

# Bill Payment Guide

*Bank of Millbrook*  
[www.bankofmillbrook.com](http://www.bankofmillbrook.com)



Bank of Millbrook, a country bank with that hometown personal touch

## Setting Up Your Account To Pay Bills

Access <Bank Name's Website> and Log on to NetTeller

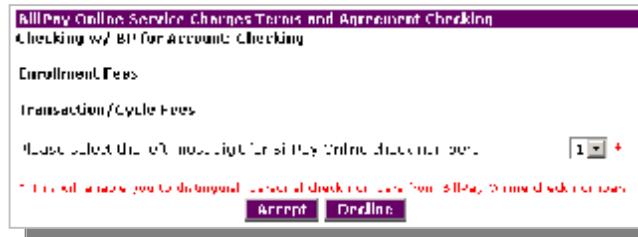
Click on the Bill Payment Tab



Click 'Add Account'



Review the Fee Schedule and select the left-most digit for bill payment check numbers.

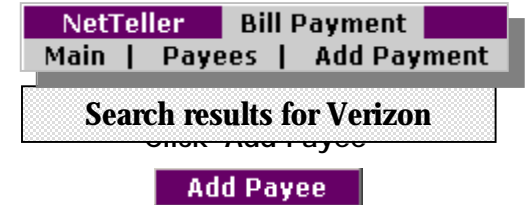


After

## Setting Up Payees Electronic

selecting 'Accept' a green message will appear indicating that your account has successfully been setup for bill pay.

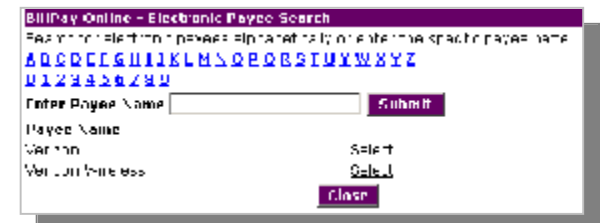
Select 'Payees' from the Bill Pay menu.



Next to the Payee Type click on Search Electronic Payee List

(An electronic payee cannot be added without performing a search. If the requested payee is not a result of a search, it must be added as a check payee)

Enter the name of the payee you want to add



Click Select next to the payee.

(If the payee you to a specific address,

## Setting Up Payees

### Check

selected requires choose billing you will

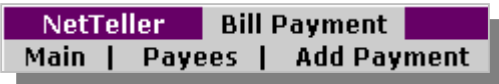
see a screen similar to the image below.)

Billing Addresses for Verizon				
ADDRESS LINE 1	ADDRESS	NAME	CITY/STATE/ZIP	TYPE
PO BOX 1100	ALBANY	NAME	ALBANY NY 12202 0001	Check

If no specific address is required, simply complete the remaining fields and select 'Submit'.

(If your account number does not match the required format of the Payee, a message will display with an option to set up as a check payee.)

Select 'Payees' from the Bill Pay menu.



Click 'Add Payee'



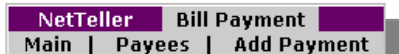
To add a check payee, enter the payee information in the required fields and click 'Submit'

(A check payee is any payee that is not in the Electronic Payee Database)

BillPay Online - Add Payee	
Payee Name	<input type="text"/>
Payee Type	<input type="radio"/> Add to Bill Pay Database <input type="radio"/> Add to Bill Pay Database
Payee Alias	<input type="text"/>
Account Number	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/> (Example: 12202 1234)
Phone Number	<input type="text"/> (Example: 518)555 1234
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

## Setting Up Payments

When payees are added, they can be viewed by selecting 'Payees' from the Bill Pay menu.



BillPay Online - View Payee List				
Payee	Account Number	Type	Status	
Verizon	1234567890123456	Check	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Edit and Delete options are available from the View Payee List

Once a payee is added, you can only edit the account number and the alias of the payee.

Choose 'Add Payment' to set up a recurring



Choose 'Quick Payment' to set up multiple one-time payments.

For Recurring Payments: from the drop-down menus, select the account from which the bill will be paid and the payee. Enter the dollar amount of the payment and any memo information.

(Memo information is transmitted with Check payments only.)

Pay from account	<input type="text" value="Checking 1234"/>
Payee	<input type="text" value="Verizon"/>
Amount	<input type="text"/>
Start	<input type="text"/>
End	<input type="text"/>
Frequency	<input type="radio"/> One-Time <input type="radio"/> Recurring
Payment Date	<input type="text" value="12/31/2012"/>
Payment Frequency	<input type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Annually
Expiration Date	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Choose the frequency of the payment. The default is set to One-Time Payment. Enter the expiration date of the payment and

## Editing Payments

whether or not the amount is different for each payment.

When the payment information is complete, click 'Submit'

For Quick Payments: choose the payees you want to pay and click submit. Enter the payment date, memo, from account and amount. Click 'Submit'



BillPay Online - Quick Payment				
From	Account	Amount	Payee	Payment Date
Checking 1234	1234567890123456	\$100.00	Verizon	12/31/2012
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

## Viewing Payment History

Click the 'Quick Edit' box for each payment you want to edit. Then select the 'Quick Edit' button. You can change the amount, memo, and account from which the bill is paid. Changes will affect the next payment date.

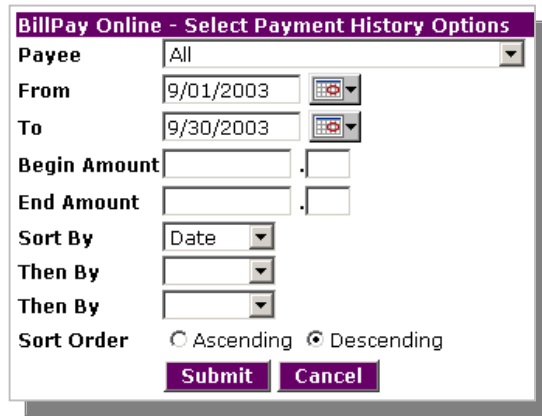
BillPay Online - Included Payments			
Status	Date	Payee	
Active	12/31/2012	Verizon	<input type="button" value="Quick Edit"/>
Active	12/31/2012	Verizon	<input type="button" value="Quick Edit"/>

BillPay Online - Quick Edit				
From	Account	Amount	Payee	Payment Date
Checking 1234	1234567890123456	\$100.00	Verizon	12/31/2012
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

Select 'History' from the Bill Pay menu.



Payments made in the last 30 days will display by default. To view more history, click Select Range of Payment History and enter the criteria for the search.



The image shows a dialog box titled "BillPay Online - Select Payment History Options". It contains several input fields and controls for filtering payment history:

- Payee:** A dropdown menu with "All" selected.
- From:** A date input field containing "9/01/2003" and a calendar icon.
- To:** A date input field containing "9/30/2003" and a calendar icon.
- Begin Amount:** A text input field followed by a decimal point and a small square input box.
- End Amount:** A text input field followed by a decimal point and a small square input box.
- Sort By:** A dropdown menu with "Date" selected.
- Then By:** A dropdown menu.
- Then By:** A second dropdown menu.
- Sort Order:** Radio buttons for "Ascending" and "Descending", with "Descending" selected.
- Buttons:** "Submit" and "Cancel" buttons at the bottom.