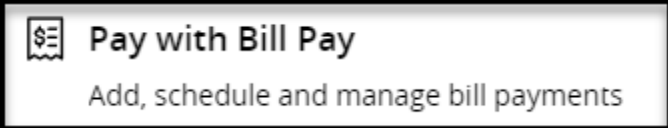
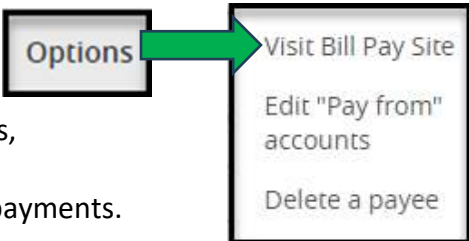


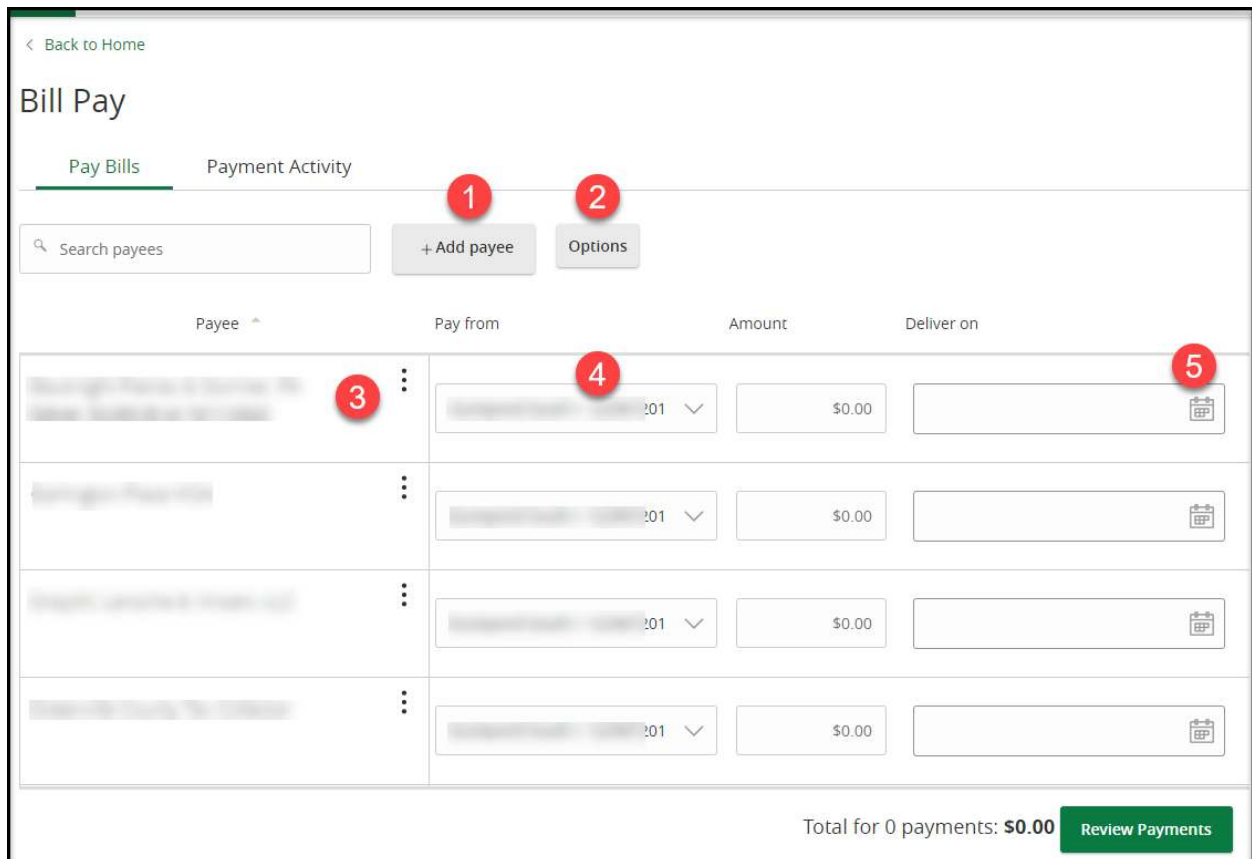
# Bill Pay

This guide will help customers set up and navigate Bill Pay when using Countybank's online banking platform.

## Log on to Bill Pay

STEP	ACTION
1	Log onto Online Banking
2	From the menu select the <a href="#">Transactions</a> link
3	Choose the Pay with Bill Pay tile 
4	Once the tile is selected a new window will open that has an Options button available. This can be selected to go "Visit Bill Pay Site" for more payment options, or you can remain on Countybank online banking platform for quick one-time payments. 

## Bill Pay - Countybank Online Banking Platform

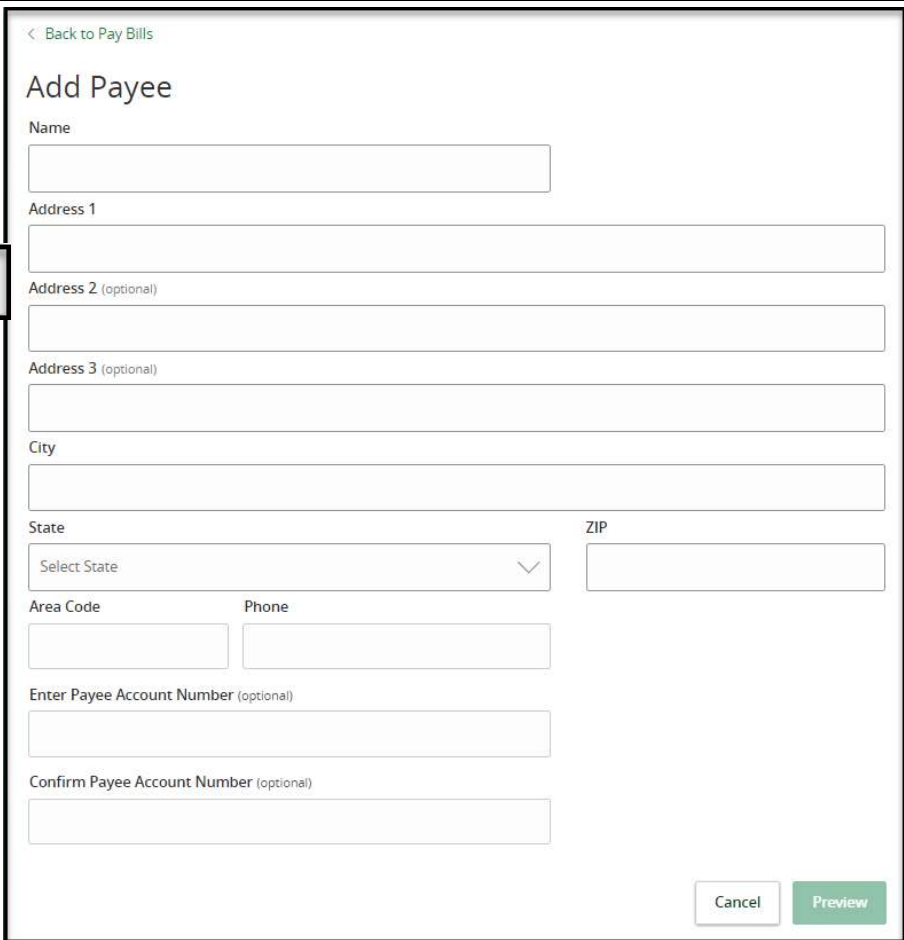
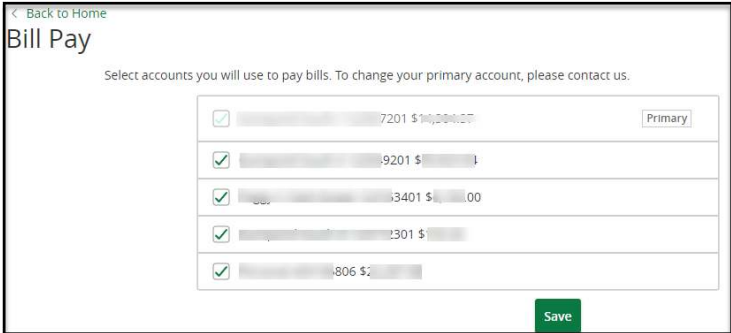

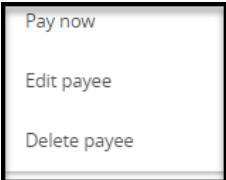


The screenshot shows the Bill Pay interface with the following elements and callouts:


- 1**: Callout pointing to the "+ Add payee" button.
- 2**: Callout pointing to the "Options" button.
- 3**: Callout pointing to the vertical ellipsis menu icon next to a payee name.
- 4**: Callout pointing to the "Pay from" dropdown menu.
- 5**: Callout pointing to the calendar icon in the "Deliver on" column.

At the bottom of the interface, it displays "Total for 0 payments: \$0.00" and a "Review Payments" button.

# Bill Pay

STEP	ACTION
<p><b>1</b></p> <p>This is for Adding both Paper check And Electronic Recipients.</p> <p><b>+ Add payee</b></p>	
<p><b>2</b></p> <p><b>Options</b></p> <ul style="list-style-type: none"> <li>Visit Bill Pay Site</li> <li>Edit "Pay from" accounts</li> <li>Delete a payee</li> </ul>	<p>This is where you can choose the accounts that are available to you For Bill Pay.</p> 
<p><b>3</b></p> <p>These tiles show payees already in the system ready to pay. From the kabob , three options show for a payee already in the system.</p>	

# Bill Pay

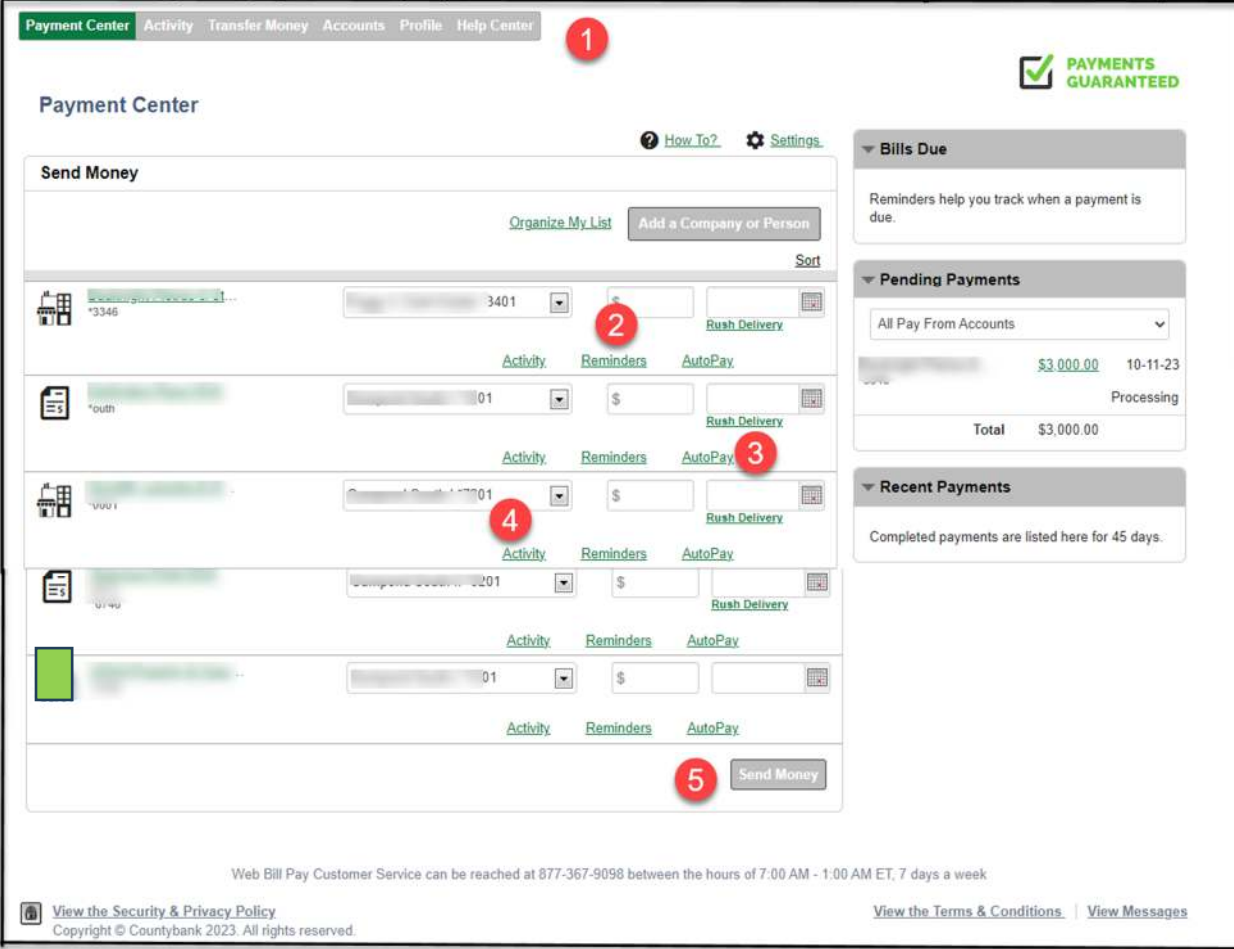
4	This is where the “from account” is chosen. The desired account will need to be reselected each time a one-time payment is made for each payee. The primary Bill Pay account will always be automatically selected. On most accounts a balance will be shown below each available account.	
5	The calendar will have the soonest possible date for that payment to be received by the payee. Once date is selected select “Review Payment” at the bottom of the page.	

## Bill Pay – Full Bill Pay Site

From the Countybank Online Banking Platform bill pay page, select Options, then Visit Bill Pay Site.



The following webpage will display.



Payment Center Activity Transfer Money Accounts Profile Help Center

1

Payment Center

Send Money

Organize My List Add a Company or Person

Sort

2

3

4

5

Send Money

How To? Settings

PAYMENTS GUARANTEED

Bills Due

Reminders help you track when a payment is due.

Pending Payments

All Pay From Accounts

\$3,000.00 10-11-23

Processing

Total \$3,000.00

Recent Payments

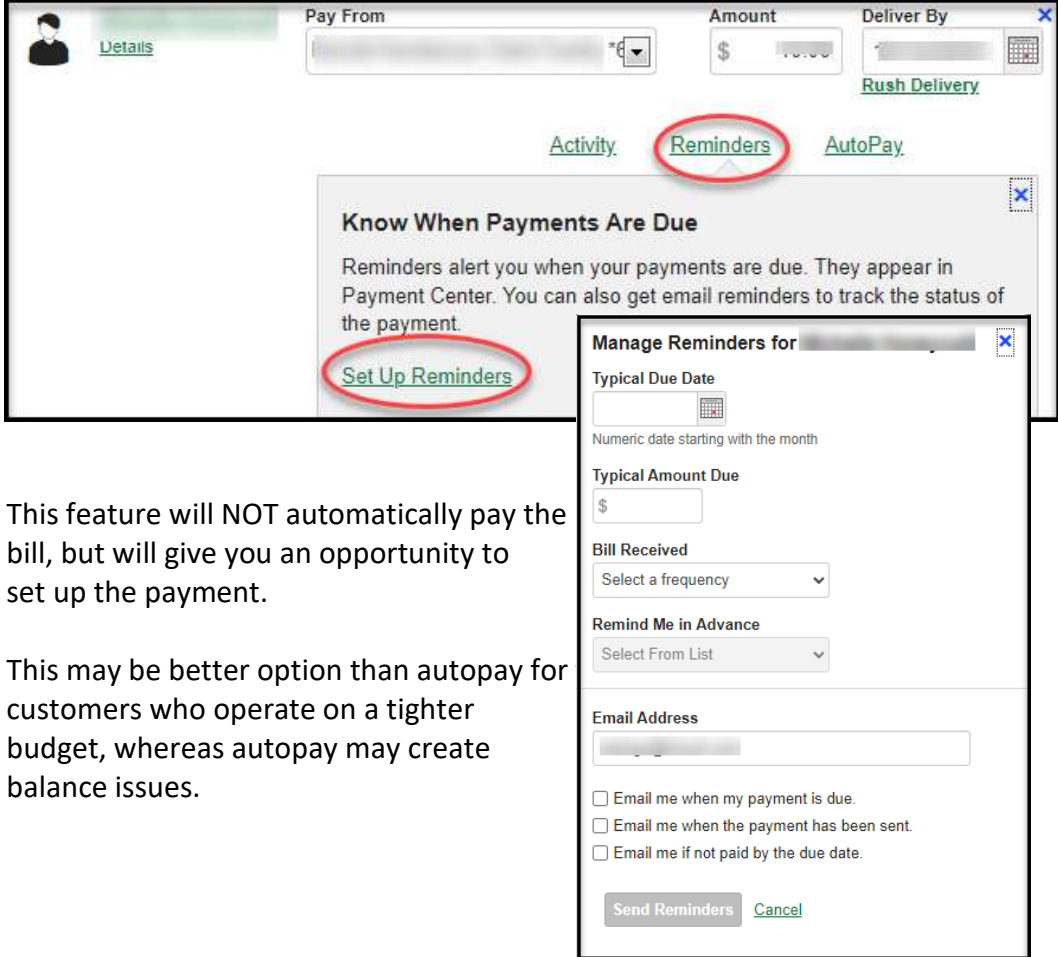
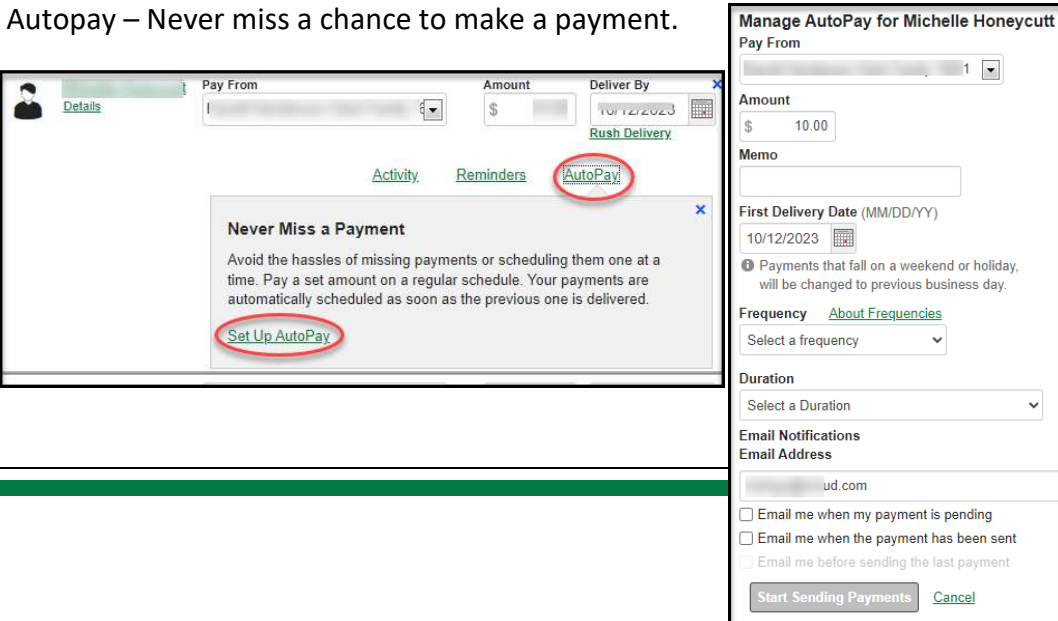
Completed payments are listed here for 45 days.

Web Bill Pay Customer Service can be reached at 877-367-9098 between the hours of 7:00 AM - 1:00 AM ET, 7 days a week

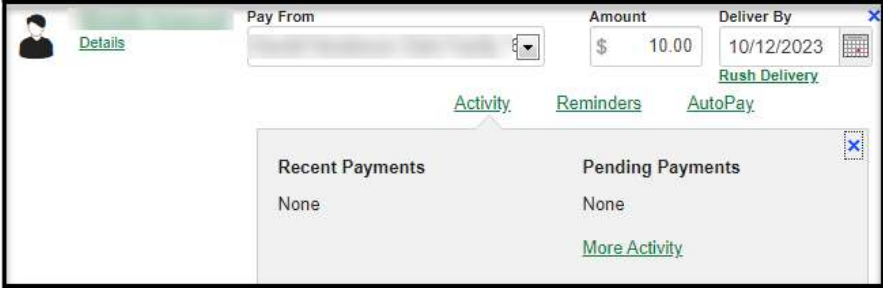
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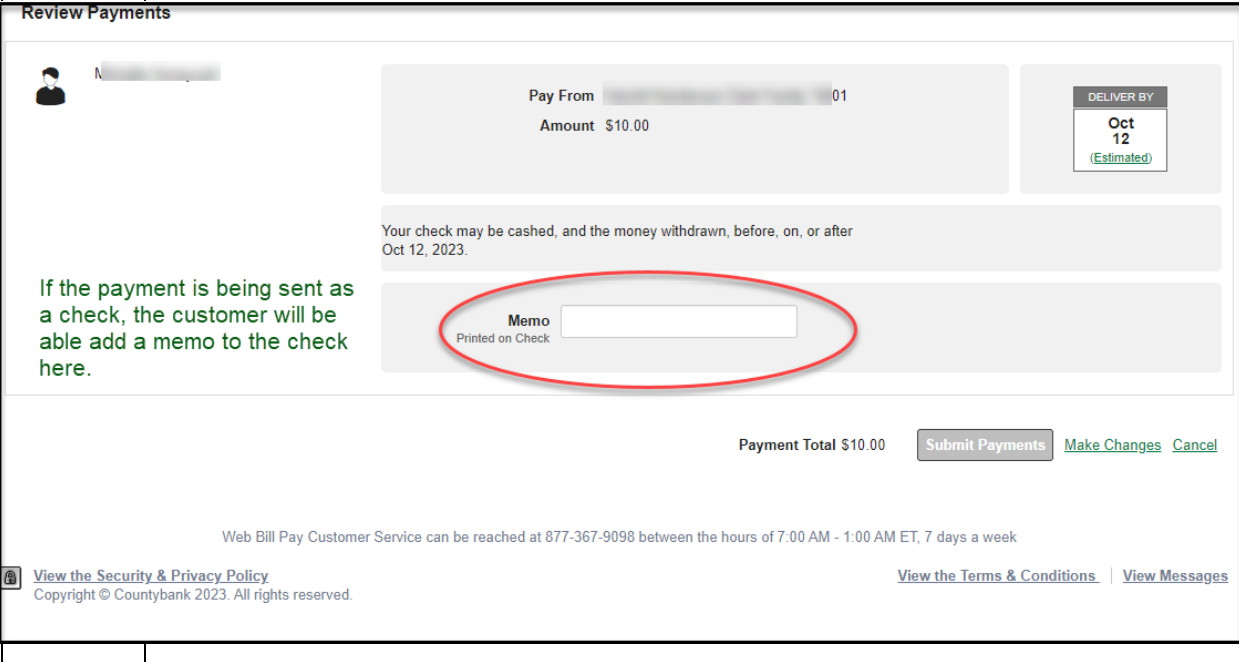
# Bill Pay

STEP	ACTION
1	Here is an optional general menu, for further information.
2	<p data-bbox="344 365 1166 396">You're able to set reminders so that you never miss a payment.</p> <div data-bbox="344 411 1395 1362">  <p data-bbox="344 905 906 1016">This feature will NOT automatically pay the bill, but will give you an opportunity to set up the payment.</p> <p data-bbox="344 1062 906 1209">This may be better option than autopay for customers who operate on a tighter budget, whereas autopay may create balance issues.</p> </div>
3	<p data-bbox="344 1409 1016 1440">Autopay – Never miss a chance to make a payment.</p> <div data-bbox="344 1409 1395 2026">  </div>

# Bill Pay

4	Activity shows pending, recent, past and more 
5	Once the amount, date, and account have been chosen, the customer will be able to select "Send Money." Once selected, the customer will be able to view the payment one more time before submitting for payment.

**Review Payments**



If the payment is being sent as a check, the customer will be able add a memo to the check here.

Payment Total \$10.00 [Submit Payments](#) [Make Changes](#) [Cancel](#)

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**Questions?** Contact Countybank customer service at (864) 942-1500 or visit a Countybank financial center.

[www.ecountybank.com](http://www.ecountybank.com)