

When you click on Payees you will see :
 Add a Payee
 View Payees – SELECT VIEW PAYEES
 Categories

SELECT ALL PAYEES
 A list of all of your Payees will show. You can click on
 Printer Friendly Version and print out the list.

Payee Menu

[Add a Payee](#)

- All Payees
- Bills
- People
- Charities
- Gift Recipients

All Payees

[Printer Friendly Version](#)

Pay To	Payee Type	AddItems			
Affiliated Community Med Ctr			Check	Account #:	****0570
					Pay Edit Delete

In order to get the address and account information on each payee you will need to click on edit for each payee individually (or get the account# and address information off your actual bill). If you choose to look at the payee information you have set up, you will need to answer a challenge question on each payee that you want to see. Once the Edit a payee screen comes up you can print out that page by going to File in your menu bar, then select print or print how you would normally print out of your browser.

Edit your payee

An ounce of prevention...

As you know, your bill payment service is highly secure. We'll ask you to answer a challenge phrase prior to highly sensitive transactions such as this as a means to provide you with the highest degree of security, fraud protection and privacy.

Is worth a pound of cure!

Please enter your Challenge Response to:

Childhood nickname

Once you print, you can then click Cancel at the bottom of the page and it will take you back to the list of All Payees. Repeat Process.

When we have implemented our new CheckFree Bill Payment product, you will then be able to use these printouts to set up the new payments easily in the new program.

INSTRUCTIONS ON HOW TO PRINT OUT YOUR PAYEES AND HISTORY FROM BILL PAY

When you are logged in to Virtual Branch, and have clicked on Bill Pay. You will have five tabs across the top. The two tabs below are what you will be using to get your Payee information and Payment history. First print out your payment history.



When you click on Payments:

- Single Payment
- Recurring Payment
- Scheduled Payments
- Payment History – SELECT PAYMENT HISTORY
- Add a Payee

This will be on the left:

A screenshot of the 'Payment Search' and 'Display Options' sections of a web application. The 'Payment Search' section includes a 'Category' dropdown set to 'All Categories', a 'Pay To' dropdown set to 'All Payees', and a 'Process Date Range' section with radio buttons for 'Current Month', 'Previous Month', 'Last Thirty Days', and 'Custom Date' (which is selected). Below this are 'From' and 'To' date pickers set to 'CAN ONLY' and 'DO 18 MO'S' respectively. The 'Display Options' section includes a 'Payment Status' dropdown set to 'View All', an 'Order By' dropdown set to 'Process Date', an 'Arrange' dropdown set to 'Descending', a '# of Records to Return' dropdown set to '50', and a checked checkbox for 'View in Microsoft Excel'. A 'Search' button is located at the bottom of the form.

In the Payment Search Section choose: All Categories, All Payees, Custom Date (you can only go back 18 months)

In the display Options Section choose: View All, Process Date, Either Descending or Ascending. #of Records to Return: If you want to View in Excel, it doesn't matter what you choose, it will export all of the records from the custom dates you choose above. If you do not check View in Excel, then the items will display on the screen with the #of Records you choose on each page. You can then choose to print using the Printer Friendly Version button.

