

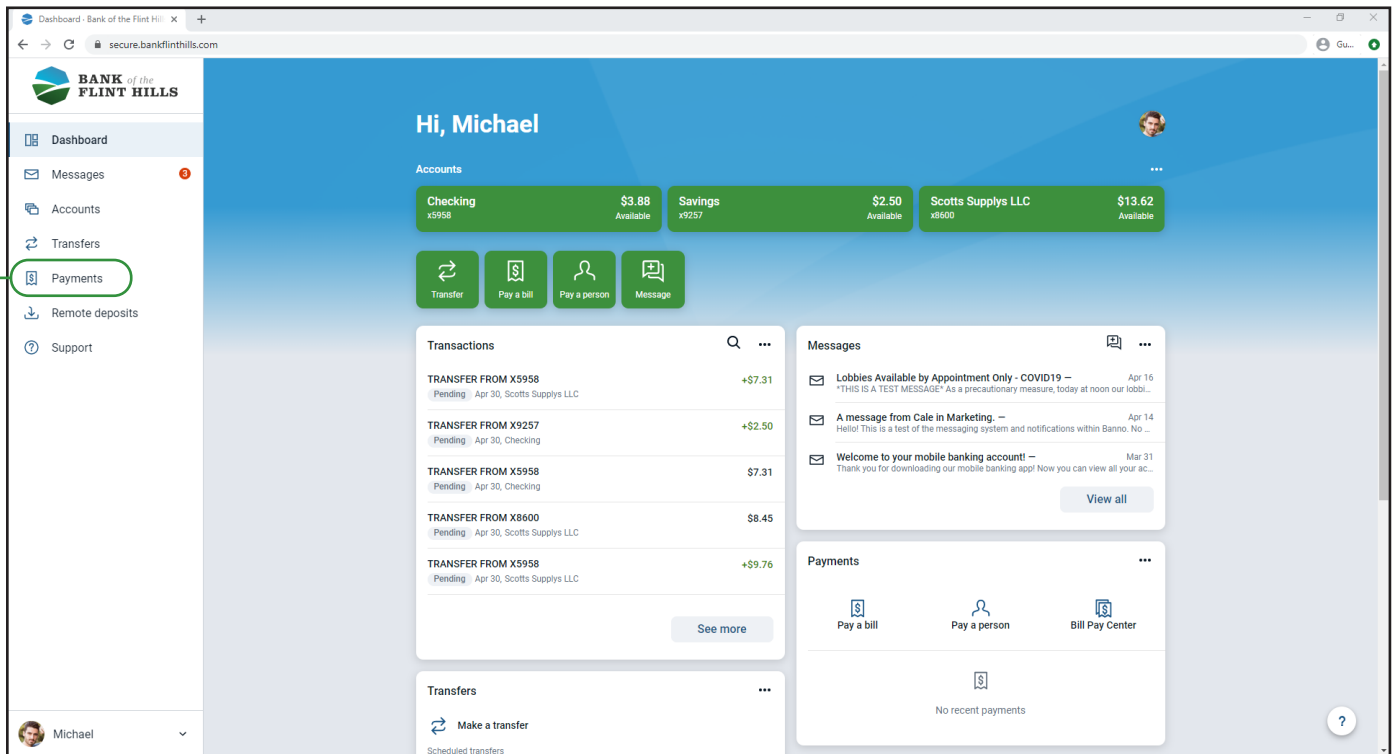
Pay A Bill

A Step-by-Step Guide

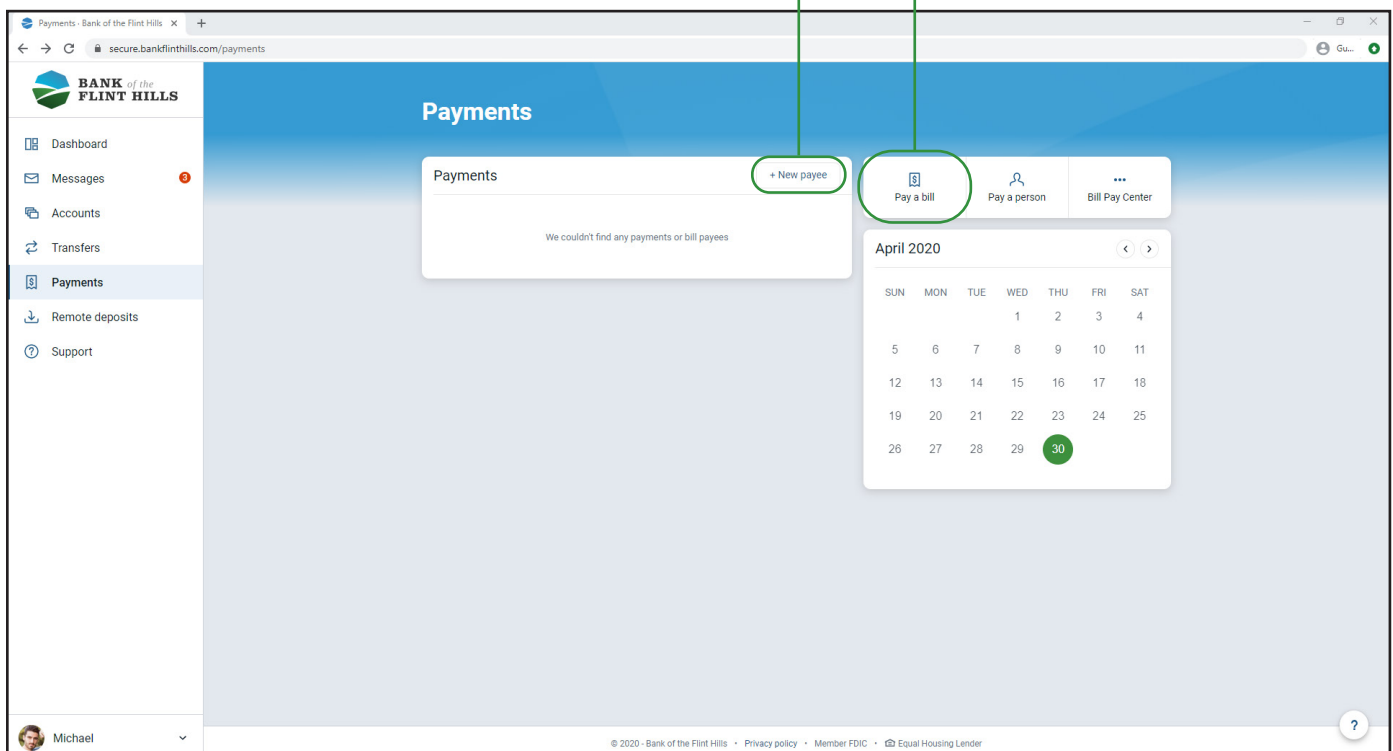


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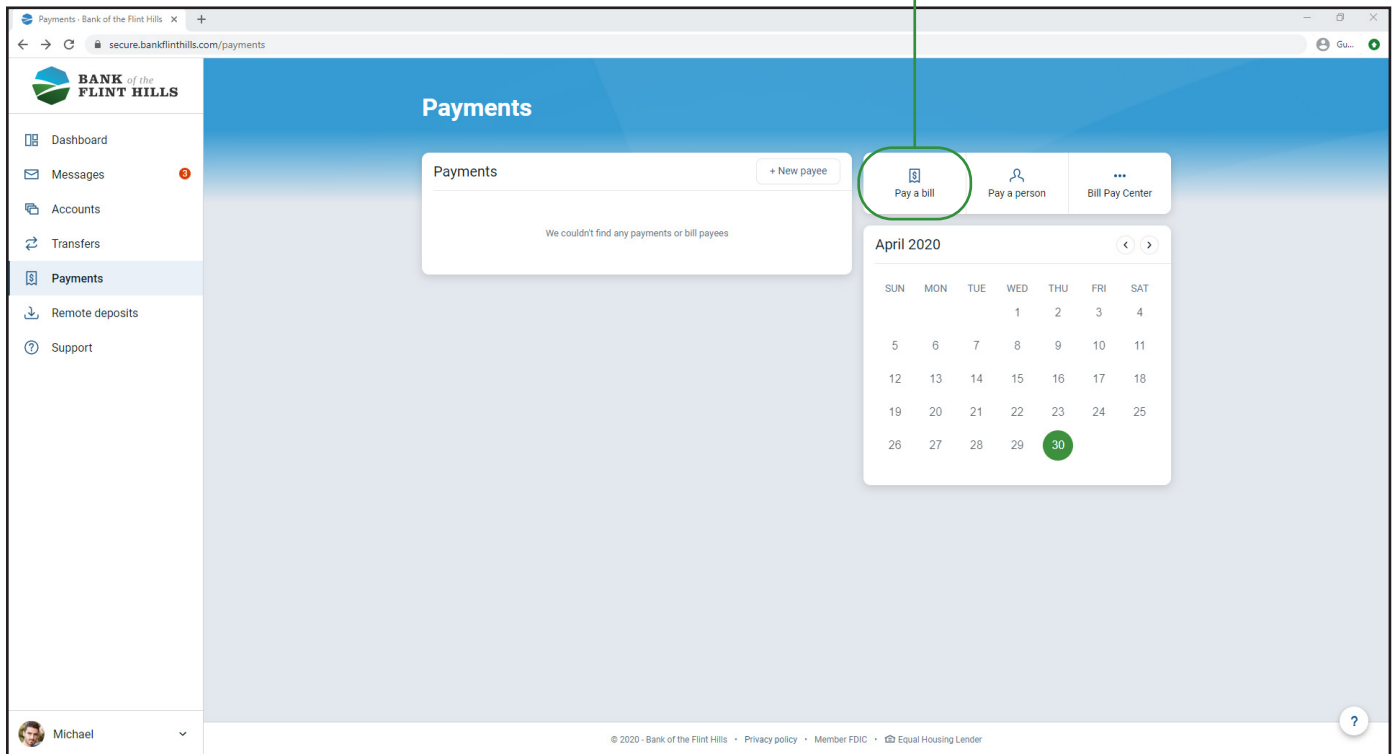
To begin, navigate to your payments dashboard by selecting "Payments" in the left-hand menu.



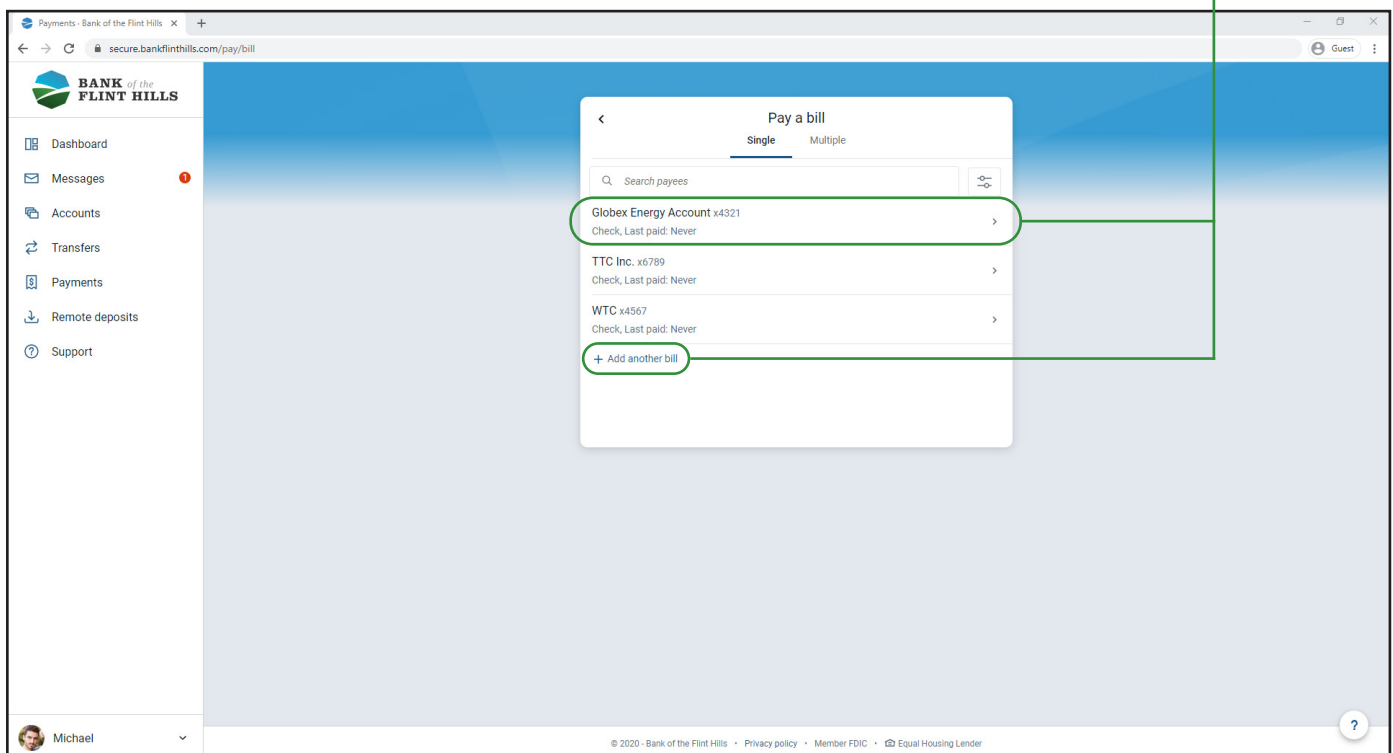
On your payments dashboard begin the process by selecting "Pay A Bill" if you already have the company set up as a payee, or select "+New Payee" to set up a new company.



The following steps will show how to pay a bill with a company that is already in your BillPay system. Click "Pay A Bill" to get started.



After clicking on "Pay A Bill" you will be asked to select an account that is already in your list of payees. Select the account you would like to pay to continue. If you do not see the desired company, select "+Add another bill" to be taken through the steps of setting up a new payee.



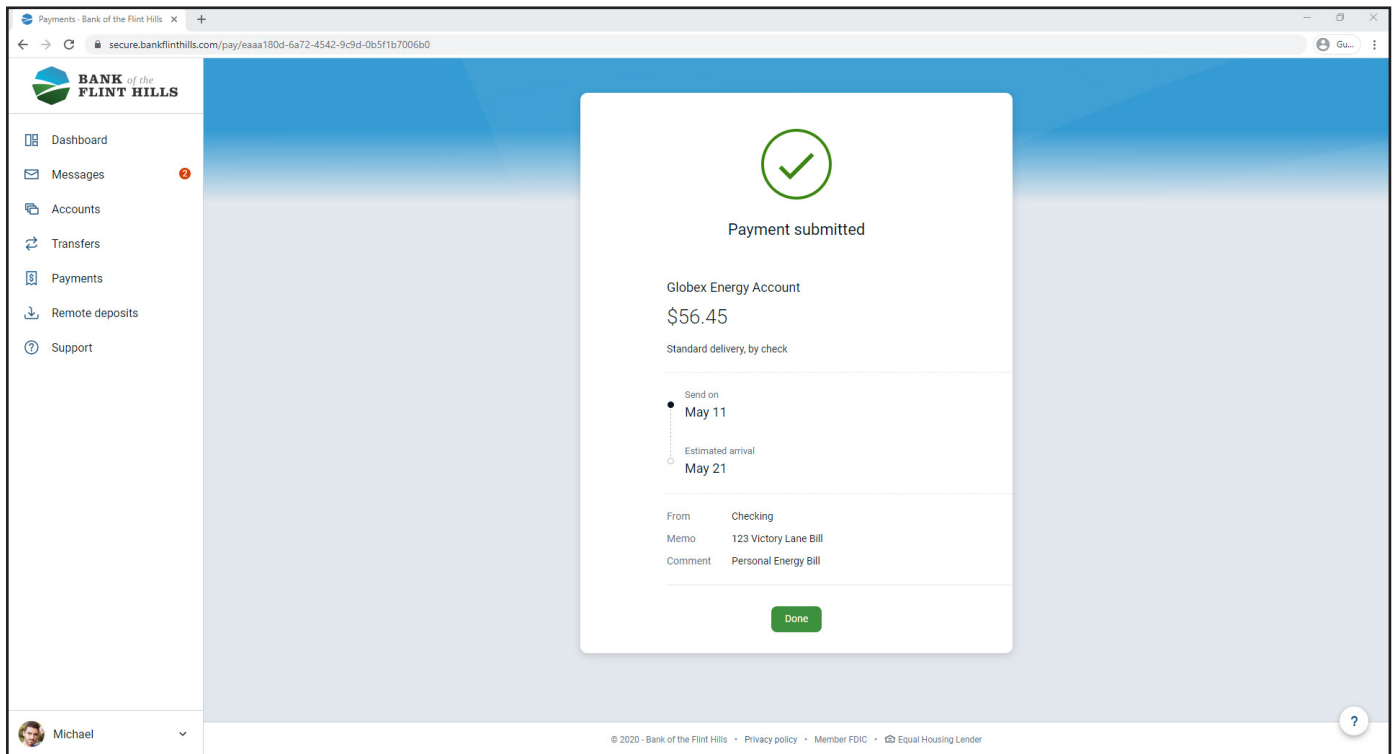
After selecting the company you would like to pay, select the account you would like to make the payment from, enter the payment amount and click submit to make the payment. Customize this payment by selecting “More Options” to change the frequency, send date and add a memo or comment.

The screenshot shows the 'Payment' form for a 'Globex Energy Account'. The form includes a 'From' field with a dropdown menu showing 'Checking XXX5958', an 'Amount' field with a dollar sign and a text input, and a 'More options' section with a 'Submit' button. A green line connects the 'Submit' button to the text in the paragraph above. The background shows the Bank of the Flint Hills dashboard with a sidebar menu and a user profile at the bottom.

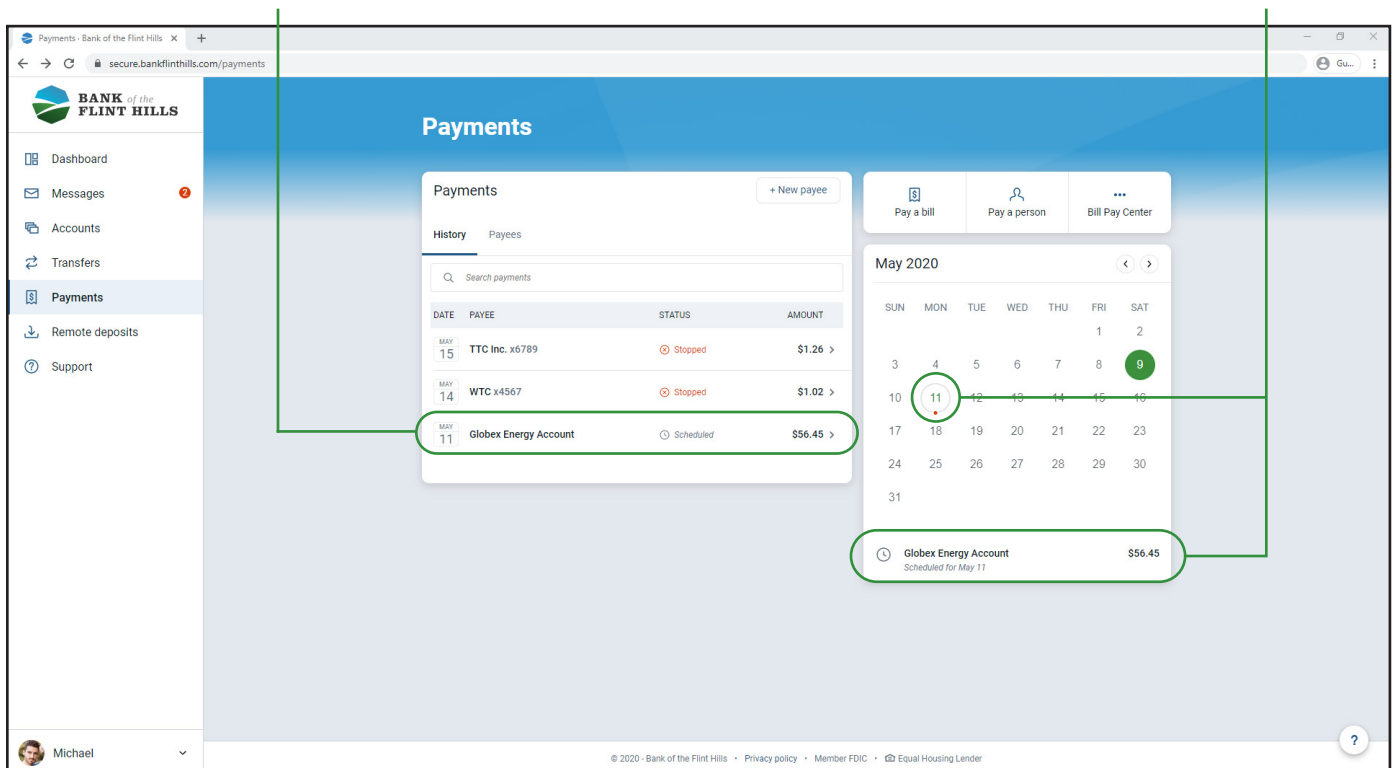
To customize this payment, select “More Options” to change the frequency, delivery date and add a memo or comment. Once you are ready to pay the bill, click “Submit”.

The screenshot shows the 'Payment' form with the 'More options' section expanded. The 'Amount' field now shows '\$ 56.45'. The 'Frequency' field has a dropdown menu showing 'Once'. The 'Sends' field has a dropdown menu showing 'May 11' and 'Arrives by May 21'. The 'Notes' field has a text input showing '123 Victory Lane Bill Personal Energy Bill'. A blue oval highlights the 'Frequency', 'Sends', and 'Notes' fields. A green line connects the 'Submit' button to the text in the paragraph above. The background shows the Bank of the Flint Hills dashboard with a sidebar menu and a user profile at the bottom.

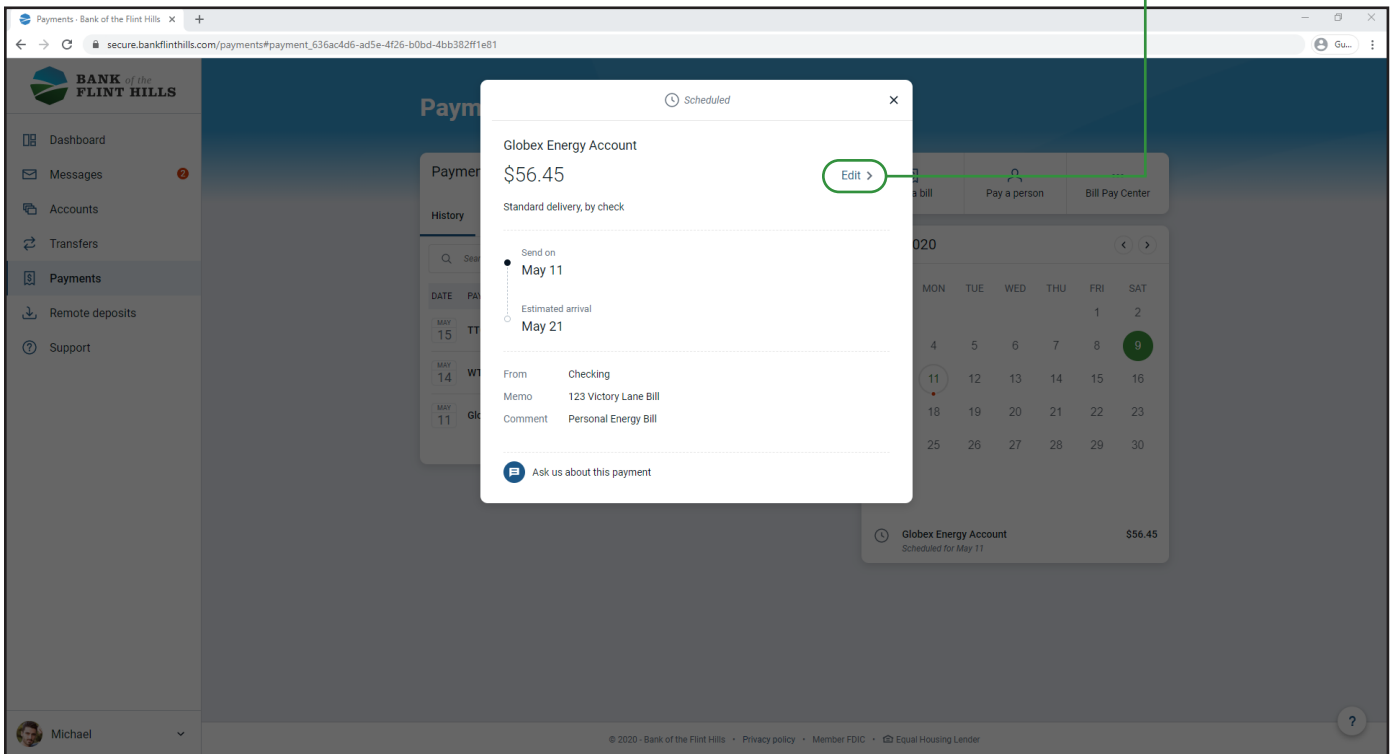
After submitting your payment, you will receive a confirmation message detailing out the information for that bill.



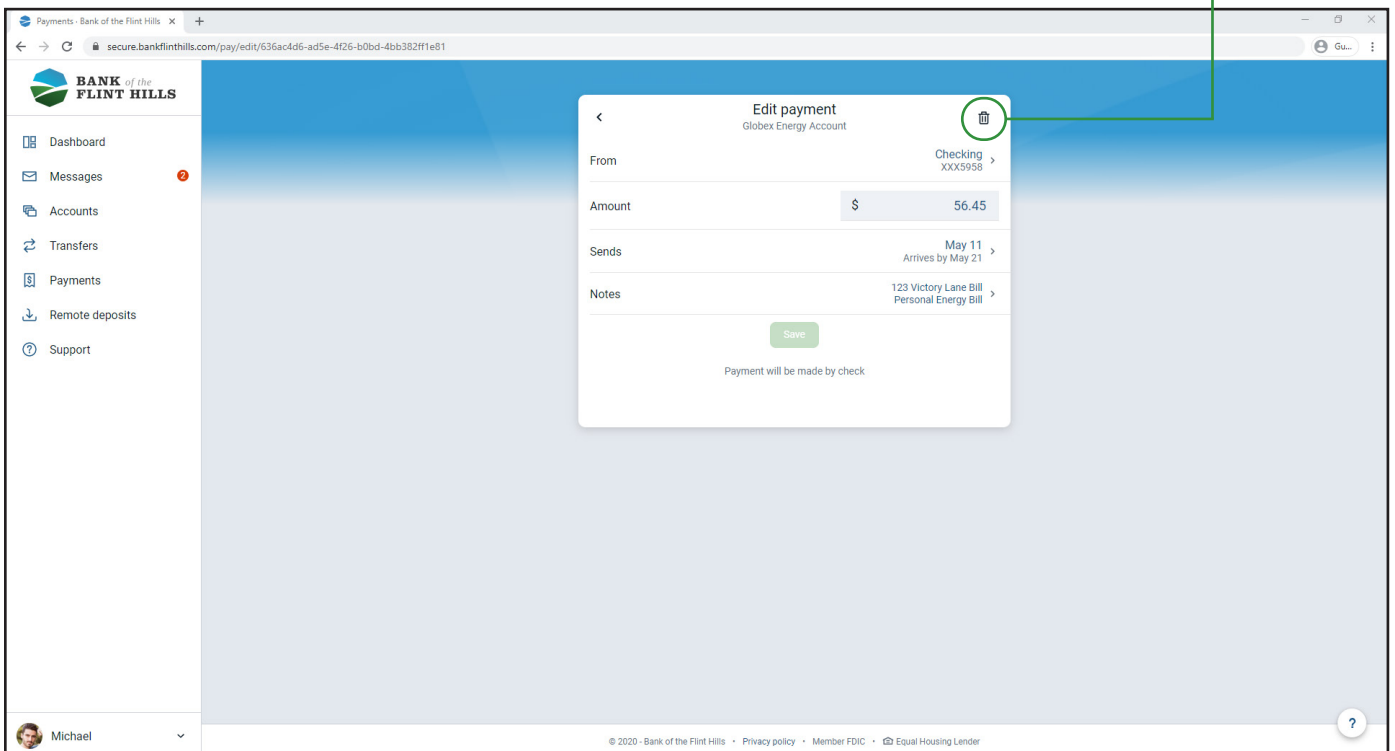
Clicking done will take you back to your Payments Dashboard. Here you will see the payment you just created with the 'Scheduled' status. On your calendar, you will also see the date a payment is scheduled to send.



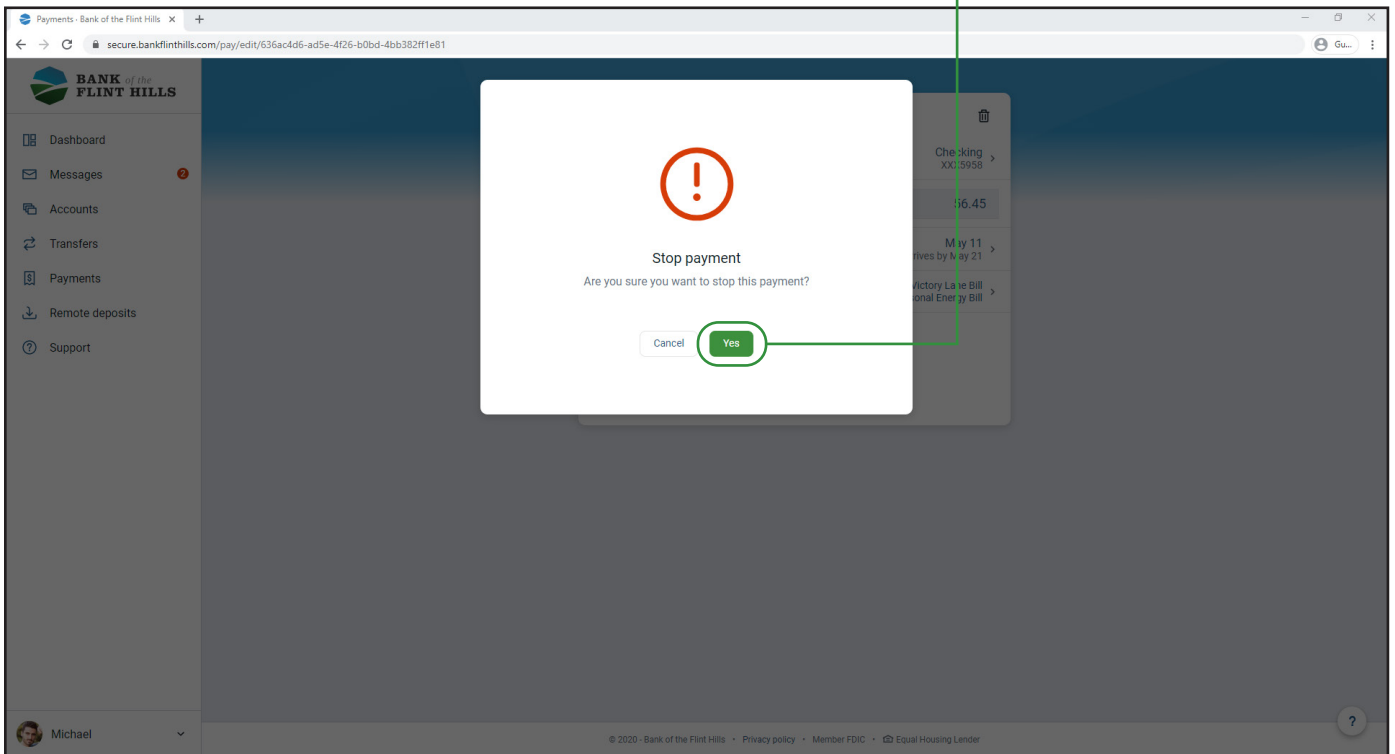
Clicking on a processing payment will open a preview box with all the information about that payment. Clicking "Edit" will take you into the payment to make changes (as long as it has not fully processed).



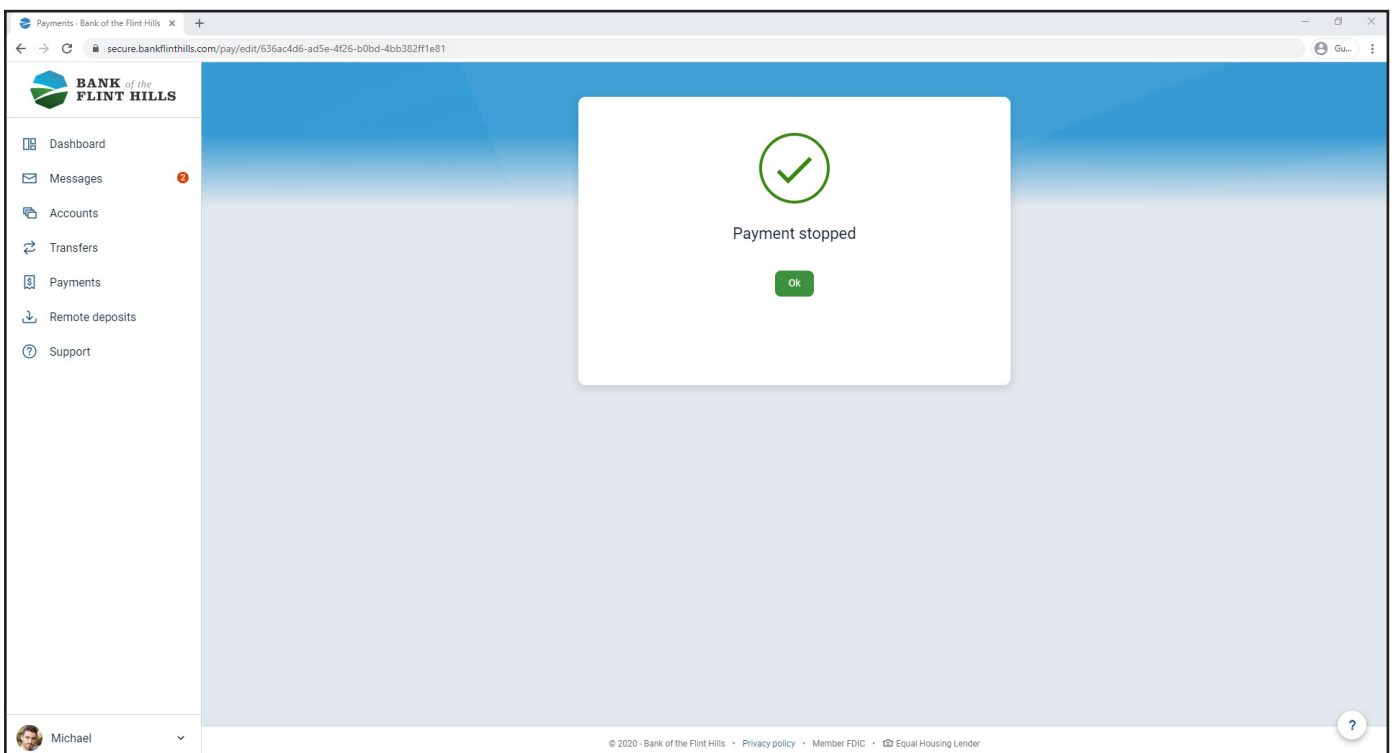
Editing a payment will allow you to make any changes you would like, as long as the payment has not started processing. After making the desired changes, click "Save" to confirm the changes and return to the Payments Dashboard. If you wish to delete the payment, click on the trash can in the upper right-hand corner.



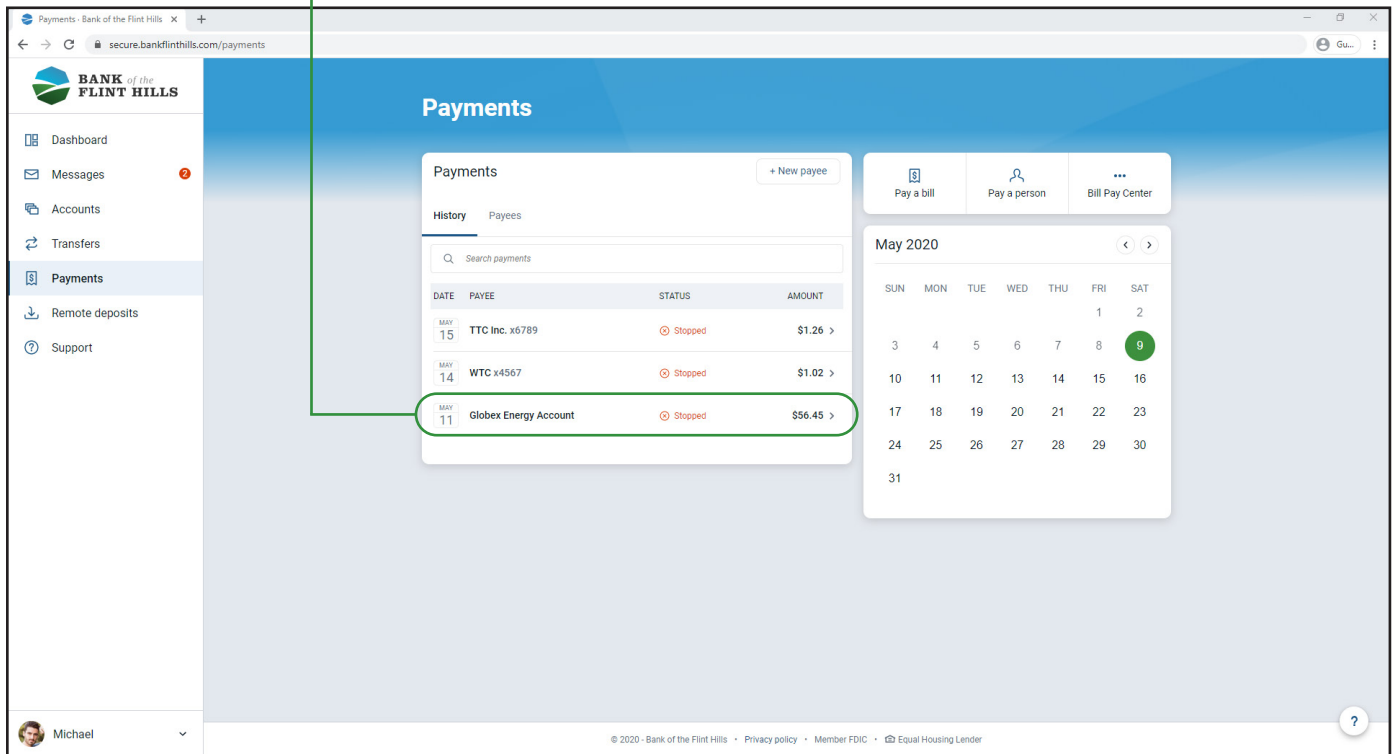
You will be asked once if you would like to stop the payment you are currently in. If you no longer want the payment to process, click "Yes" to stop it.



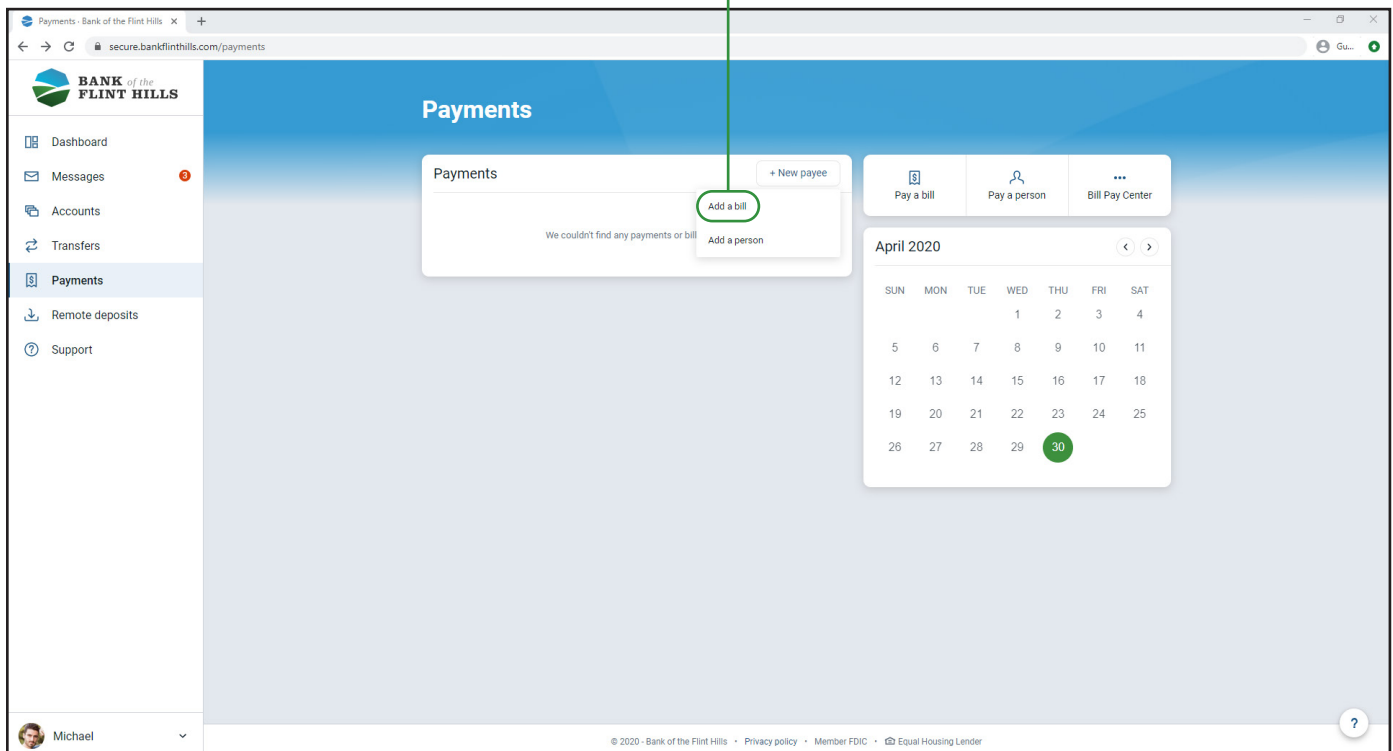
You will receive a confirmation after successfully stopping a payment. Click "Ok" to return to the payments dashboard.



After stopping a payment, you will see a 'Stopped' status appear next to it on the dashboard.



To pay a bill with a new company, select "+New Payee" and then "Add a Bill". This will begin the setup process.



You will be prompted to add all of the company information for the bill you would like to pay. Once complete, select "Submit" to continue.

The screenshot shows the 'Add another bill' form in the Bank of the Flint Hills online banking interface. The form is titled 'Add another bill' and contains the following fields:

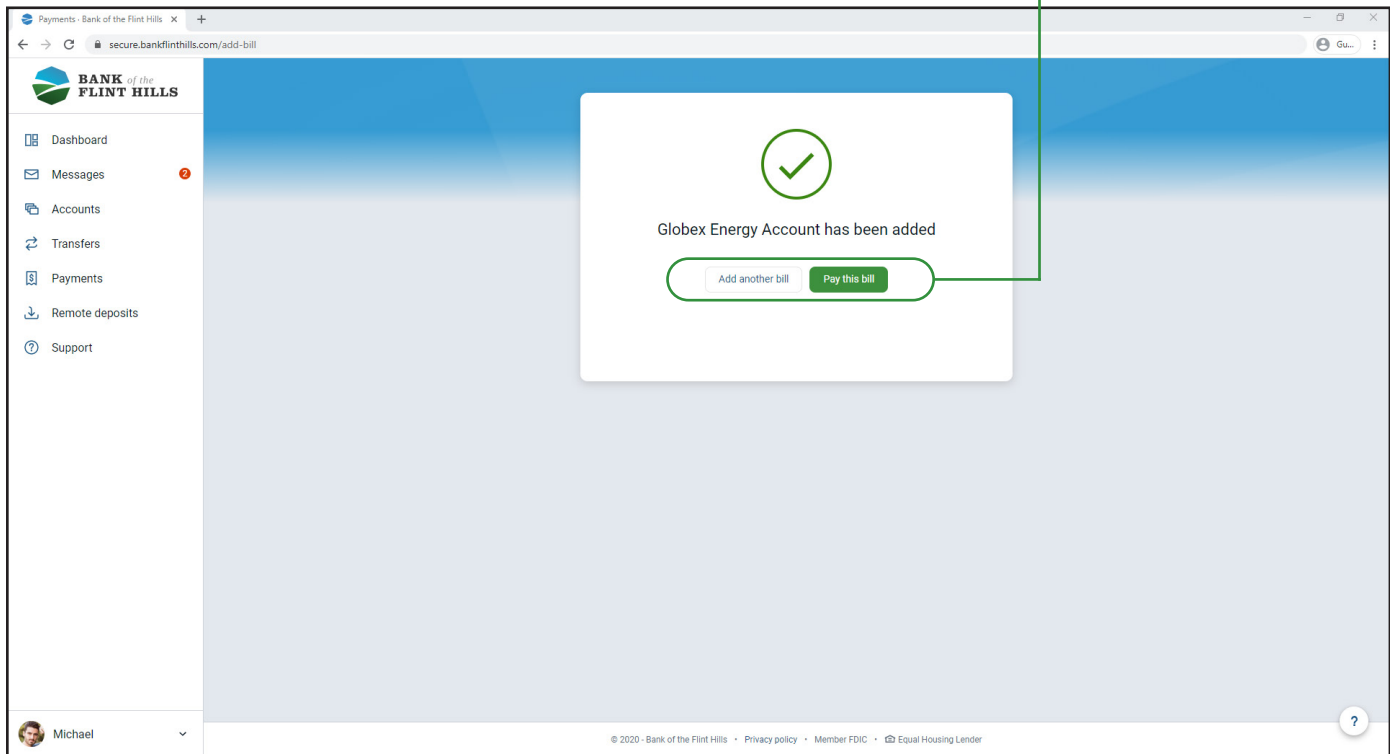
- Company name on bill: Globex Corporation
- Nickname (optional): Globex Energy Account
- Phone number: (785) 123-4567
- Account number: 987654321
- Delivery details:
 - Street line 1: 1012 Global Lane
 - Street line 2 (optional):
 - City: Global, State: KS, Zip: 65432

A green circle highlights the 'Submit' button at the bottom of the form. A green line connects the text 'Submit' in the instruction above to this button. The left sidebar shows navigation options: Dashboard, Messages, Accounts, Transfers, Payments, Remote deposits, and Support. The user's name 'Michael' is at the bottom left, and the footer contains copyright and policy information.

You may be prompted to confirm your Online Banking password before you submit the new payee. This is to ensure the safety and security of your account.

The screenshot shows the password confirmation screen in the Bank of the Flint Hills online banking interface. A modal window is displayed with the Bank of the Flint Hills logo and the text 'Confirm your password to continue'. Below this, there is a 'Password' field with a masked input (dots) and a 'Confirm password' button. The background shows the 'Add another bill' form, which is dimmed. The left sidebar and footer are the same as in the previous screenshot.

Your new payee has successfully been added when you see the following notification. From here you may pay a bill for the company you just added or repeat the process to add another payee/company.



Now you have successfully added a new payee, paid a bill, edited a payment or deleted an existing payment.

