



envision®
c r e d i t u n i o n

BILL

PAYMENT



The quicker and easier way to pay your bills.

Paying bills online is a **convenient, secure** service that will help you to better manage your finances and provide a more **efficient** process for paying your bills.

GETTING STARTED

- 1** Follow the short registration process by clicking on the **Bill Pay** link.
- 2** Fill out the **Bill Pay** application.
- 3** Accept the Disclosure.
- 4** Receive an email letting you know you've been approved.

SETTING UP BILLERS

Setting up Billers is fast and easy. For most Billers, all you need to enter is the name, account number and billing zip code.

1 Click on the **Bill Pay** button.

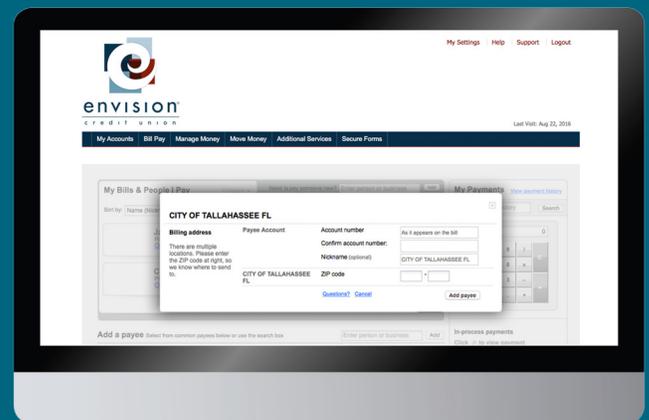
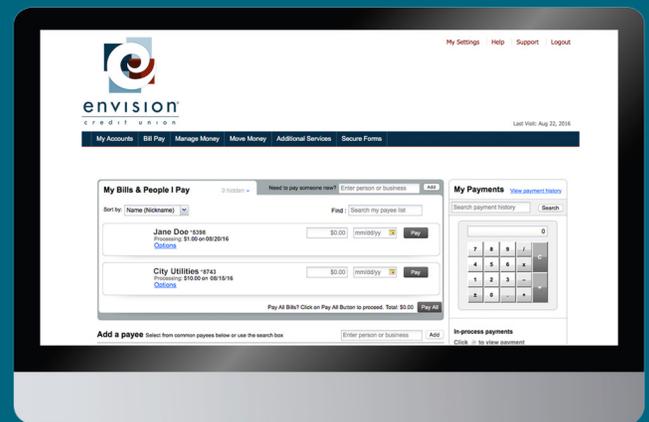
2 To add a biller, fill in **Need to pay someone new?**

3 If you select a **Company with an account number**, you will then be asked to provide the **Biller Name**. When you click **Search**, Bill Payment will add the Biller or return the closest matches in the system. Once the correct Biller is chosen, enter the Account Number and the Biller is added.

If a match isn't found, you can still add the biller by entering the Biller's address found on your bill. If you don't have an account number with the Biller, such as in the case of a landscaper or babysitter, you can simply check the box to bypass this field.

4 Once you've added the Biller, you will receive a confirmation that the Biller has been added.

Now you can add another Biller, or make a payment to the one you just added.

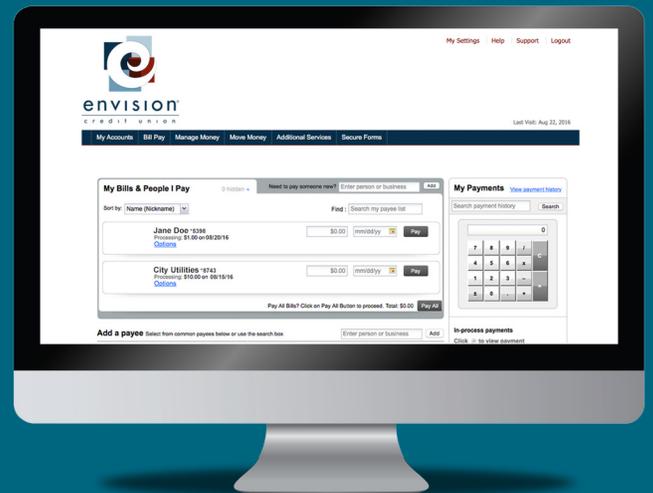


AUTOMATIC PAYMENTS

Now that you've added your Billers, automatic payments are quick and easy.

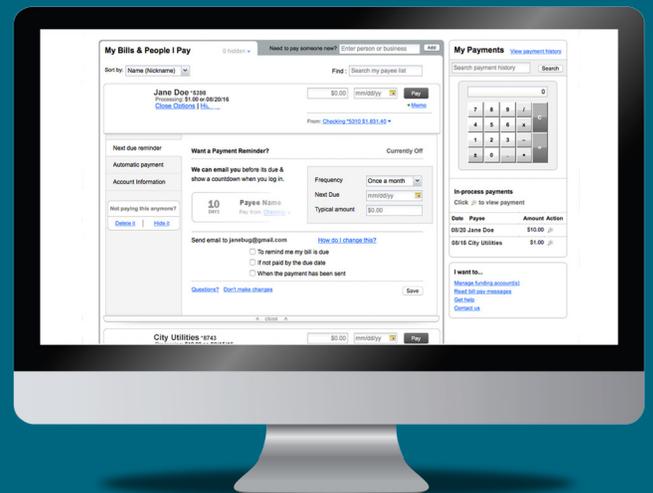
1

Click on **Options** located underneath the Biller's name.



2

Select the frequency, start date, and amount. Repeat this process for anyone you want to pay.



3

Once your information is correct, click the **Pay** button to make your payments.

Pay your bills from anywhere!



Congratulations,
you've made your first payment!

Other benefits of paying bills online

As you become more comfortable with paying bills online, feel free to explore the other features and benefits that we offer through the service:

- Payment date delivery confirmations for processed payments
- Bill Presentment
- Recurring automatic payments
- Payment categories
- Payment History reporting

For more information, contact a branch representative at 850-942-9000.