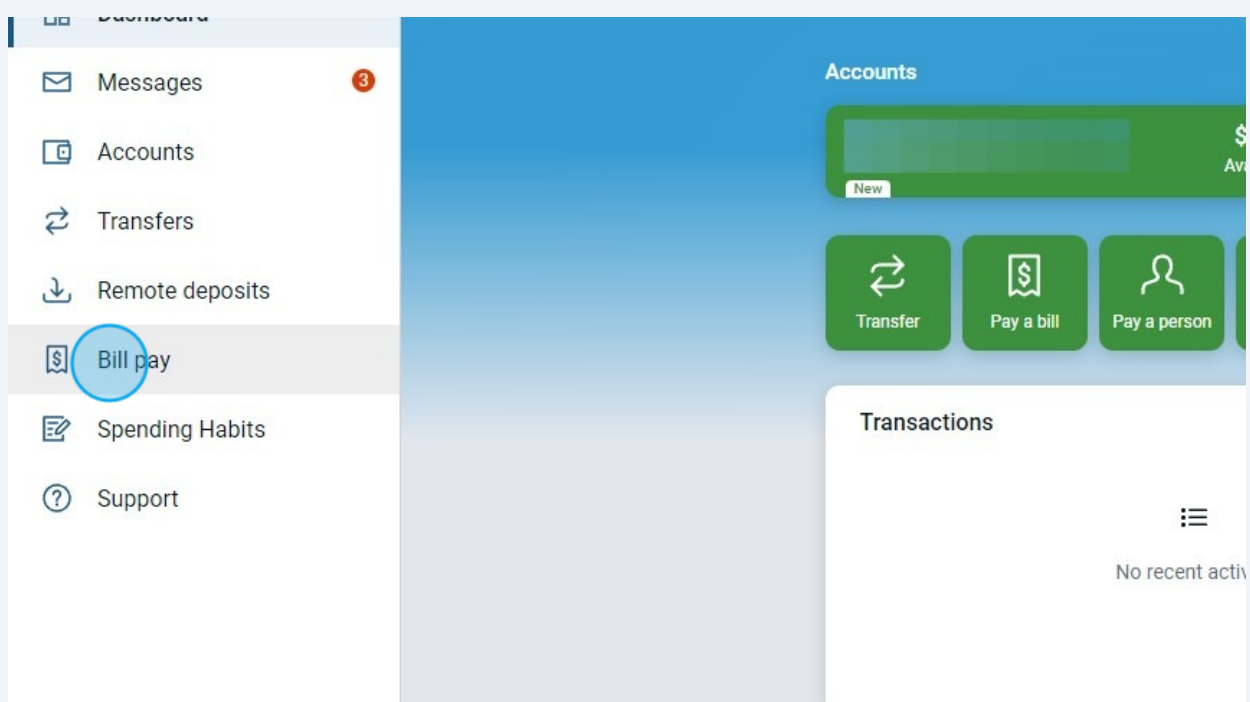


Working with your Accounts in Bill Pay

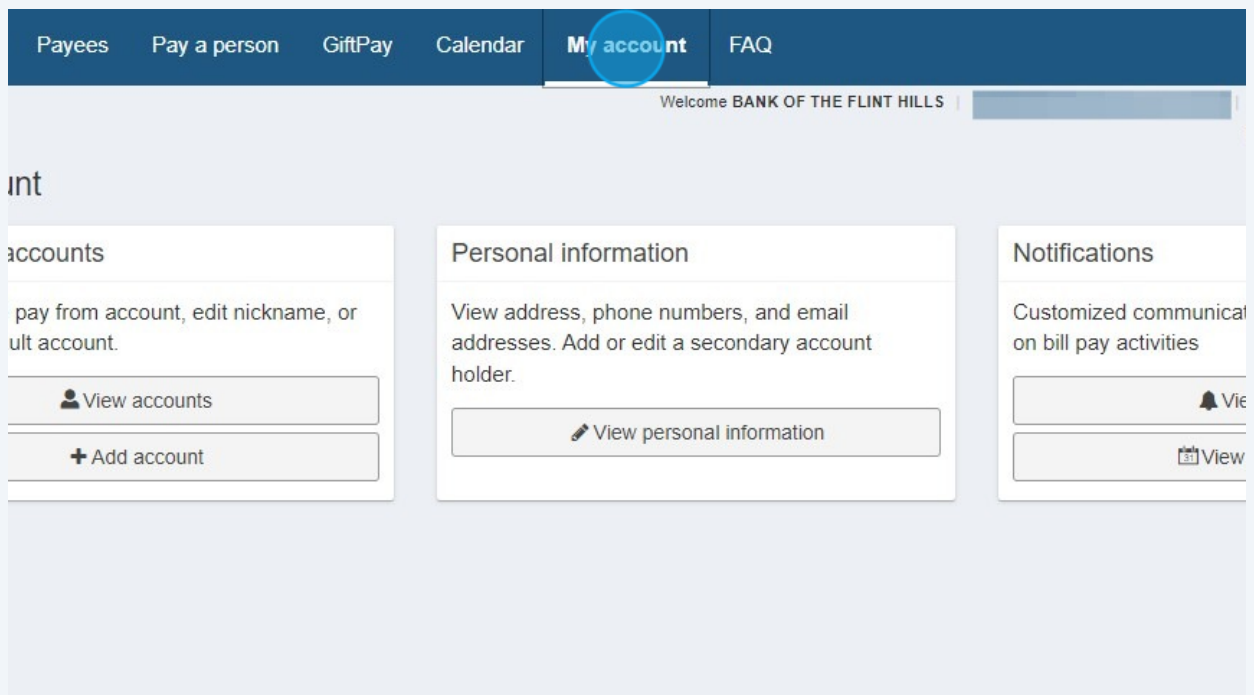


1 Log into your online banking.

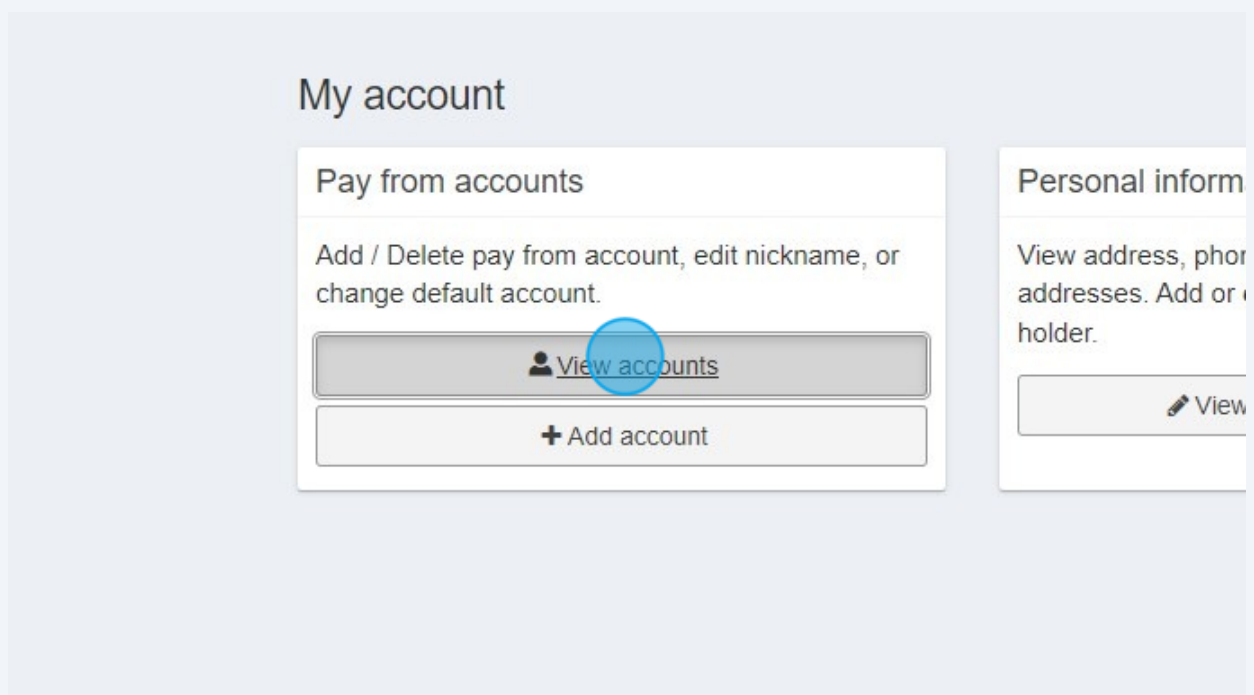
2 Click on the "Bill Pay" tab.



- 3 Click "My account" from the navigation at the top of the screen.



- 4 Click on "View accounts" under the Pay from accounts section.



5

Here you will be able to see the accounts that you can make payments out of. If you need to utilize another account that is not enrolled, click on "+ Account".

City of the HILLS

Payments Payees Pay a person GiftPay Calendar

View pay from accounts

[+ Account](#)

Nickname $\downarrow \frac{A}{2}$

DEMO BUS ACCT
Checking

DEMO CHECKING
Checking

[Back](#)

6

Please note you may also add an account by clicking on the "+ Account" button found under the Pay from account section in your settings.

My account

Pay from accounts

Add / Delete pay from account, edit nickname, or change default account.

[View accounts](#)

[+ Add account](#)

Personal information

View address, phone numbers, addresses. Add or edit a second holder.

[View personal info](#)

7 After entering all information, click "Next".

A screenshot of a web form. It contains four input fields, each with a grey placeholder box on the left. The first three fields are empty, and the fourth is a dropdown menu showing 'Checking' with a downward arrow. A blue circular button with the text 'Next' and a right-pointing arrow is located in the bottom right corner of the form area.

8 Review the information you have entered and if ready to submit, click "Submit".

A screenshot of a web application interface. At the top is a dark blue navigation bar with links: Payments, Payees, Pay a person, GiftPay, Calendar, My account, and FAQ. Below the navigation bar is a header section with 'Welcome BANK OF THE FLINT HILLS' and 'Last login: 04:20 PM on 07/10/2023'. The main content area is titled 'Add pay from account'. It contains a form with the following fields: 'Account nickname' (with a value of 'Checking'), 'Account number' (with a value of '12345678901234567890'), and 'Account type' (with a value of 'Checking'). A blue circular button with the text 'Submit' is highlighted in the bottom right corner of the form. A 'Back' button is also visible in the bottom left corner of the form. At the bottom of the page, there is a footer section with the following text: 'Website created for Bank of the Flint Hills by iPay Solutions™. Use of this system is limited to authorized users only and may be monitored. Any unauthorized use is prohibited and will be prosecuted.' and 'For Bill Pay support, please call 877-260-2047'. The copyright notice 'Copyright © 2023 iPay Solutions™. All rights reserved.' is also present.

9

Your account will display as successfully added and the status will be set to 'Awaiting Approval'.

✓ Account successfully added

You have successfully submitted your request to pay bills from the account listed below. Please allow up to three business days for processing.

Account nickname	Checking
Account status	Awaiting Approval
Account number	
Account type	Checking

← Return to my account

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10

You may return to the main menu or your account by clicking "Return to my account".

Account nickname	Checking
Account status	Awaiting Approval
Account number	
Account type	Checking

← Return to my account

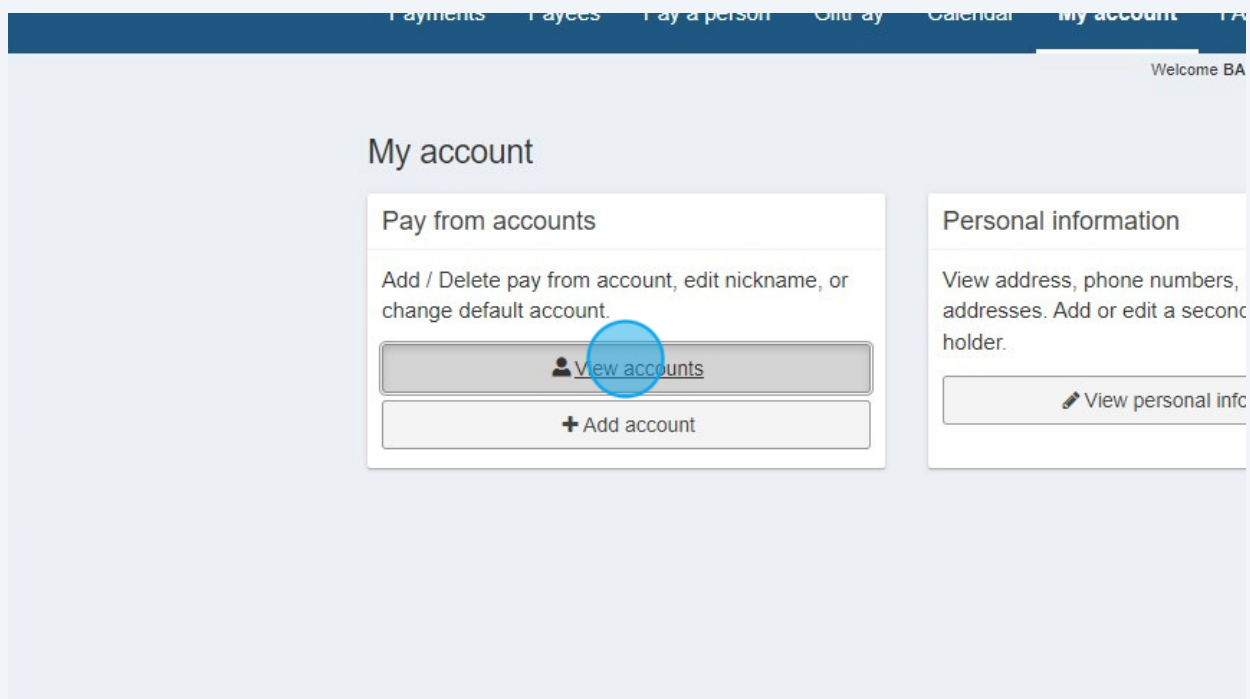
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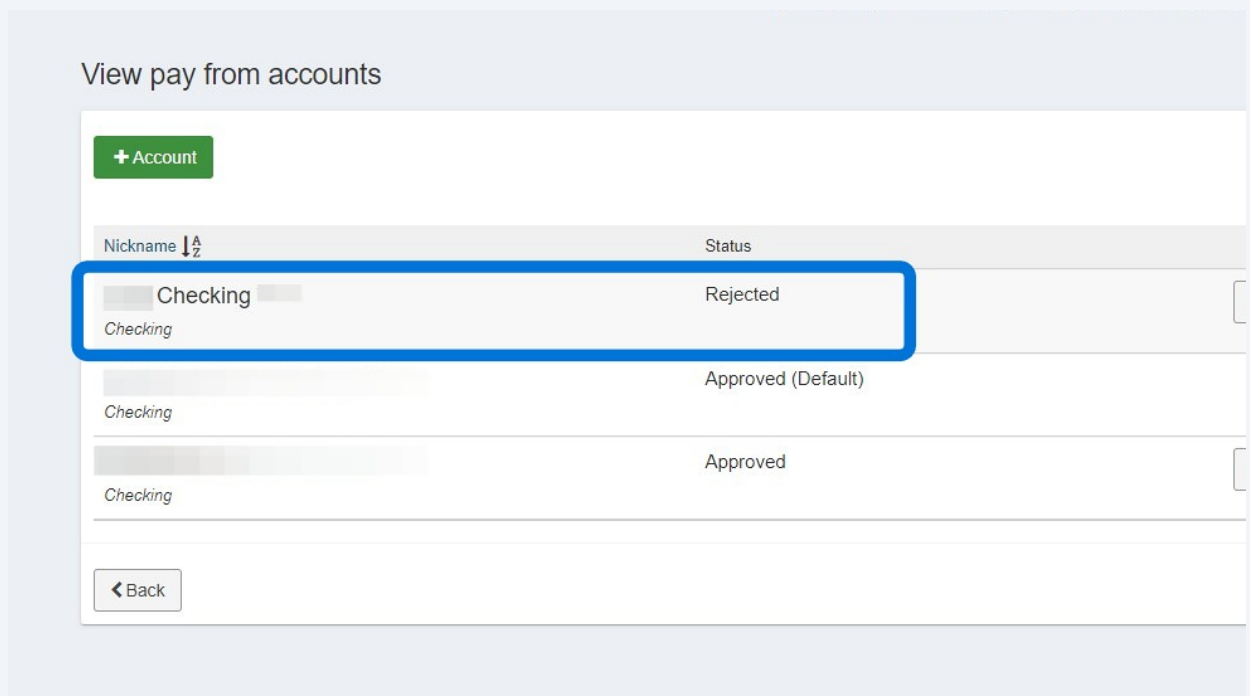
11

To see the account you have now added, click "View accounts" under the My Account section.



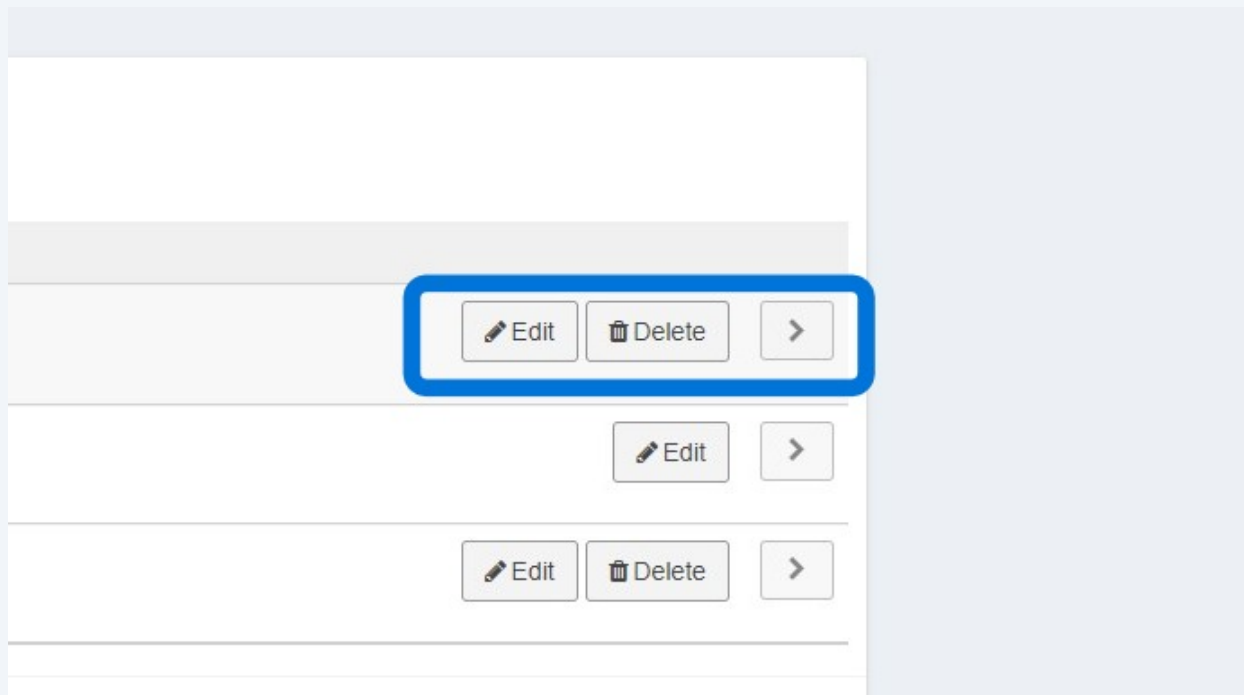
12

You will then be able to see all of your accounts and their status. Once approved or rejected, it will display here.



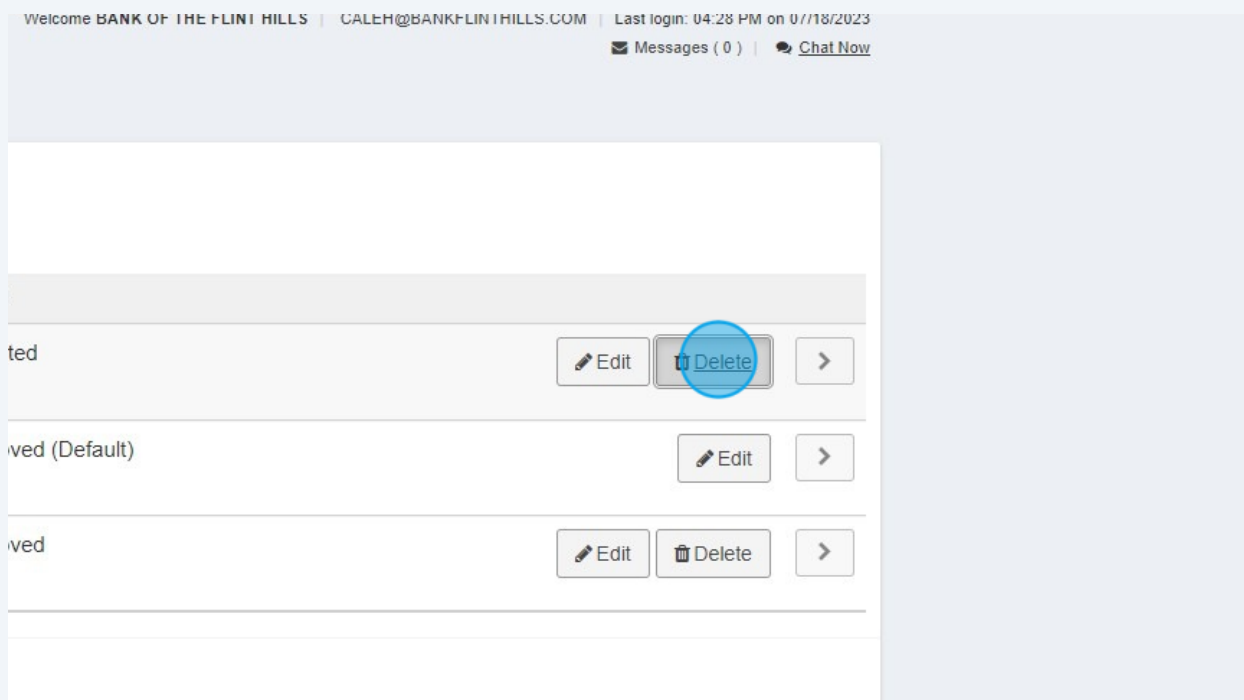
13

Dependent on the status of your account you can make changes or remove the account from your Bill Pay altogether.



14

To remove a rejected account (or account you no longer need inside of Bill Pay), click "Delete"



15

Verify that the information displayed is correct and that you have no outstanding payments you need to still process from that account. If all is correct, click "Submit".

3

Messages (0) | Chat Now

Delete pay from account

ⓘ The following account will be deleted:

Checking

Checking

ⓘ The following payments will be stopped:

Pay to	Pay from	Amount	Process date	Deliver by	Additional items
No payments found					

⏪ Back

Submit

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