

Add A Recurring Payment in Bill Pay



- To access Bill Pay, simply click “Bill Payment” from the Navigation Menu inside SCU Online.
 - Note: if this is your first time logging on to Bill Pay, you will have to accept the Online Services Agreement.

Banking Simplified. Welcome to SCU Online

Sign Off Sign Off

Accounts Overview
History
SCU Online Activity
Credit Card

Transactions **Bill Payment** (circled in red)
Funds transfer
Member 2 Member

Account Overview [You have 2 new messages](#)

This page provides an overview of your accounts by account type. To view the details and transaction history on your account, click on the Quick Action icon (lightning bolt) to the right of the Current Balance for a list of options, or double click the account name. You can enter your own nicknames for these accounts in the Account Preferences menu.

Account	Updated	Available Balance	Current Balance	
CTMH CHECKING XXXXX4848-50020	4/20/2012 2:56 PM	\$470.16	\$470.16	
EXTREME CHECKING XXXXX4848-50021	4/20/2012 2:56 PM	\$1,103.19	\$1,128.19	
ASH CHECKING XXXXX4742-50020	4/20/2012 2:56 PM	\$0.00	\$0.00	

Banking Simplified.

Your bill pay account allows you to schedule recurring payments to payees that you have added to your account. Follow these steps to schedule a recurring payment:

1. Select “Recurring Payment” under the “Payments” tab
2. Select “Pay a Bill” or “Pay a Person”
3. Select the payee of your choice. PLEASE NOTE: You may only schedule one recurring payment at a time, unlike the Single Payments option where you can schedule payment to multiple payees simultaneously.
4. Select a “Pay From” account
5. Enter a payment “Amount”
6. Select a recurring payment “Frequency”
7. Determine if you want your recurring payment to be “Pay Before” or “Pay After” if the payment falls on a weekend or holiday, which are non-processing days
8. Select the first process date
9. Determine if the payment series will end. If the series will end, enter an ending date or the number of payments to process before ending the series
10. Select Next

The screenshot shows a web interface for scheduling a recurring payment. The main area is titled "Pay a Bill" and has tabs for "Schedule", "Review", and "Finished". Below the tabs, there is a section for "Tell us about your payment." with a "Pay To" field. The "Car Payment" section shows "Last Paid On: 08/10/2007" and "Amount Paid: 999999.99". There are fields for "Primary Account", "Amount", and "Select Frequency". The "Pay Before" or "Pay After" options are selected, with "Pay Before" being the active choice. The "On this date" field is set to "05/19/2010". A calendar pop-up is open, showing the month of May 2010. The date "19 WEDNESDAY" is highlighted, and a red arrow points to it. The calendar also shows the dates for April and May 2010.

Standard Delivery

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Estimated Arrival Date: **19 WEDNESDAY**

* Est. Arrival is the estimated date the biller will receive the payment.

[warning](#)

Recurring Payment - Review

After entering your recurring payment information you will be driven to the “Review” screen that is displayed below. This screen will display the following information:

- Pay To (this is the payee, listed by the nickname you gave it, that will be paid)
- Pay From (the account where the payment money will be debited from)
- Amount
- First Process Date
- Additional Items (Estimated Arrival Date, Series End, Frequency)

If this information is correct select Submit Payment to continue the recurring payment process.

Pay a Bill					
			Schedule	Review	Finished
Pay To	Pay From	Amount	First Process Date	Additional Items	
American Express <i>electronic</i>	Primary Checking	\$100.00	4/15/2010	Est. Arrival: 4/19/2010 Comment: Add Series End: After 60 payments Frequency: Monthly on the 15th	

Recurring Payment - Finished

After submitting the recurring payment you will be issued a "Confirmation #" on the "Finished" screen that is displayed below.

Pay a Bill - Recurring						
 Printer Friendly Version				Schedule	Review	Finished
Pay To	Pay From	Amount	First Process Date	Additional Items		
American Express <small>electronic</small>	Primary Checking	\$100.00	4/15/2010	Confirmation #:	26	
				Est. Arrival:	4/19/2010	
				Series End:	After 60 payments	
				Frequency:	Monthly on the 15th	

To edit a payment, go to [Scheduled Payments](#).

[Schedule another Payment](#)