

Scheduled Payments 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.

Scheduled Payments

You will be able to search for your scheduled payments in your bill pay product. A “Scheduled Payments” search allows you to search for, edit, or stop payments that have been scheduled but have not yet been processed. Follow these steps to initiate a scheduled payment search:

1. Select “Scheduled Payments” under the “Payments” tab
2. Enter your search and display parameters
3. Select View

After successfully conducting your scheduled payment search you will be able to view the following information:

- Pay To (Payees nickname that you assigned will be displayed)
- Amount and Process Date
- Additional Items (Confirmation #, Frequency, Estimated Arrival Date)
- Payment Amount Sub Total (from each Pay From Account)
- Total (from ALL Pay From Accounts)

The screenshot shows a web interface for bill payments. At the top, there are navigation tabs: Payments, Transfers, Payees, Options, and Calendar. The 'Payments' tab is active, and a dropdown menu is open, with 'Scheduled Payments' selected and highlighted by a red box. Below the navigation, there are links for 'messages', 'home', 'chat open', and 'logout'. On the left side, there is a 'View Options' panel with fields for 'Sort By' (set to 'Pay To'), 'Arrange' (set to 'Ascending'), and 'Date Range' (set to 'Max 60 days'). The main content area is titled 'Scheduled Payments' and contains a table of scheduled payments. The table has columns for 'Pay To', 'Amount', 'Process Date', and 'Additional Items'. A payment to 'American Express Electronic' is listed with an amount of \$1,000.00 and a process date of 3/22/2010. The 'Additional Items' column shows 'Confirmation #: 22', 'Frequency: One Time', and 'Est Arrival: 3/24/2010'. At the bottom right of the table, there are 'Edit' and 'Stop' buttons, both highlighted with a red box. Below the table, there is a 'Sub Total' row showing \$1,000.00.

Pay To	Amount	Process Date	Additional Items
American Express Electronic	\$1,000.00	3/22/2010	Confirmation #: 22 Frequency: One Time Est Arrival: 3/24/2010
Sub Total	\$1,000.00		

Scheduled Payments – Edit A Single Payment

If you choose the “Edit” link beside a scheduled single payment you will be presented with this “Edit a Single Payment” screen. You will be able to edit the following payment information:

- Pay From account
- Amount
- Process Date

The Pay To and Confirmation #'s are not able to be edited. After making the appropriate and desired edits select Submit Changes.

The screenshot shows the 'Edit a Single Payment' interface. At the top, there is a blue header with the title 'Edit a Single Payment'. Below the header, there are two tabs: 'Edit' (which is active) and 'Finished'. The main content area is a table with the following data:

Pay To	Pay From	Amount	Process Date	Additional Items
Susan Goldman Awaiting Activation	Hobby Account	\$ 65.00	03/22/2010	Confirmation #: 6 Est. Arrival: 03/24/2010 Delivery: Standard Comment: Add

At the bottom of the form, there are two buttons: 'Back' and 'Submit Changes'. The 'Submit Changes' button is circled in red.

All of the edits that you made will be displayed on the “Finished” screen. Your single payment is still scheduled and will process on the day that you chose, in the amount that you entered.

The screenshot shows the 'Edit a Single Payment' interface in the 'Finished' state. At the top, there is a blue header with the title 'Edit a Single Payment'. Below the header, there are two tabs: 'Edit' and 'Finished' (which is active). The main content area is a table with the following data:

Pay To	Pay From	Amount	Process Date	Additional Items
Susan Goldman	Hobby Account	\$65.00	3/22/2010	Confirmation #: 6 Est. Arrival: 3/24/2010 Delivery: Standard Comment: None

At the bottom of the form, there is a button labeled 'Return to Scheduled Payments'. In the top left corner, there is a printer icon and the text 'Printer Friendly Version'.

Scheduled Payments – Edit A Recurring Payment

If you choose the “Edit” link beside a scheduled recurring payment you will be presented with this “Edit a Recurring Payment” screen. You will be able to edit the following payment information:

What would you like to do?

- Skip the payment scheduled on (skip one payment in the recurring series)
- Change the payment scheduled on (change one payment in the recurring series)
- I would like to change the entire series (edit all payments in the recurring series)

Edit a Recurring Payment

[Edit](#) [Finished](#)

Pay To	Pay From	Amount	Next Process Date	Additional Items
JC Penny's <i>Check</i>	Secondary Account	\$100.00	04/14/2010	Confirmation #: 15 Est. Arrival: 04/20/2010 Delivery: Standard Memo: None Series Start: 04/14/2010 Series End: 09/30/2010 Frequency: Monthly on the 14th

What would you like to do? ⓘ

Skip the payment scheduled on 4/14/2010 ▾

Change the payment scheduled on 4/14/2010 ▾

I would like to change the entire series

[Back](#) [Next](#)

All of the edits that you made will be displayed on the “Finished” screen. Your recurring payment series is scheduled as you indicated and will process on the dates you selected, in the amount that you entered.

Edit a Recurring Payment

[Edit](#) [Finished](#)

[Printer Friendly Version](#)

Pay To	Pay From	Amount	Process Date	Additional Items
JC Penny's <i>Check</i>	Secondary Account	\$100.00	05/14/2010	Confirmation #: 15 Est. Arrival: 04/20/2010 Delivery: Standard Memo: None Series Start: 04/14/2010 Series End: 09/30/2010 Frequency: Monthly on the 14th

Your payment on 5/14/2010 will be skipped.


[Return to Scheduled Payments](#)

Scheduled Payments – Stop A Single Payment

If you choose the “Stop” link beside a scheduled single payment you will be presented with this “Stop a Single Payment” screen. You will be able to stop the scheduled payment by selecting the Stop Payment button.

Stop a Single Payment						
					<u>Stop</u>	<u>Finished</u>
Pay To	Pay From	Amount	Process Date	Additional Items		
Susan Goldman <i>Electronic</i>	Hobby Account	\$65.00	03/22/2010	Confirmation #:	6	
				Est. Arrival:	03/24/2010	
				Delivery:	Standard	
				Comment:	None	

After selecting the Stop Payment button you will be directed to this “Finished” screen.

Stop a Single Payment						
 Printer Friendly Version						
					<u>Stop</u>	<u>Finished</u>
Pay To	Pay From	Amount	Process Date	Additional Items		
Susan Goldman <i>Electronic</i>	Hobby Account	\$65.00	03/22/2010	Confirmation #:	6	
				Est. Arrival:	03/24/2010	
				Delivery:	Standard	
				Comment:	None	

Scheduled Payments – Stop A Recurring Payment

If you choose the “Stop” link beside a scheduled recurring payment you will be presented with this “Stop a Recurring Payment” screen. You will be presented with the following options:

- **What would you like to do?**
 - Stop the payment series immediately
 - Stop the series after the next payment processes

You can initiate your chosen action by selecting the Stop Payment button.

Stop a Recurring Payment						
					Stop	Finished
Pay To	Pay From	Amount	Next Process Date	Additional Items		
JC Penny's Check	Secondary Account	\$100.00	04/14/2010	Confirmation #:	15	
What would you like to do?					Est. Arrival:	04/20/2010
<input checked="" type="radio"/> Stop the payment series immediately.					Delivery:	Standard
<input type="radio"/> Stop the series after the next payment processes.					Memo:	None
					Series Start:	04/14/2010
					Series End:	09/30/2010
					Frequency:	Monthly on the 14th

[Back](#) [Stop Payment](#)

After selecting the Stop Payment button you will be directed to this “Finished” screen.

Stop a Recurring Payment						
					Stop	Finished
Pay To	Pay From	Amount	Process Date	Additional Items		
JC Penny's Check	Secondary Account	\$100.00	04/14/2010	Confirmation #:	15	
Your payment series has been stopped.					Est. Arrival:	04/20/2010
					Delivery:	Standard
					Memo:	None
					Series Start:	04/14/2010
					Series End:	09/30/2010
					Frequency:	Monthly on the 14th

[Return to Scheduled Payments](#)