

Add A Single 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 single payments to payees that you have added to your account. Follow these steps to initiate the scheduling process for “Pay a Bill”:

1. Select “Single Payment” under the “Payments” Tab
2. Select “Pay a Bill”
3. Select the payee or payees that you would like to pay (select as many payees as you want...they will all appear on the screen so you can schedule your payments in just seconds)
4. Select a “Pay From” account. This is the account that will be used to make your payment
5. Enter your single payment amount
6. Select your preferred “Process Date” by utilizing the Process Date Calendar (discussed in detail on the next page)

The screenshot displays a web interface for scheduling 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, showing options like 'Single Payment', 'Recurring Payment', 'Scheduled Payments', 'Payment History', and 'Add a Payee'. The 'Single Payment' option is selected, and a sub-menu is visible with 'Pay a Bill' highlighted by a red arrow. Below this, there are sections for 'Select a Category' (set to 'All Categories') and 'Select Payee(s)'. The 'Select Payee(s)' section has a list of payees, with 'American Express' and 'Car Loan' checked, and 'Add a Payee' also highlighted by a red arrow. The main 'Pay a Bill' section has three tabs: 'Schedule', 'Review', and 'Finished'. A 'shortcut' banner is present. Below, a table lists payees with their details and a 'Pay From' dropdown. The 'Pay From' dropdown for 'American Express' is set to 'Primary Checking' and is highlighted with a red box. The 'Process Date' is set to 3/12/2010. A 'Next' button is at the bottom.

Pay To	Pay From	Amount	Process Date
American Express *****3456 Last Paid On: 3/5/2010 Amount Paid: \$150.00	Primary Checking *	\$ [] *	3/12/2010 [] * Est. Arrival: 3/16/2010
Car Loan *****8407 Last Paid On: 2/10/2010 Amount Paid: \$1,350.00	Primary Checking *	\$ [] *	3/12/2010 [] * Est. Arrival: 3/16/2010

Single Payment - Schedule a Payment (Process Date)

The Process Date Calendar allows you to select the date you want your payment/s to be processed. The bill pay system will generate an “Estimated Arrival Date” after you select your process date. This Estimated Arrival Date is the approximate date that your payment will be *received by your payee*.

PLEASE NOTE: This is not a guaranteed arrival date, and this date does not guarantee payment posting by your payee.

1. Select your desired “Process Date”

The screenshot displays a web-based payment scheduling interface. On the left, a sidebar contains options for 'Single Payment' (Pay a Bill, Pay a Person, Transfer Funds, Send a Donation, Send a Gift Check), a 'Select a Category' dropdown (set to 'All Categories'), and a list of payees (American Express, Car Payment, Verizon Cell Phone, Day Care, Electric Bill, Gas Bill, Insurance). The main area shows a payment form for 'American Express' with fields for 'Pay To', 'Pay From', 'Amount', and 'Process Date'. A 'Standard Delivery' and 'RUSH Delivery' button is visible. A calendar for May 2010 is open, showing the 10th (Monday) selected. A red arrow points from the 'Process Date' field to the calendar. Below the calendar, a message asks 'Need delivery before 04/26/10?' with a 'RUSH Payment!' button. A warning message at the bottom states: '* Est. Arrival is the estimated date the biller will receive the payment.' and includes a 'warning' link.

Single Payment - Review

After entering your single payment information you will be driven to the “Review” screen. 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 from where the payment funds will be debited)**
- **Amount**
- **Process Date**
- **Additional Items (Estimated Arrival Date, Delivery Method, Comment)**

You have the option to “Remove” a payment from this screen by selecting the applicable checkbox, or you can select Submit Payments to continue the Single Payment Scheduling process.

Pay a Bill						
				Schedule	Review	Finished
Pay To	Pay From	Amount	Process Date	Additional Items		Remove
American Express <i>Electronic</i>	Primary Checking	\$100.00	3/12/2010	Est. Arrival: Delivery: Comment:	3/16/2010 Standard Add	<input type="checkbox"/>
Car Loan <i>Electronic</i>	Primary Checking	\$100.00	3/12/2010	Est. Arrival: Delivery: Comment:	3/16/2010 Standard Add	<input type="checkbox"/>

Single Payment - Finished

After submitting the payments you will be issued “Confirmation #’s” for each scheduled payment on the “Finished” screen that is displayed below.

Pay a Bill						
 Printer Friendly Version					Schedule	Review  Finished
Pay To	Pay From	Amount	Process Date	Additional Items		
American Express <i>Electronic</i>	Primary Checking	\$100.00	3/12/2010	Confirmation #:	26	
				Est. Arrival:	3/16/2010	
				Delivery:	Standard	
				Comment:	None	
Car Loan <i>Electronic</i>	Primary Checking	\$100.00	3/12/2010	Confirmation #:	27	
				Est. Arrival:	3/16/2010	
				Delivery:	Standard	
				Comment:	None	

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

To monitor your account activity, set up an [e-Notification](#).

[Schedule more Payments](#)