions: 'Add your cable, phone, and electric company bills. Add any of those companies that you pay monthly or even those that you don't pay that often. You may not pay all of them but having them listed may help you remember in case that bill gets lost.' The main form, titled 'Add a Bill', has a progress indicator with 'Add', 'Review', and 'Finished' steps. The form fields are: 'Payee Name *', 'Account Number *', 'Confirm Account Number *', 'Phone Number *' (with a hyphenated input), 'Payee Zip Code *' (with a hyphenated input), and 'Account Holder Name'. A help text box on the right explains that the account number usually appears on bills and provides an example: 'Pay to the account of John Doe.' A 'Next' button is located at the bottom of the form.

Welcome [redacted] [add secondary account holder](#)

Last Login: 4:48 PM on 4/20/2012 EST
Your Email: qa@billpaysite.com

[messages](#) | [live chat](#) | [view demo](#)

[home](#) | [logout](#)

Add a Payee

- Add a Bill
- Add a Person
- Add a Charity
- Add a Gift Recipient

Add your cable, phone, and electric company bills.

Add any of those companies that you pay monthly or even those that you don't pay that often. You may not pay all of them but having them listed may help you remember in case that bill gets lost.

Add a Bill

Add | Review | Finished

Payee Name *

Account Number *

Confirm Account Number *

Phone Number * - -

Payee Zip Code * -

Account Holder Name ⓘ

The account number usually appears on your bill or monthly statement to help this merchant recognize you as a customer. If you do not have an established account number, please include any identifying information within the Account Number field.

Example: "Pay to the account of John Doe."

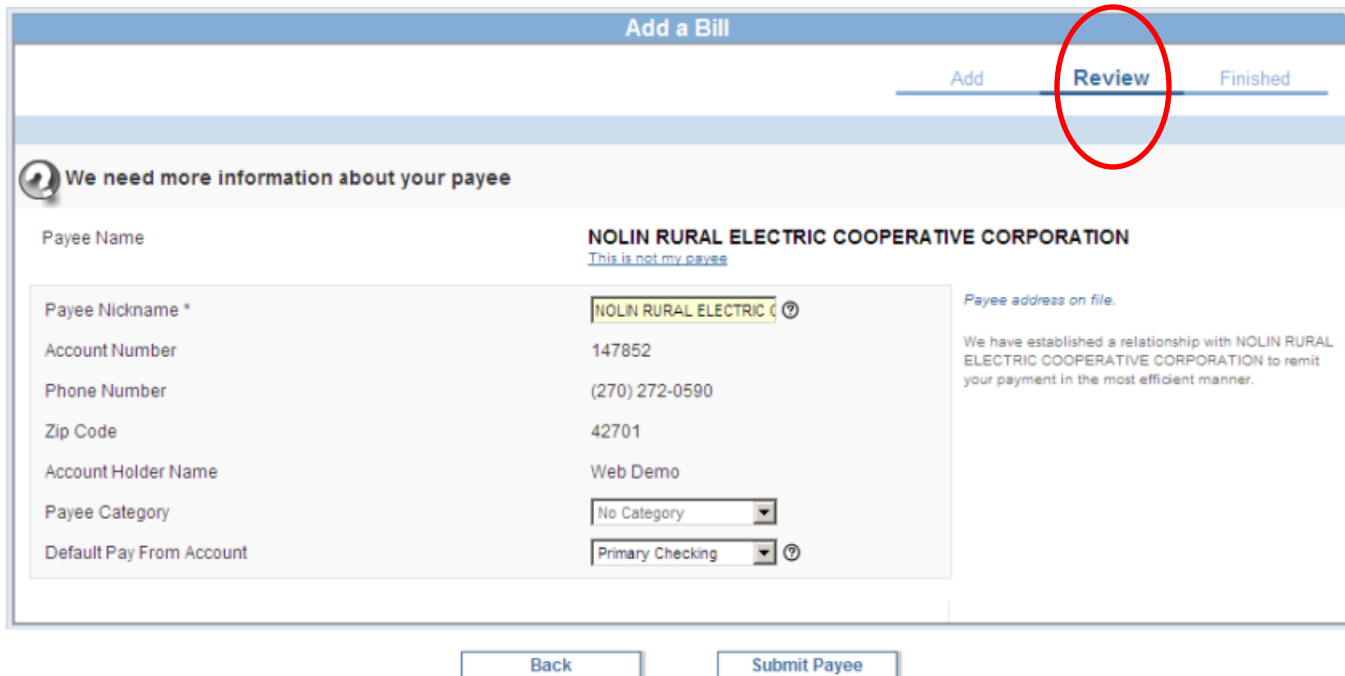
Next

Add Payees – Step 4

Next, you will have the opportunity to review your Payee information. You may also enter Payee Nickname, Category, and choose the Default Pay From Account. If you need to make other changes, simply click Back.

When the Review screen is correct, click Submit Payee.

Note - the example below is for Company (payee type)



The screenshot shows a web interface titled "Add a Bill" with a progress bar at the top containing three steps: "Add", "Review", and "Finished". The "Review" step is highlighted with a red circle. Below the progress bar, a message reads "We need more information about your payee". The main form area contains the following fields:

Payee Name	NOLIN RURAL ELECTRIC COOPERATIVE CORPORATION This is not my payee	
Payee Nickname *	NOLIN RURAL ELECTRIC C ⓘ	Payee address on file.
Account Number	147852	We have established a relationship with NOLIN RURAL ELECTRIC COOPERATIVE CORPORATION to remit your payment in the most efficient manner.
Phone Number	(270) 272-0590	
Zip Code	42701	
Account Holder Name	Web Demo	
Payee Category	No Category ▼	
Default Pay From Account	Primary Checking ▼ ⓘ	

At the bottom of the form, there are two buttons: "Back" and "Submit Payee".

You Have Added A Payee!

After adding and reviewing your payee information you will be directed to this “Finished” screen.

- You may schedule your first payment to this newly added payee.
- This “Finished” page will also inform you how long you should allow for payments to reach this payee, and whether the payment will be sent electronically or by check.



The screenshot shows a web application interface for adding a bill. The title bar reads "Add a Bill". In the top right corner, there are three tabs: "Add", "Review", and "Finished". The "Finished" tab is selected and circled in red. On the left side, there is a table with the following information:

NOLIN RURAL ELECTRIC COOPERATIVE CORPORATION	
Account Number	147852
Payee Category	No Category
Default Pay From	Primary Checking
Account Holder Name	Web Demo

Below the table, there are three links: "Schedule a Payment to this payee", "Edit a Payee", and "Add a reminder for this payee". On the right side, there is a message: "Your new payee has been added and you may schedule your first payment today. Please allow a minimum of 2 day(s) for your electronic payments to reach this payee."