

## Paying your Bills Online is as easy as 1, 2, 3!

Thank you for enrolling in A-K Valley FCU's **PayIT!** Getting started paying your bills online is as easy as 1, 2, 3! Before you get started – please be sure to log on to **e-teller/Online Banking** using your member number and personal security code. (The first time you log on to e-teller/Online Banking, your personal security code will be the last four digits of your home telephone number. If you signed up for e-teller/online banking yourself over the Internet then you had the option to pick your own Security Code. – these codes can be changed after logging in the first time.) Once you are logged on, you can get started! If you have any questions or problems along the way, feel free to give us a call at 724-335-2274.

### **STEP 1**    **Set up your merchants**

Complete Step 1 for every individual merchant you wish to add.

Once you are logged on to **e-teller/Online Banking**, find and click on “Merchant Accounts” under the **PayIT** heading on the left hand side of the main screen.

Next, Click on “Add Merchant”

Enter all of the Merchant information. *Please note: The user specified account name is what you pick for the merchant account name ex. Bob's Credit Card or Water Bill.*

If the merchant is not a frequently used merchant (*taxes, yearly bill, etc.*) you can unselect the “Frequently Used Account” box.

If the merchant is one you will be paying bills to on a frequent basis you will want to keep the “Frequently Used Account” box selected. This will allow these merchants to show up in “Quick Pay.”

Click OK after each merchant is set-up.

### **STEP 2**    **Pay a Bill**

Complete Step 2 for every individual merchant you wish to pay.

Now that your merchants are set up, you can start paying bills online. You can do this one of two ways. Go back to the main screen of **e-teller/Online Banking**; find the options under **PayIT** along the left hand side of the screen. Select one of the following options based on your needs.

*\*All payments may take up to 5 business days to process.*

**Set up/change payments** -if this is not a frequently used merchant.

If this option is selected, first **select the merchant** you wish to pay. Then click “**Set Up/Pay**” at the bottom of the screen. Enter the **date, amount, frequency and number of payments**. If it is only to be paid once –then you do not need to enter a number of payments. Finally, **Click OK**. A verification screen with all details will appear, verify information for payment and **Click OK**.

**You can go back to set up/change at this point if you have another merchant to pay.**

### Quick Pay -if this is a merchant you use frequently.

If this option is selected, first **select the merchant** you wish to pay. **Enter amount, date, frequency and number of payments.** Go to the next merchant you wish to pay using "Quick Pay" and repeat. *Once you have selected all merchants you want to pay* **click setup.** Again you will be prompted to **verify** the information that you have set-up. If everything is correct, **Click OK.** You will now be directed back to quick pay.

### STEP 3

#### *Need to delete or change payments?*

Click on scheduled payments  
Select the payment you would like to delete/change.  
Click the details tab at the bottom of the screen.  
Make any changes and click ok  
Verify this is correct and click ok  
If you need to Delete – click delete  
Verify that you are deleting & click ok

#### *View Payment History*

Click on Payment History  
Select date range and you can select the merchant (optional)  
If you searched by date range select the merchant you want to view and click "details."

#### *Research Payments*

In the "details" section (see "View Payment History" above), scroll down and click on "request research."  
Complete all information including contacts at merchant, phone numbers, fax numbers and additional information.  
Click Send