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# **Bill Pay Quick Reference**

## **BILL PAY ENROLLMENT**

- 1. Login to your Online Banking.
- 2. Click the Bill Pay tab.



3. The first time you use Bill Pay, the system will prompt you to choose the default account from which you want to pay bills. You may select any of your checking accounts. Only one account can be selected during enrollment but additional accounts may be added after enrollment is complete.

Required: Please select the account from which you most often pay your bills. This will be your default account when setting up new payments. You will still have the option to choose to pay bills from your other accounts.
○ e TEG 0001
O INT PLUS 0002
O HSA ACCT 0003
O e TEG 0004

4. Accept the Terms & Conditions and choose if you wish to accept updates, benefits, or offers via email to complete the enrollment process.

lequired field		Need help getting started?
	_	800-303-8611
	Bill Pay User Agreement	Benefits
	The Consume and Busiess BB Thy Agreement states the terms and contained the tyrio agree to busy or set IP My product. This agreement applications the This Management Society Boyos Account agreement applications the This Management Society Society (or agreement before: you and Bohorsings Sharing, Development of the Society Bohorsian Society (Society Society Society (Society Society Society Society Society Society Society Society Society Society Bohorsian Society	Sign up for Bill Pay and take the next step in cellere basking. This alide and accure service allows you by Pay bills cellere with instart access any any and the step of the step of of starsps. Schedule one-time or recurring payment a bill Schedule one-time or schedule Schedule one-time or schedule Schedule
	Accept & Submit	Protect against check fraud making electronic payments and avoiding unsocured mail.

5. You will receive a "Get Started" message and can begin to add payees.

### SEND A GIFT CHECK

You can send a personalized gift check to an individual for a special occasion. Gift checks are sent as a draft check to the recipient. There is a \$2.99 fee per gift check. Gift Checks can be found under the GiftPay page.

# SEND A CHARITABLE DONATION

You can send a personalized donation to a charity or organization. Donations are sent as a draft check to the recipient. There is a \$1.99 fee per donation. Donations can be found under the GiftPay page.

## ADD PAYEE

Payees must be added before payments can be issued.

Added payees will be listed on the Payments menu and display whether payments will be sent as a check or electronic payment.

- 1. To add a new payee, click Payee. + Payee
- 2. Choose type of payee you would like to pay.

I Geed to:	Pay a company (e.g. credit card, utilities or cable)	
	<ul> <li>Pay a person (e.g. friend or relative)</li> </ul>	
	<ul> <li>Pay a bank or credit union (e.g. mortgage or loan)</li> </ul>	

- 3. Complete the informational fields required and click next.
- 4. To **Pay a Company**, complete the payee fields and click the Next button. Complete the required fields and click Submit.

Required field		
	Payee name *	
	Payee account number *	
	Confirm account number *	
	Payee phone number *	()
	Payee zip code *	

- 5. To **Pay a Person**, select Direct Deposit or Check. You will need the persons account information if you choose Direct Deposit.
- 6. To **Pay a Bank or Credit Union**, Select which account type you wish to send money to and complete the fields required.
- 7. For Check Payees the exact payee name will appear on the "Pay to the Order of" line on checks sent to this payee.
- 8. Some Payees upon setup may require to be activated by submitting an activation code that you receive by either call, text, or email.

## PAYMENT PROCESSING

**Electronic Payments:** Funds for payments made to electronic payees will be debited from your account on the payment date.

**Check Payments:** Funds for payments to check payees will be debited from your account when the check clears. Check payments are sent through the US Postal Service. Please allow up to 7 business days for delivery.



## SCHEDULE ONE-TIME PAYMENTS

The Payments page allows you to either make a one-time individual payment or schedule multiple one-time payments at once.

SRINT Lat paid 55000 n 04/16/2018 Primary Chec. * \$000 Deliver by: 04/20/2018 Phone *565 Verticen Lat paid 55000 n 03/26/2018 Primary Chec. * \$000 04/19/2018 Primary Chec. * \$000 04/19/2018 Primary Checking S0.00 Primary Checking S0.00 Secondary Checking S0.00 Hobby Account S0.00 Payment total S0.00	Pay to	Pay from	Amount	Payment date	Actions
Lat paid 375 00 on 04/16/2018     Primary Chec.* V     \$ 0.00     04/19/2018 m)     Primary Chec.* V       Checkowsit     Primary Chec.* V     \$ 0.00     04/19/2018 m)     Mata L Locurro Add comment of 20/2018 m)       Checkowsit     Primary Chec.* V     \$ 0.00     04/19/2018 m)     Mata L Locurro Mata L Locuro Mata L Locurro Mata L Locurro Mata L Locurro Mata L Locurro Mata	Cellular One *5555				
Verzon Last paid 550.00 on 03/26/2018         Primary Chec. *         \$ 0.00         04/19/2018 th Deliver by: 04/24/2018         Pay Make it recurrent Add memoicomment Add memoicomment           Primary Checking         \$ 0.00         Secondary Checking         \$ 0.00         Image: the target of target of the target of ta	Last paid: \$75.00 on 04/16/2018	Primary Chec* V	\$ 0.00	Deliver by:	Pay Make it recurring Add comment
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Primary Checking \$0.00 Secondary Checking \$0.00 Hobby Account \$0.00 Payment total \$0.00	Last paid: \$50.00 on 03/26/2018	Primary Chec.* V	\$ 0.00	Deliver by:	Make it recurring
Secondary Checking \$0.00 Hobby Account \$0.00 Payment total \$0.00			Totals		
Hobby Account \$0.00 Payment total \$0.00		Primary Checking	\$0.00		
Payment total \$0.00		Secondary Checking	\$0.00		
		Hobby Account	\$0.00		
Submit all payments Review all payments		Payment total	\$0.00		
			Sub	mit all payments Revi	ew all payments

- Select the Pay from account, Amount, and Payment date 1. for the Payee(s) you wish to pay.
- Click Pay to schedule a single one-time payment. 2.
- Click Review All Payments to review a single payment or 4. multiple payments before submitting.
- Click Submit All Payments to schedule multiple payments 5. at once.
- A confirmation screen shows payments that were successfully 6. scheduled.

#### **Pending Transactions**

This feature allows you to view transactions scheduled to process in the next 45 days. You can also take further actions, such as editing or stopping a transaction.

Pending transactions are listed on the Payments page. 1.

2.	Cli	cking <u>Vie</u> v	A7	-						_
2.	<u>More</u> allows you to view a full list of			iding essing	in next 45 da	ays   <u>Vie</u>	ew more			
	per	nding		Pay	/ee					
	tra	nsactions	with	Am	erican I	Express		\$1,000.00	04/19/2	018 <u>Edit</u>
	ado	litional de	tails.	Fre	d Andre	ew Nelson		\$50.00	04/23/2	018 <u>Edit</u>
3.	Voi	ı can click	Edit	Red	d Cross			\$500.00	04/23/2	018 <u>Edit</u>
3.		either scre					Total:	\$1,550.00		
	edi	t the pend	ing							
	tra	nsaction.	-							
	,	Pending payments	e5 =					Date range mittat	ato End dato 🖽 Search	
		Payto -	Pay from o	1	Amount o	Process date -	Deliver by		Additional items +	
		American Express *3456 Electronic	Primary Checking "sam	. 5	\$1000.00	4/19/2018	4/20/2018		Conf. #22 Frequency: One time Delivery: Standard Status: Scheduled Edit	
		Git deck	Secondary Checking	-7601 §	850.00	4/23/2018	4/30/2018		Conf. #2 Frequency: One time Delivery: Standard Status: Scheduled Edit	
		Red Cross Denation check	Secondary Checking	-7601 \$	8500.00	4/23/2018	4/30/2018		Conf. #3 Check number: 12 Frequency: One time Delivery: Standard Status: Scheckuled Edit	
			Primary Ch	ecking §	\$1000.00					
			Secondary Ch							
			Paymen	nt total 🖇	\$1550.00					
		View history							Return to payments	

## SCHEDULE RECURRING PAYMENTS

The Payments page allows you to schedule recurring payments

Payments can be set to be paid automatically on the frequency 1. you choose by clicking Make It Recurring.

Cellular One *5555				
SPRINT Last paid: \$75.00 on 04/16/2018	Primary Chec* 🗸	\$ 0.00	04/19/2018	Pay
Electronic			Deliver by: 04/20/2018	Make it recurring Add comment

2. Choose which account to pay from, the amount, frequency, first payment date, whether you want the payment to go before or after if it falls on a holiday or weekend, if you want the recurring payment to end, and a memo if desired.

Required field				
	Pay to	Cellular One "5555 Electronic		
	Pay from *	Primary Chec*5676	~	
	Amount *	\$ 0.00		
1	Frequency *	Select Frequency	~	
Select first pay	ment date *		<u>111</u>	
If the payment falls on a holiday or we would you	ekend, what like to do? *	Pay before		
Will this payment s	eries end? *	○ Yes ⑧ No		

- Click the Submit button. 3.
- Click Submit again once you have reviewed your payment 4. series.

#### HISTORY

This feature allows you to view transactions processed in the last 45 days.

History			-
Processed in last 45 days   View	more		
Payee			
Day Care	\$500.00	04/19/2018	View
Christmas Account	\$200.00	04/18/2018	View
Mortgage	\$1,200.00	04/18/2018	View
Cellular One	\$75.00	04/12/2018	View
Phone	\$50.00	03/22/2018	View
Sarah Louise Mason	\$100.00	03/08/2018	View
	Total: \$2,125.00		

- Click View More for additional history. 1.
- For history prior to 4/20/2018 click on Transaction and select 2. "History Prior to 4/20/2018".

ransactions <del>+</del>	Category -	Payees •	Status -
All			
Last 30 days	6		Pay from
Last 60 days		-	
Last 90 days			
History prior	to 04/20/2018		
e Print			
View in 8	Excel		

- View Range to display processed payments by days or all or 3. perform a search.
- Sort the listing of payments by clicking on headings. Once 4. clicked, history will be re-sorted per the column chosen.
- Select View to display individual payment details. 5.



Last Updated 06-15-19