

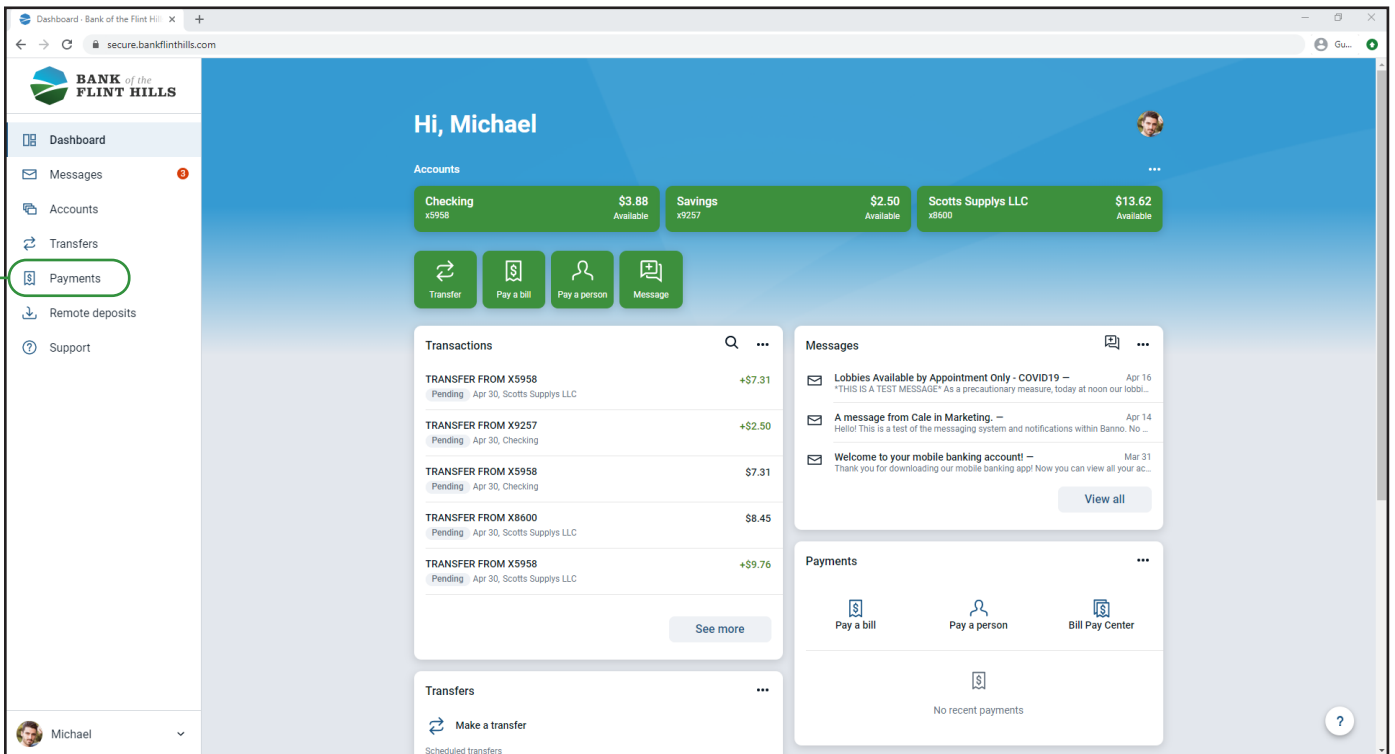
Pay A Person

A Step-by-Step Guide

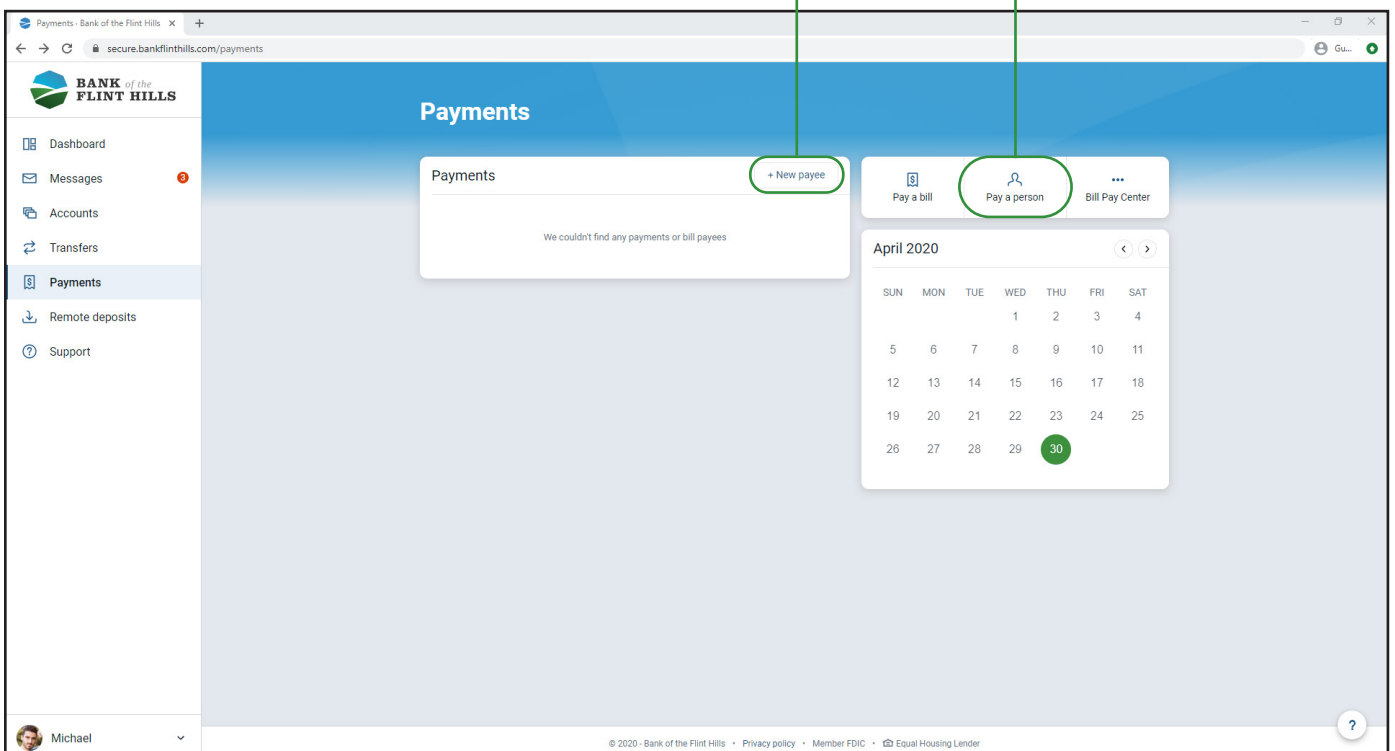


BANK *of the*
FLINT HILLS

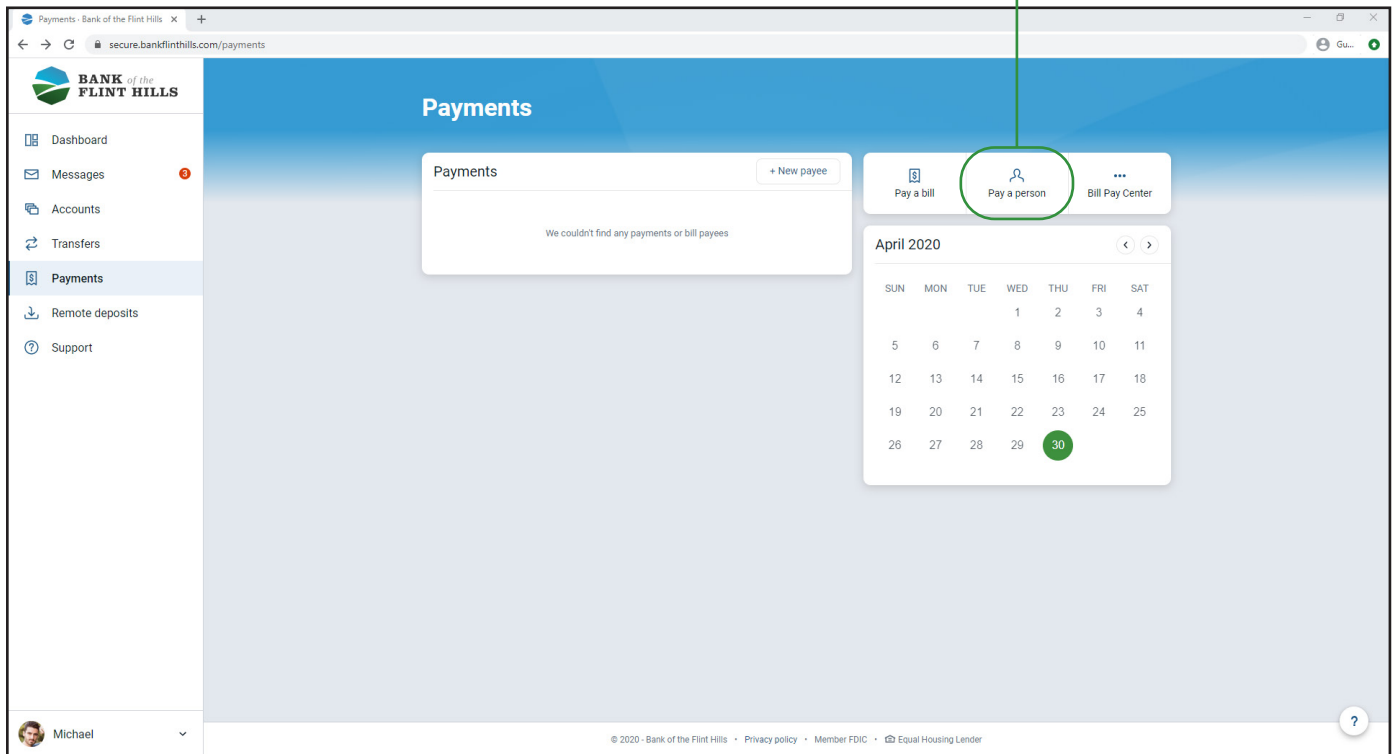
To begin, navigate to your payments dashboard by selecting "Payments" in the left-hand menu.



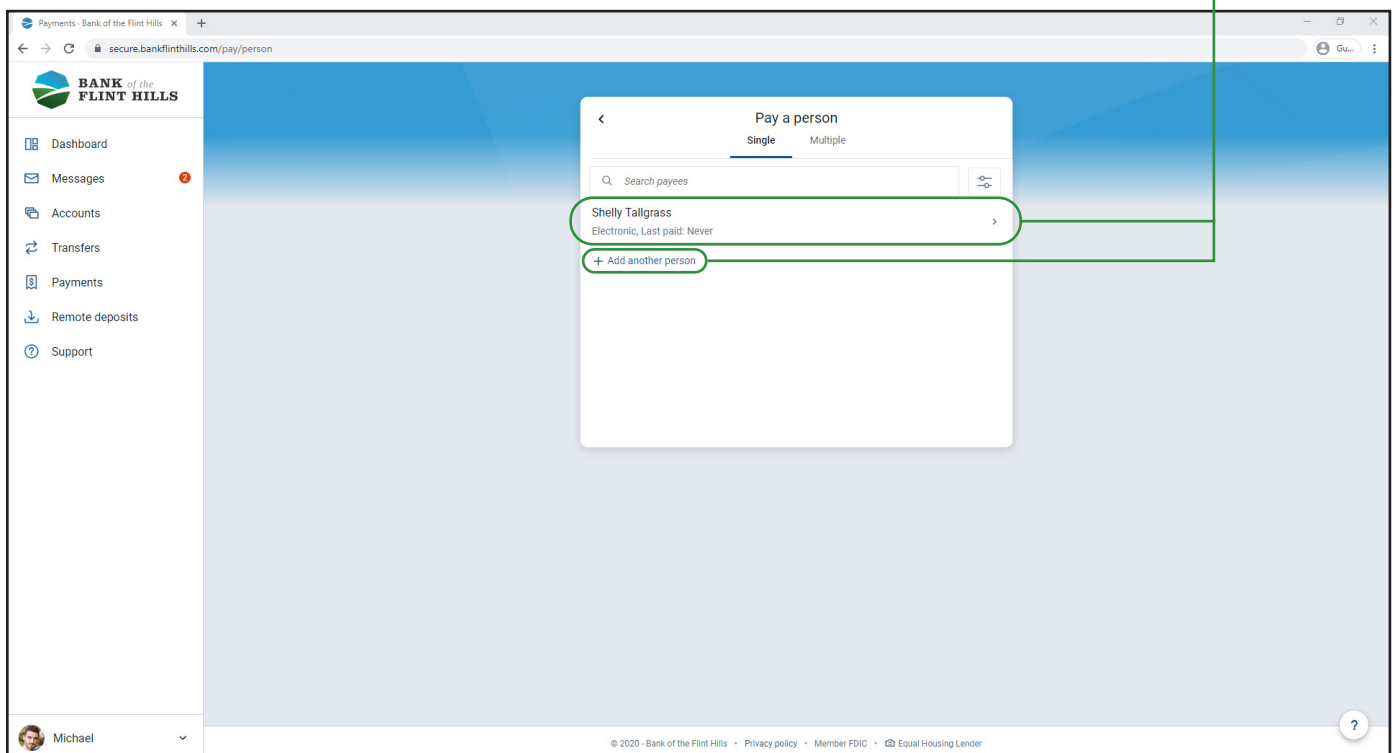
On your payments dashboard begin the process by selecting "Pay A Person" if you already have the individual set up as a payee, or select "+New Payee" to set up a new person.



The following steps will show how to pay a person that is already in your BillPay system. Click “Pay A Person” to get started.



After clicking on “Pay A Person” you will be asked to select a person that is already in your list of payees. Select the individual you would like to pay to continue. If you do not see the desired person, select “+Add another person” to be taken through the steps of setting up a new payee.



After selecting the person 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 Shelly Tallgrass. The form includes fields for 'From' (Checking XXX5958), 'Amount' (\$), and a 'Submit' button. A 'More options' link is visible below the amount field. A green line connects the 'More Options' text in the preceding paragraph to the 'More options' link in the form.

Payment
Shelly Tallgrass

From: Checking XXX5958

Amount: \$

More options

Submit

Sends May 11 electronically, arrives by May 12

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

The screenshot shows the 'More Options' form for Shelly Tallgrass. The form includes fields for 'Frequency' (Once), 'Sends' (May 11), 'Arrives by' (May 12), and 'Notes' (Sonic Drinks and Food!). A 'Submit' button is at the bottom. A blue oval highlights the 'Frequency', 'Sends', and 'Arrives by' fields. A green line connects the 'More Options' text in the preceding paragraph to the 'More options' link in the form.

Payment
Shelly Tallgrass

From: Checking XXX5958

Amount: \$ 14.25

Frequency: Once

Sends: May 11

Arrives by: May 12

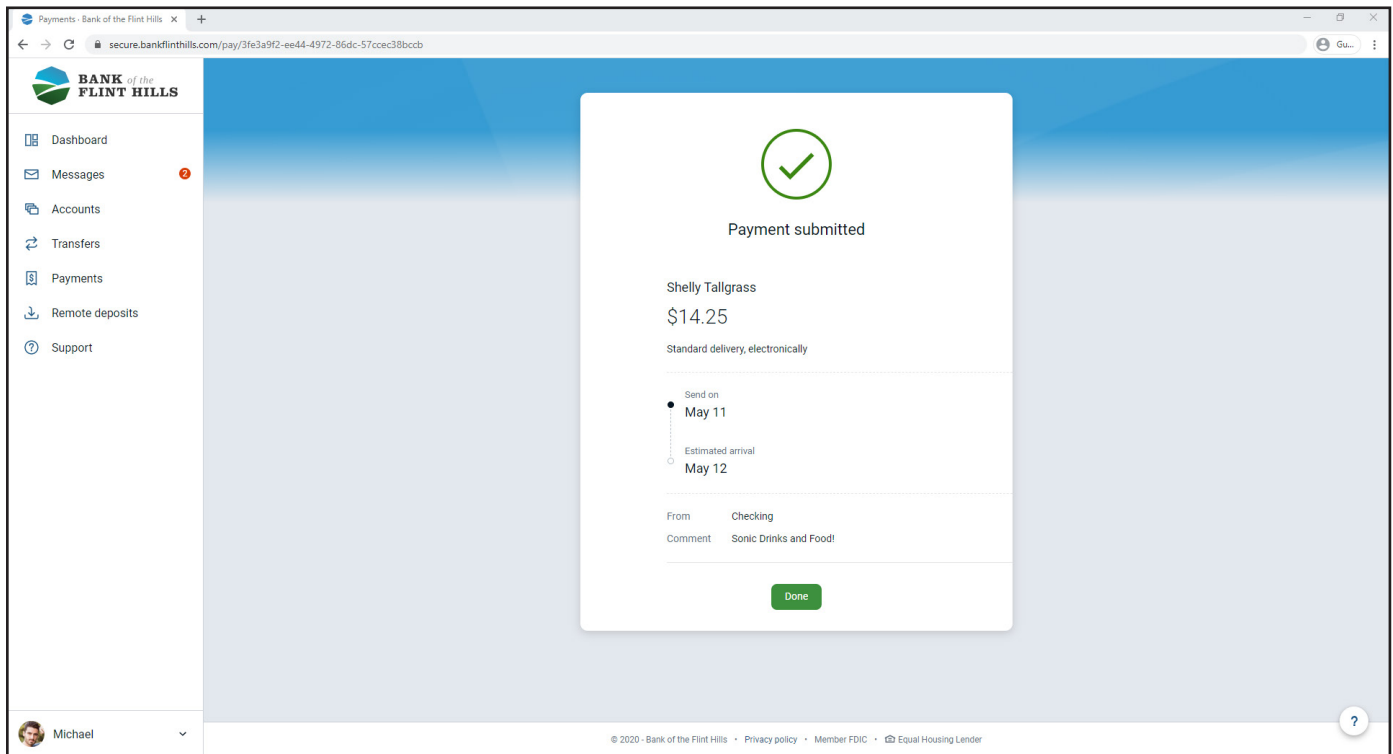
Notes: Sonic Drinks and Food!

Hide options

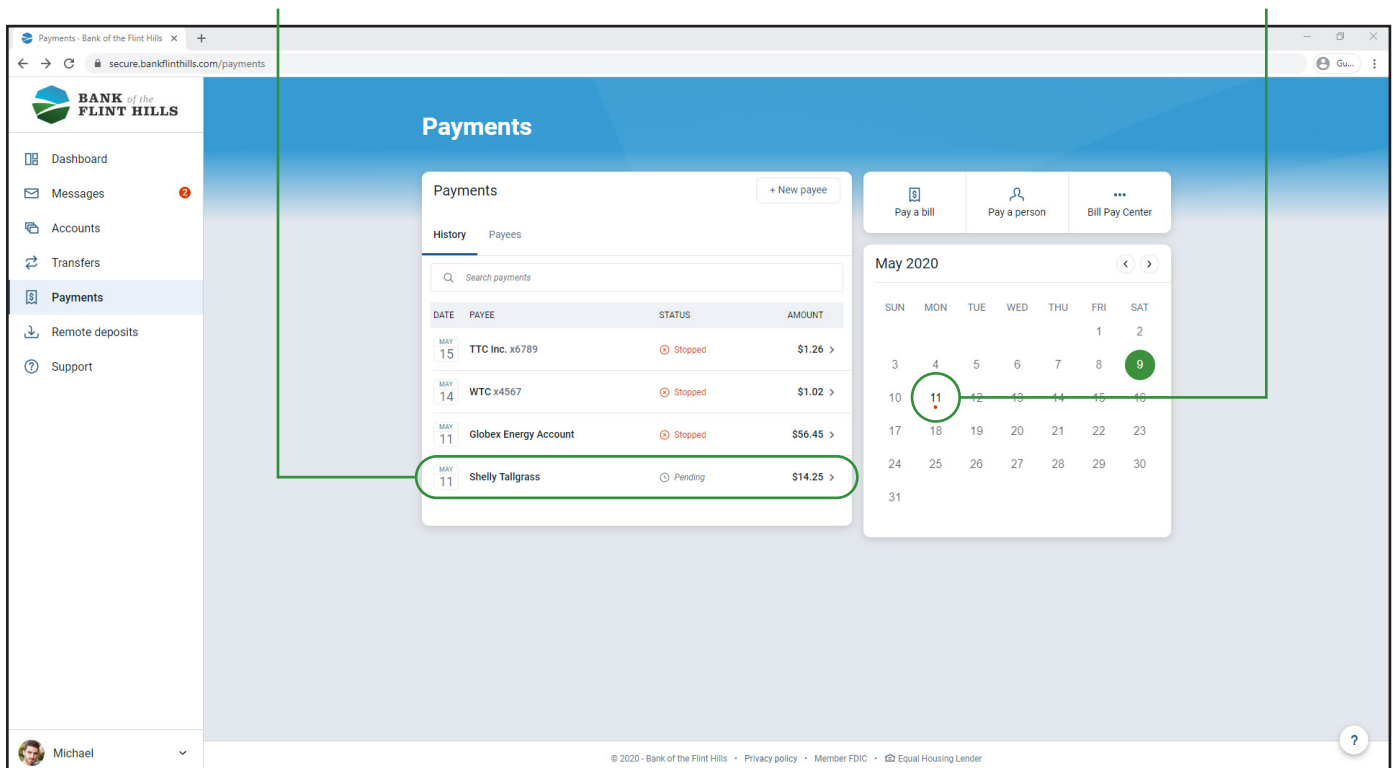
Submit

Payment will be made electronically

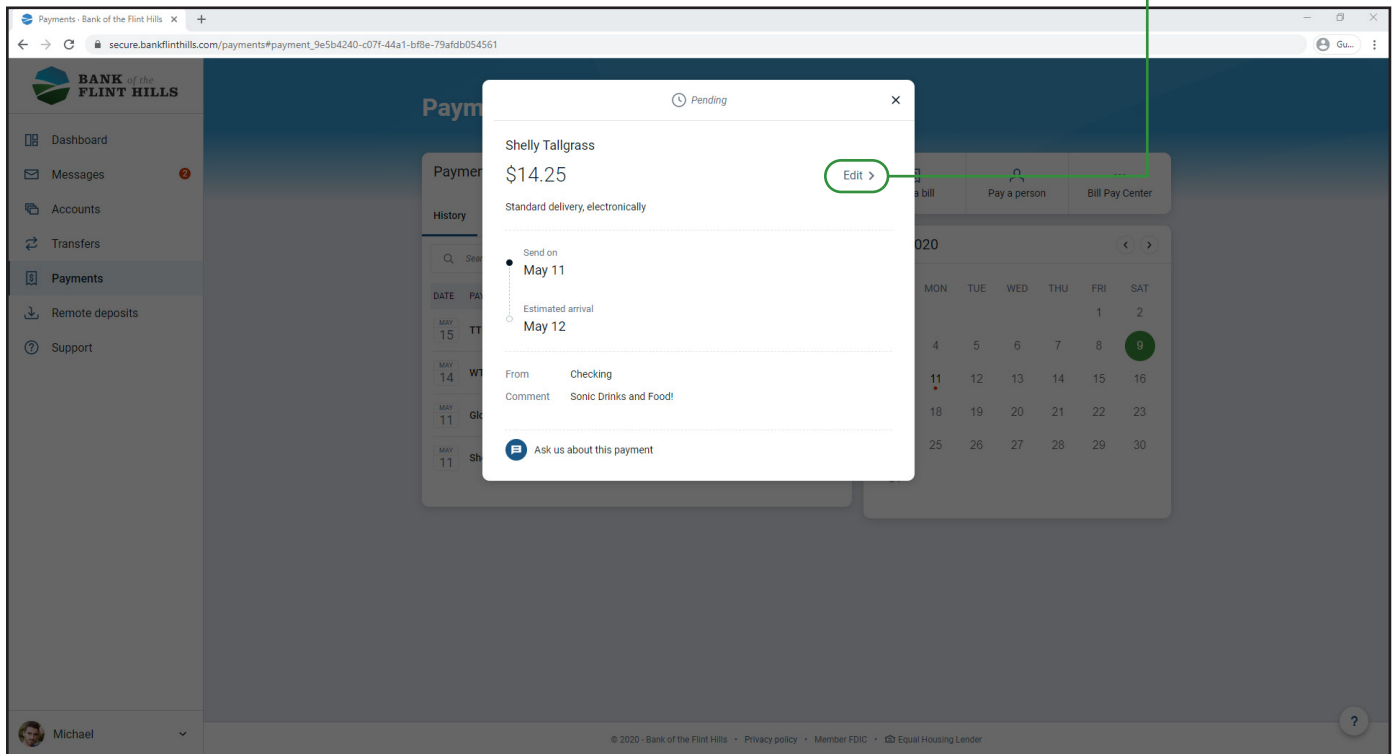
After submitting your payment, you will receive a confirmation message.



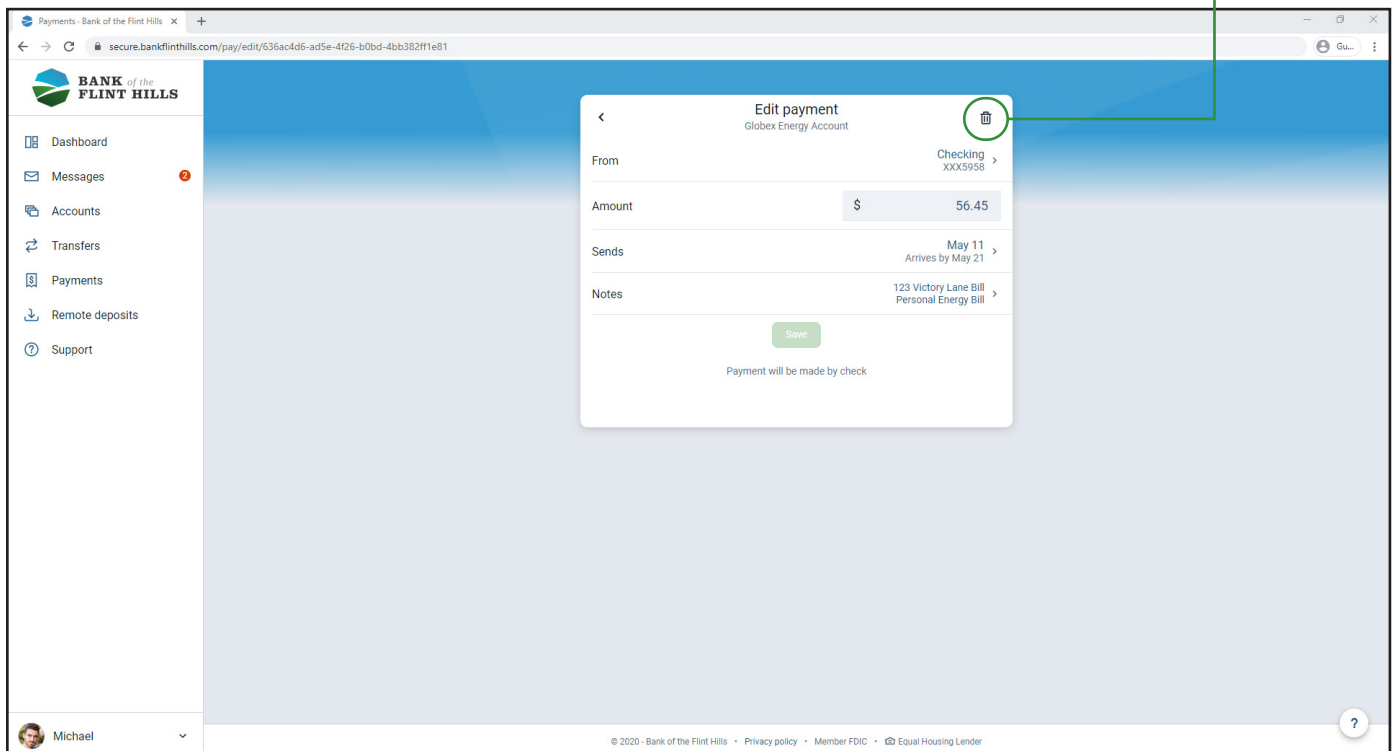
Clicking done will take you back to your Payments Dashboard. Here you will see the payment you just created with the 'Pending' status. On your calendar, you will also see the date a payment is scheduled to send.



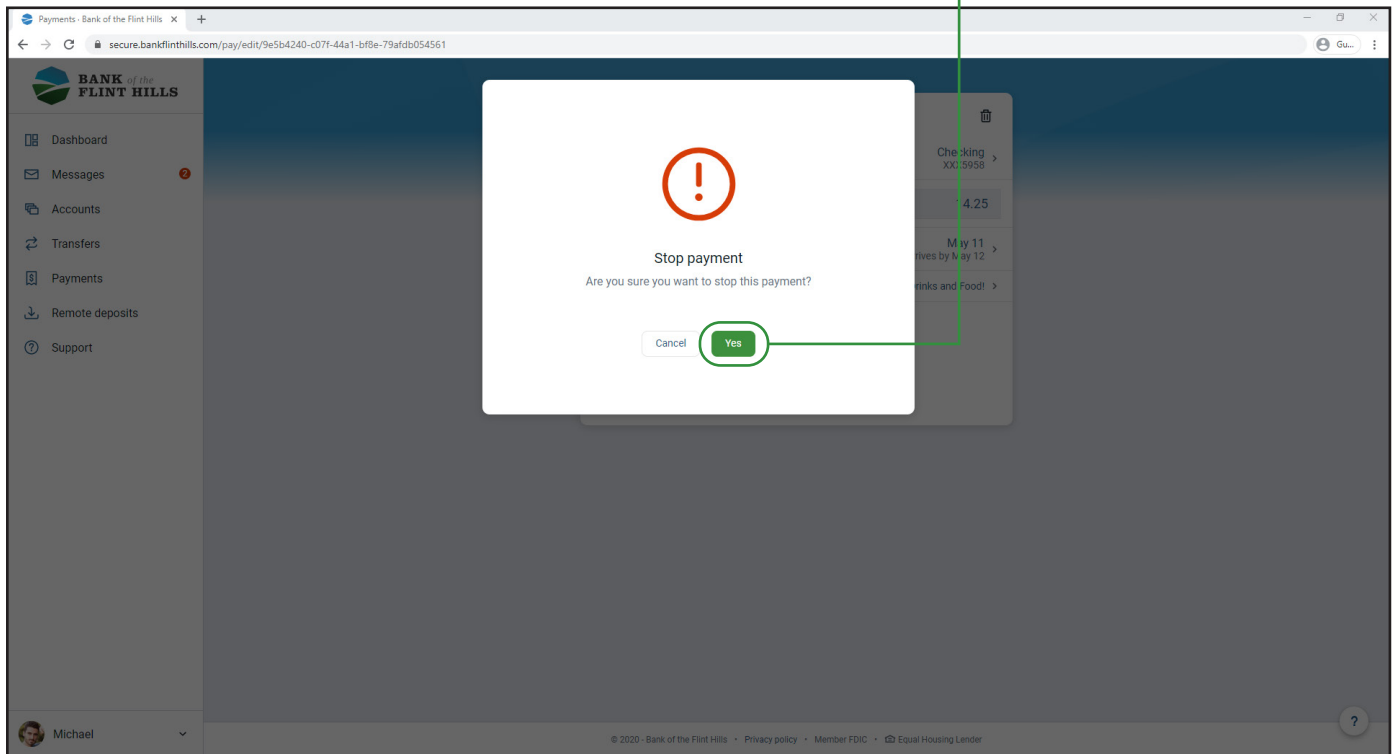
Clicking on a pending payment will open a preview box with all the information about that payment. Clicking "Edit" will take you into the payment to make changes (as long as it has not fully processed).



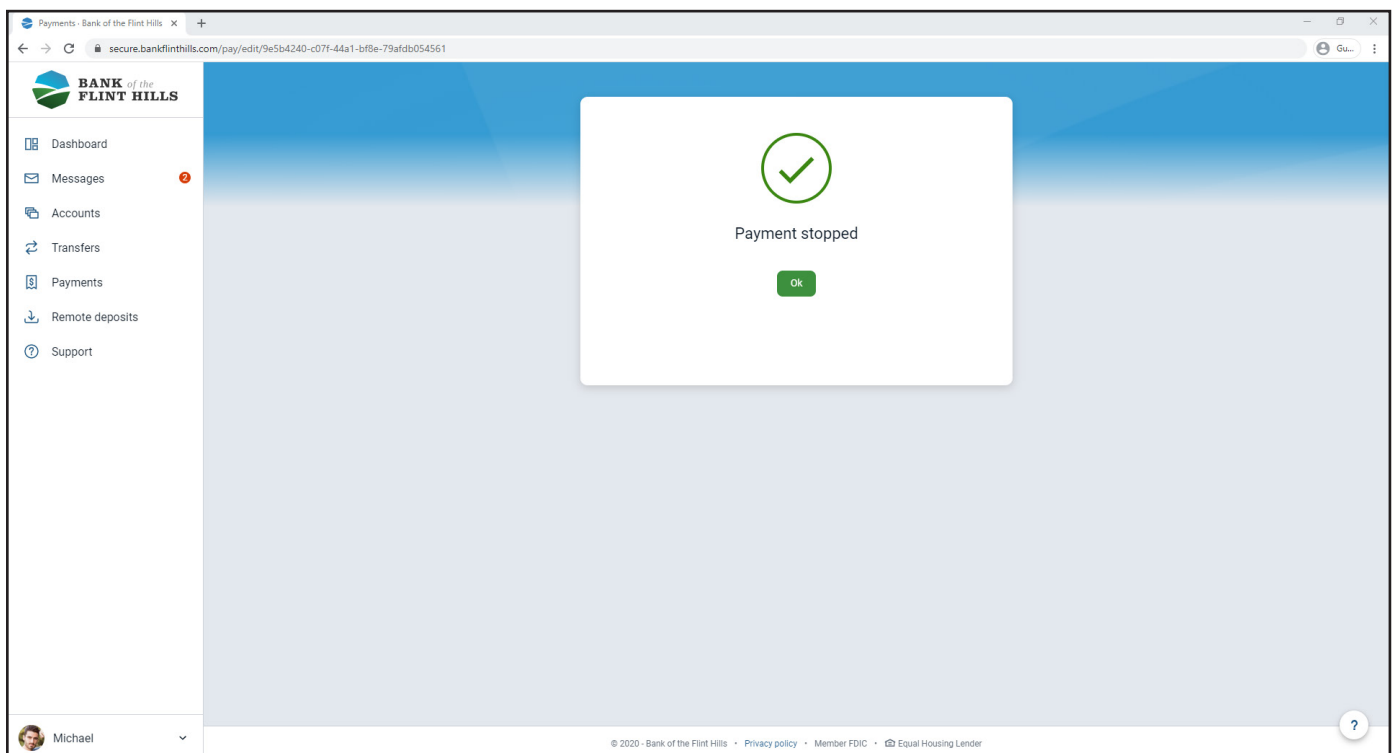
Editing a payment will allow you to make any changes you would like, as long as the payment has not started processing. After making the desired changes, click "Save" to confirm the changes and return to the Payments Dashboard. If you wish to delete the payment, click on the trash can in the upper right-hand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



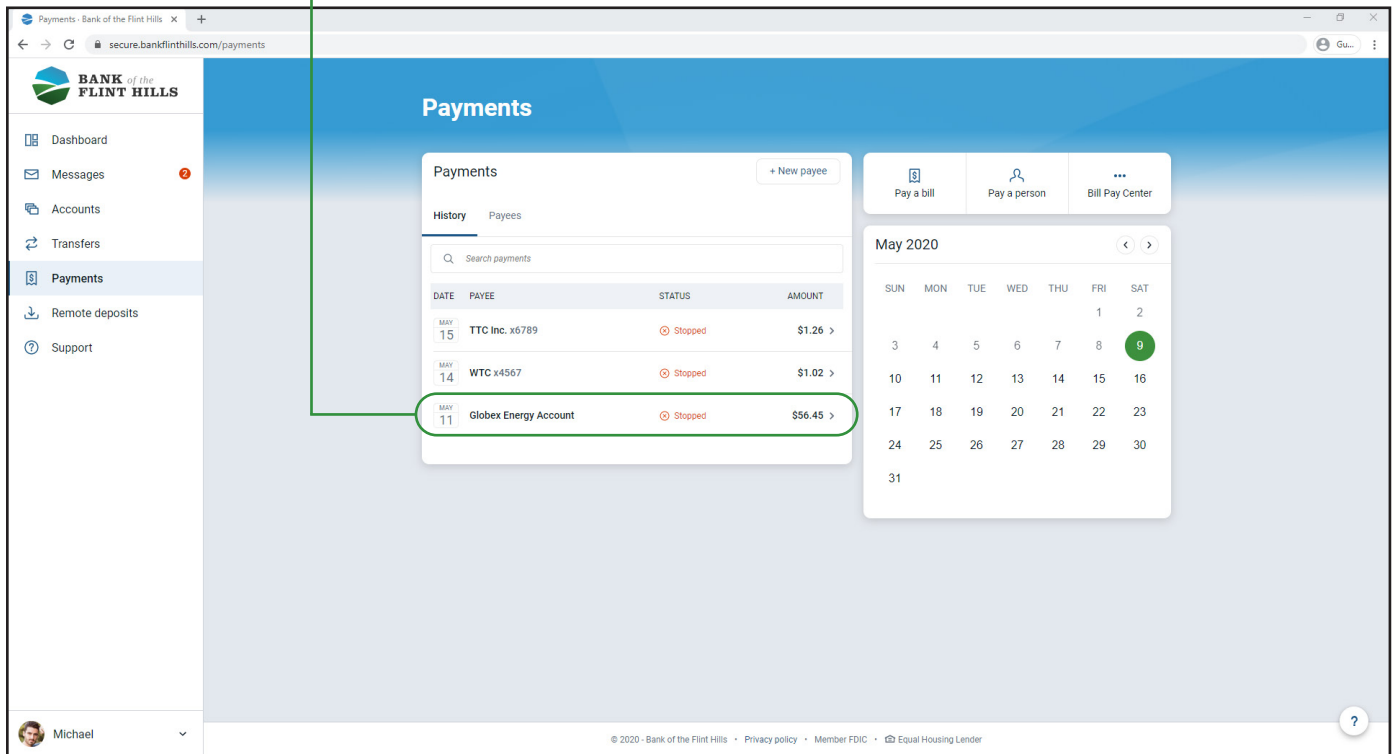
You will be asked once if you would like to stop the payment you are currently in. If you no longer want the payment to process, click "Yes" to stop it.



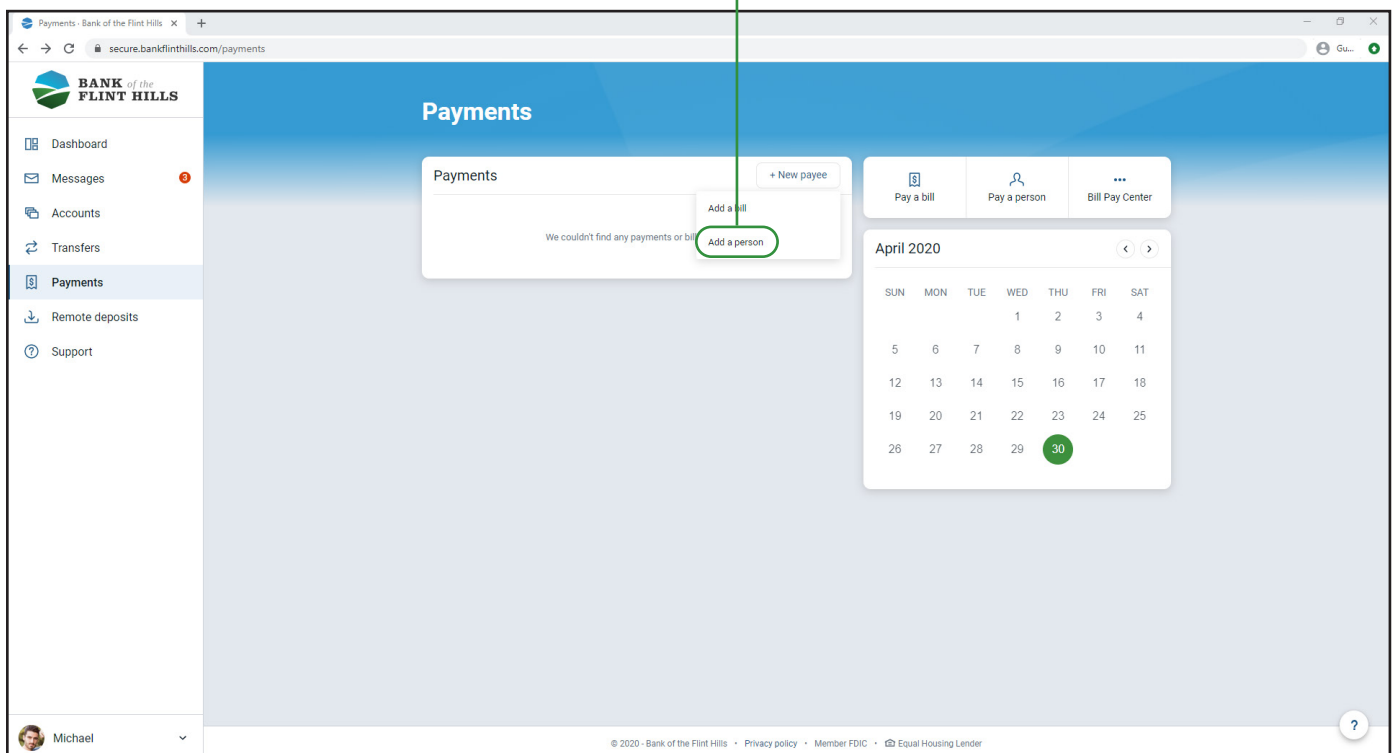
You will receive a confirmation after successfully stopping a payment. Click "Ok" to return to the payments dashboard.



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



To pay a new person, select "+New Payee" and then "Add a Person". This will begin the setup process.



You will be prompted to add all of the person's information including their phone number, email and a shared keyword for them to access your payment. Once complete, select "Submit" to continue.

The screenshot shows the 'Add another person' form in the Bank of the Flint Hills online banking interface. The form is a white modal box with a blue header bar containing a back arrow and the title 'Add another person'. The form fields are as follows:

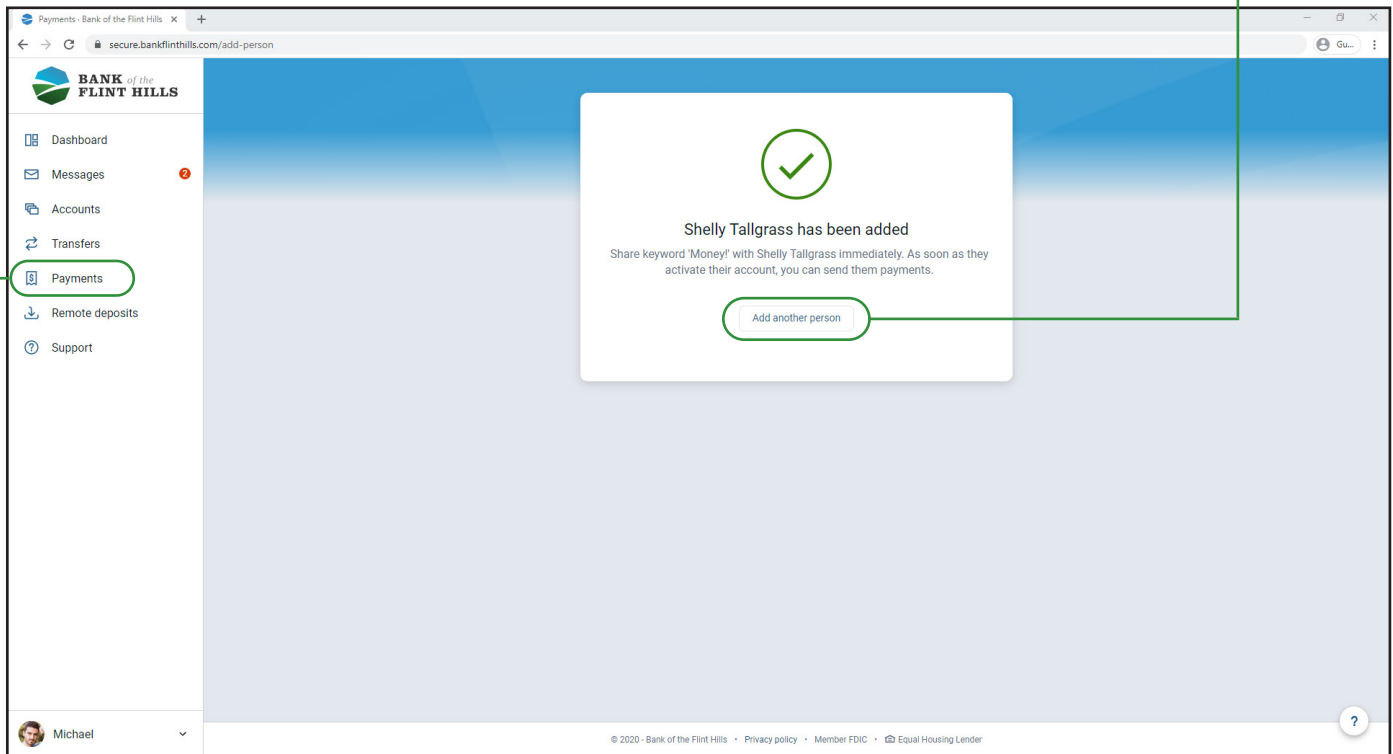
- Name: Shelly Tallgrass
- Phone number: (785) 123-4567
- Email: shellytallgrass@fakemail.com
- Shared keyword: Money!

Below the keyword field is a small text prompt: 'Pick a keyword you'll share with this payee.' A green circle highlights the 'Submit' button, and a green line connects it to the text in the first paragraph. The background shows the bank's dashboard with a sidebar menu and a user profile at the bottom left.

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. A white modal box is centered on the screen with the Bank of the Flint Hills logo at the top. The text 'Confirm your password to continue' is displayed above a password input field. The input field shows a series of asterisks. Below the field is a green button labeled 'Confirm password'. The background is a dark, blurred view of the online banking interface.

Your new payee has successfully been added when you see the following notification. From here you will be guided to add another person. You may also click the “Payments” button back to your payment’s dashboard.



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

