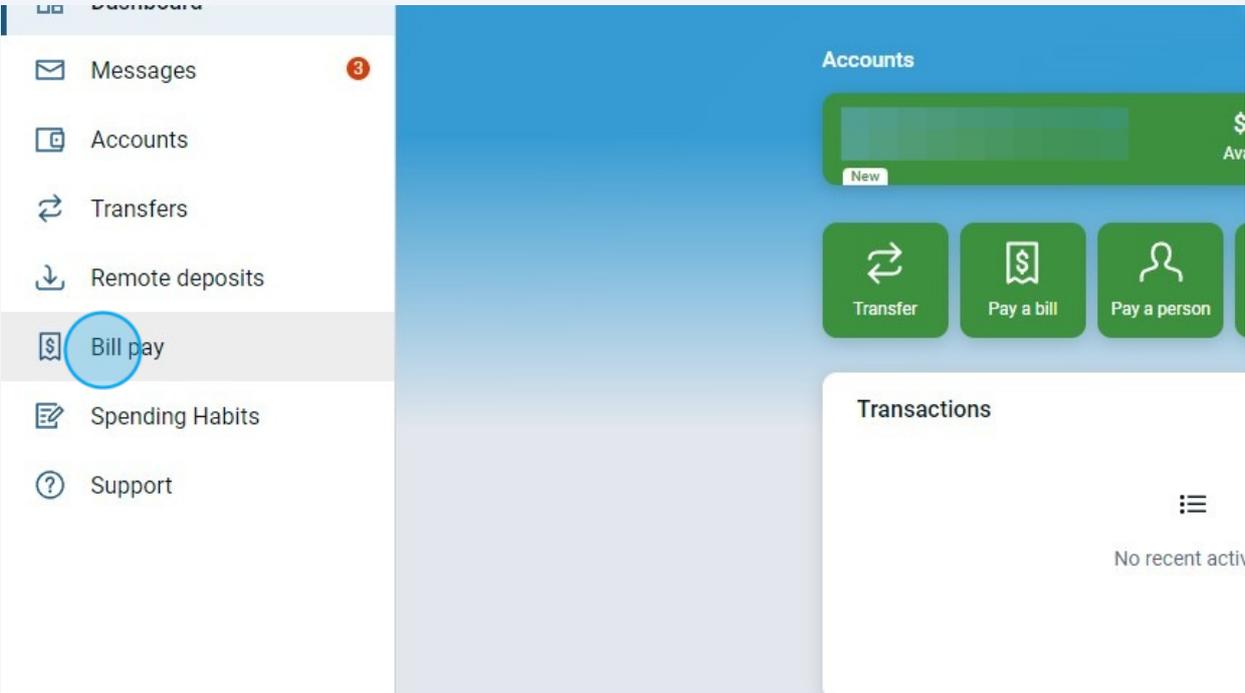


# Working with your Accounts in Bill Pay

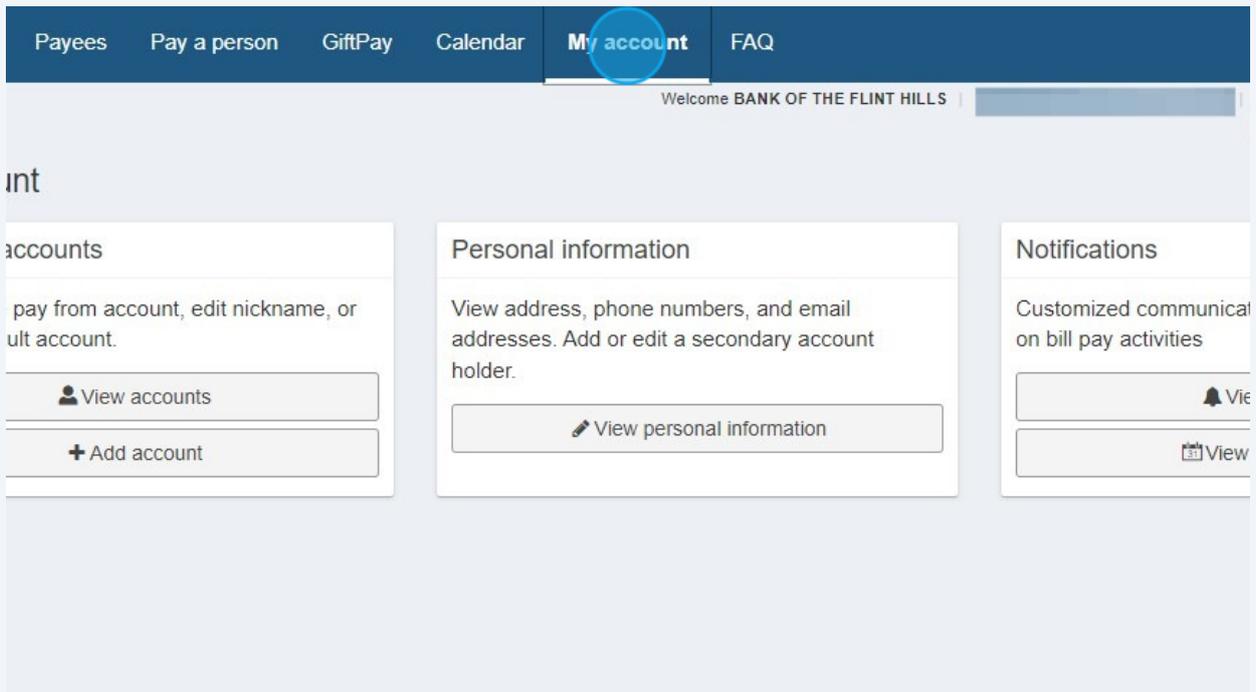


1 Log into your online banking.

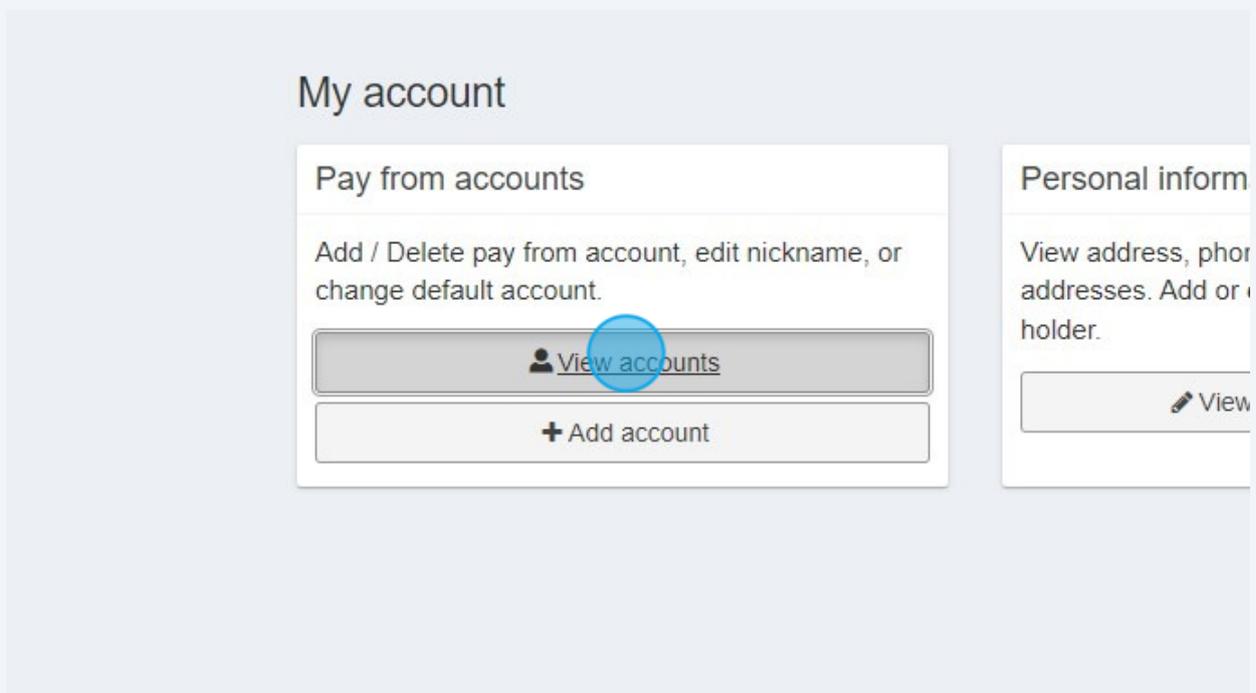
2 Click on the "Bill Pay" tab.



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

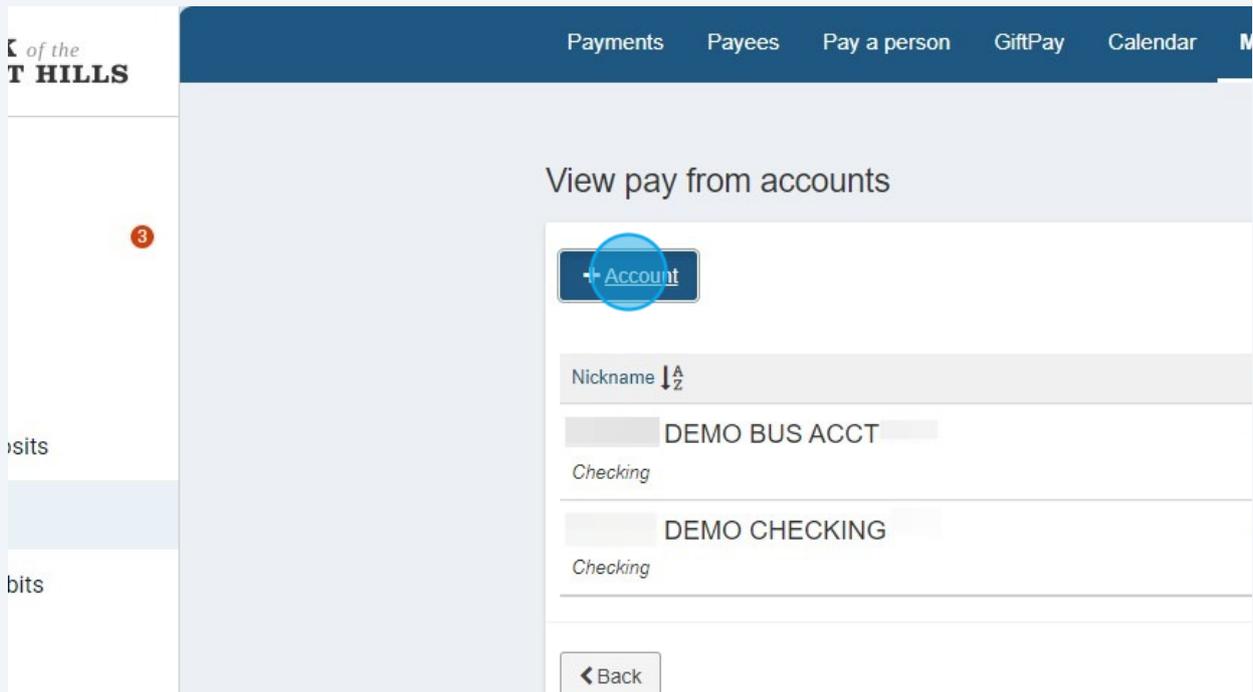


4 Click on "View accounts" under the Pay from accounts section.



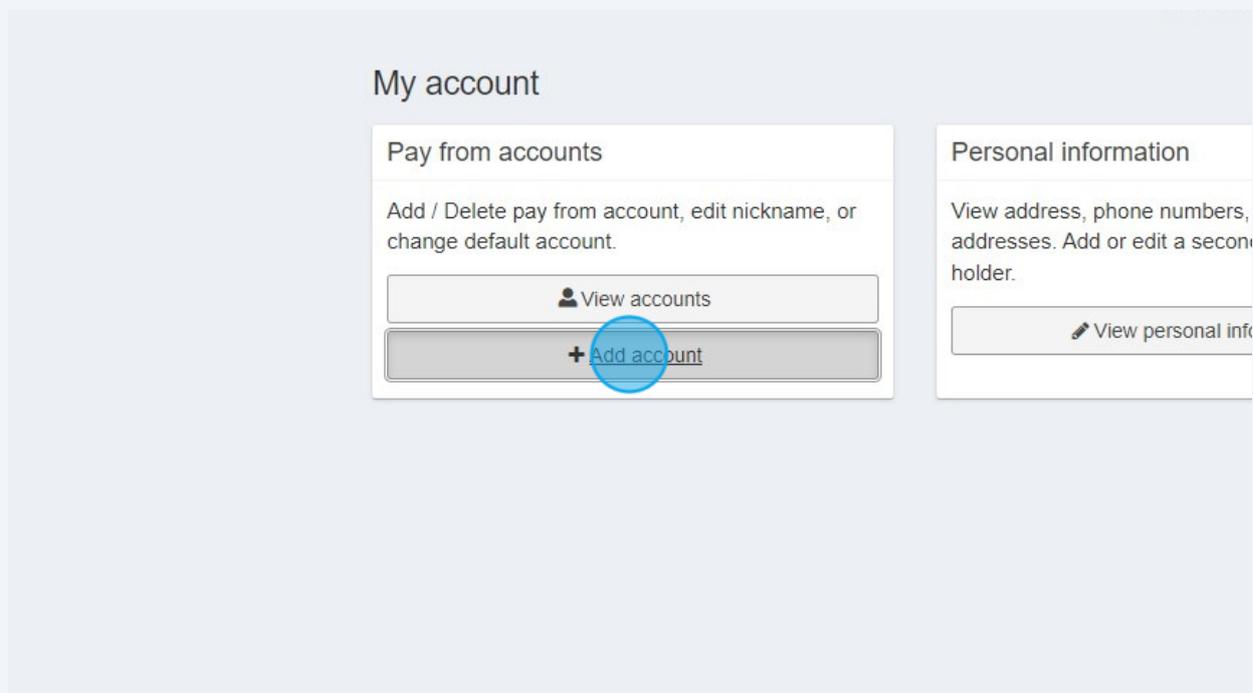
5

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".



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.



7 After entering all information, click "Next".

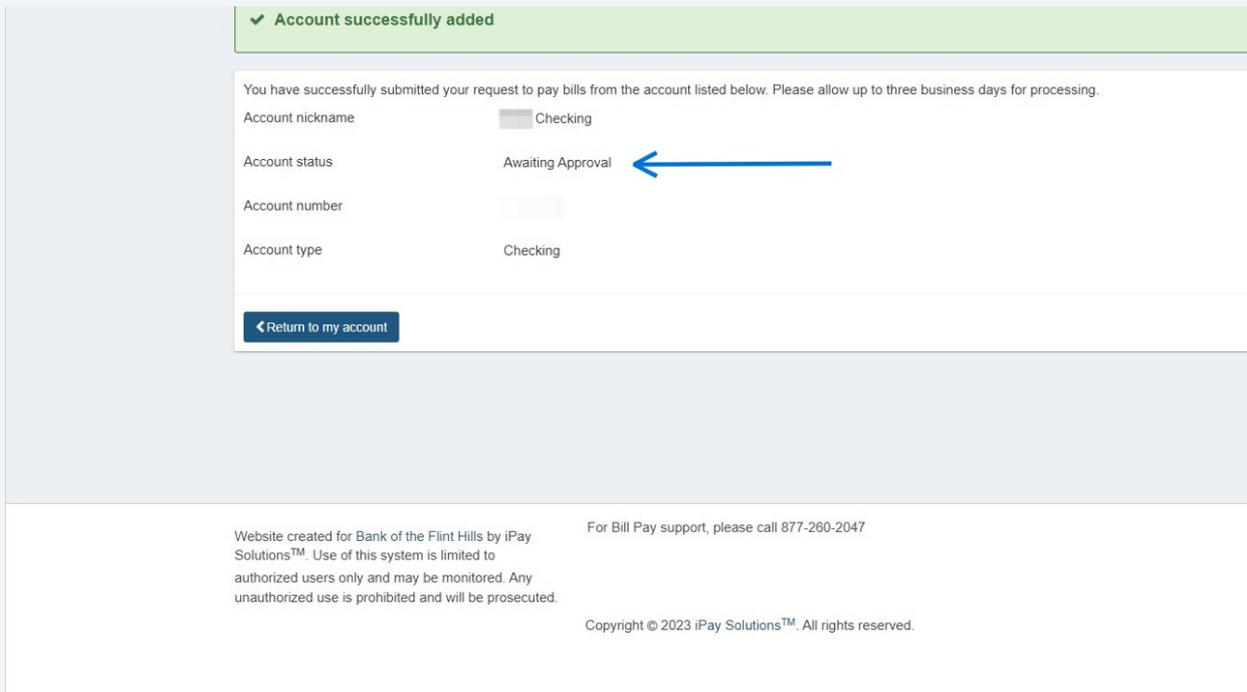
A screenshot of a web form. It contains four input fields, each with a grey placeholder bar on the left. The fourth field is a dropdown menu with the text "Checking" and a downward arrow. At the bottom right of the form is a blue button with the text "Next" and a right-pointing arrow.

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

A screenshot of a web application interface. The top navigation bar includes "Payments", "Payees", "Pay a person", "GiftPay", "Calendar", "My account", and "FAQ". The main content area is titled "Add pay from account" and contains an "Account review" section with the following fields: "Account nickname" (Checking), "Account number" (with a grey placeholder), and "Account type" (Checking). At the bottom of the form are "Back" and "Submit" buttons. The footer contains the 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 "Copyright © 2023 iPay Solutions™. All rights reserved."

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      [blurred]

Account type      Checking

← Return to my account

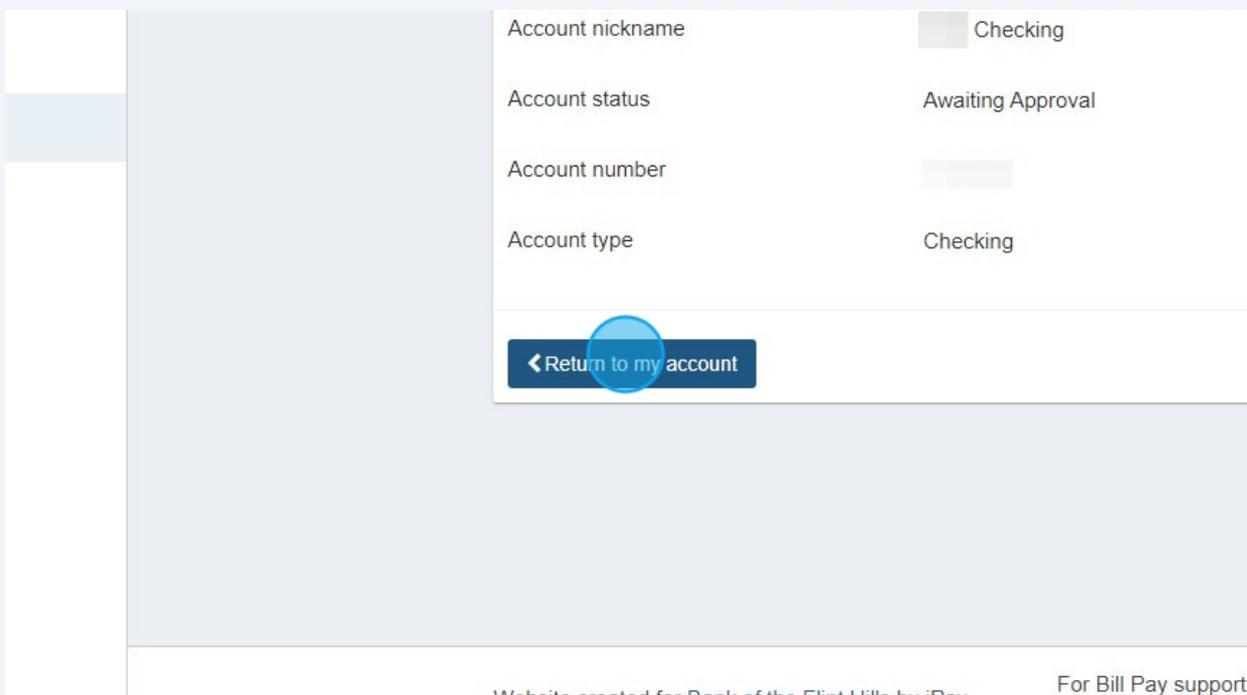
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10

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      [blurred]

Account type      Checking

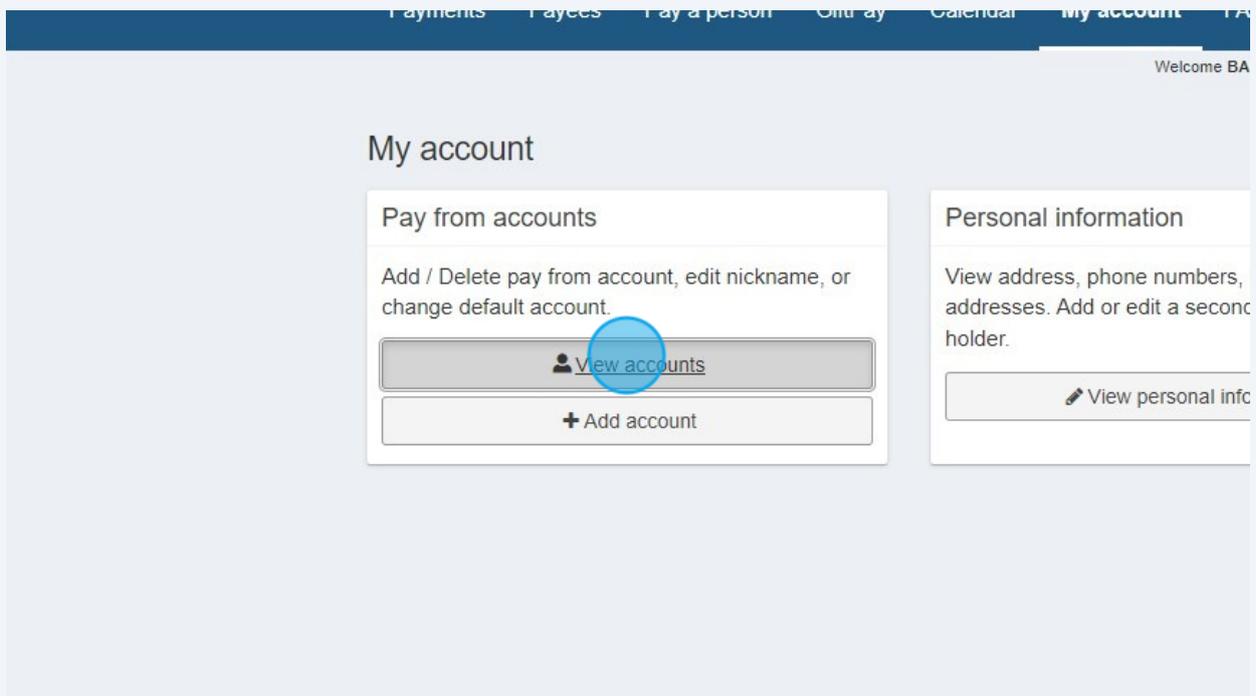
← Return to my account

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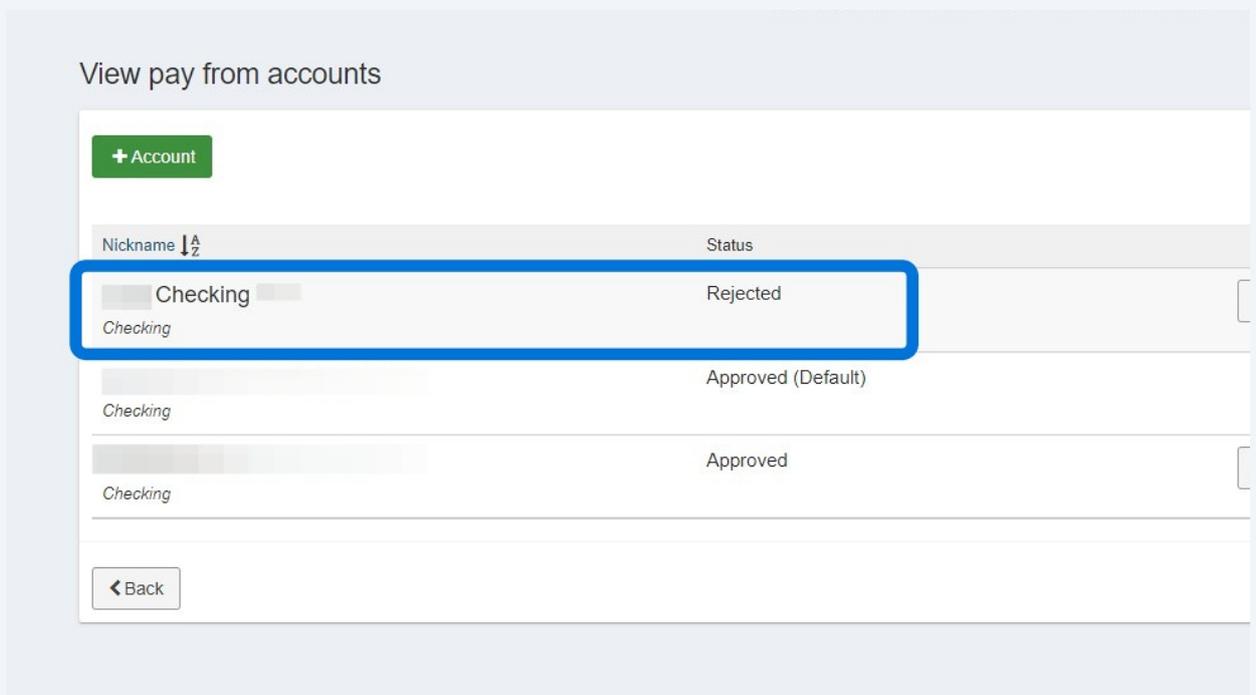
11

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



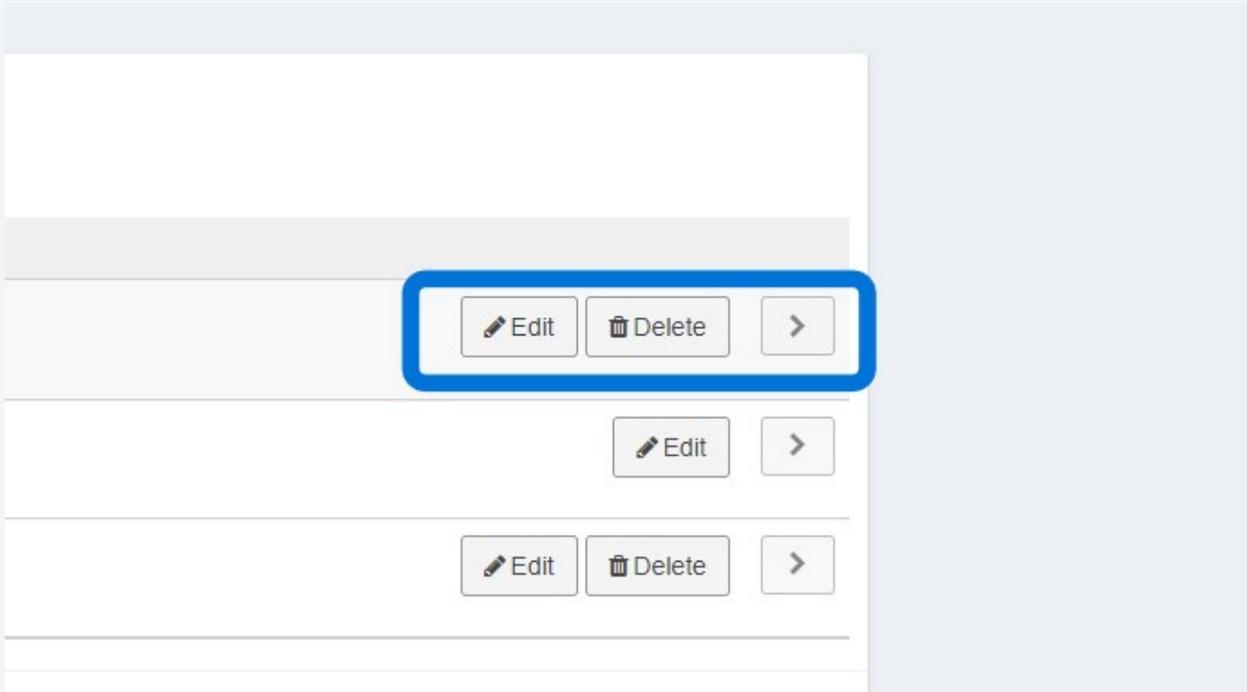
12

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



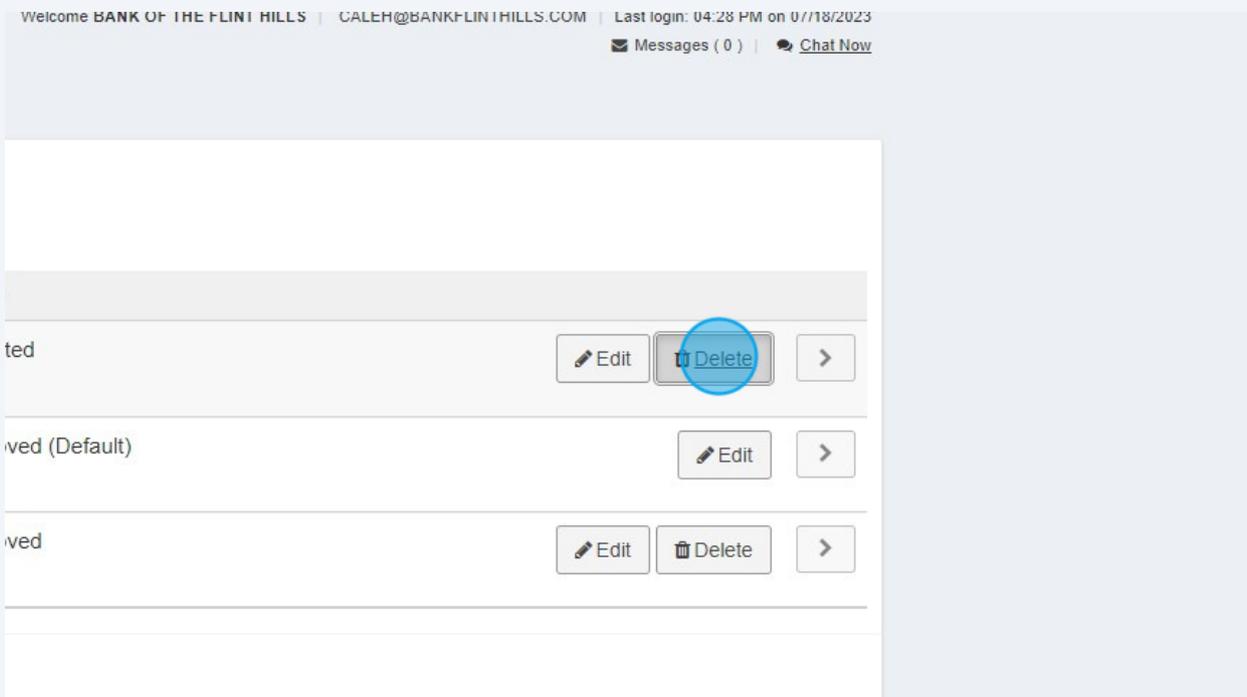
13

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".

The screenshot shows a web interface titled "Delete pay from account". At the top right, there are links for "Messages (0)" and "Chat Now". The main content area has two sections:

- The first section is titled "The following account will be deleted:" and shows a dropdown menu with "Checking" selected and a "Checking" button below it.
- The second section is titled "The following payments will be stopped:" and contains a table with the following headers: "Pay to", "Pay from", "Amount", "Process date", "Deliver by", and "Additional Items". The table body is empty, with the text "No payments found" centered below the headers.

At the bottom of the main content area, there are two buttons: a "Back" button on the left and a "Submit" button on the right. The "Submit" button is highlighted with a blue circle.

At the bottom of the page, there is a footer with the following text:

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