
Section Two
Payments Tab

Pay a Person - Schedule

The screenshot displays a web application interface for scheduling payments. At the top, there are navigation tabs: Payments, Transfers, Payees, Options, and Calendar. Below the tabs, a user is logged in as 'add_secondary_account holder'. The main content area is titled 'Pay a Person' and includes a 'Schedule' section. On the left, a sidebar menu under 'Single Payment' has 'Pay a Person' selected. Below this are sections for 'Select a Category' (set to 'All Categories') and 'Select Payee(s)' (with 'Robert Helford' checked). The main form fields are: 'Pay To' (Robert Helford), 'Pay From' (Primary Checking), 'Amount' (\$100.00), and 'Process Date' (3/12/2010). A 'Next' button is located at the bottom of the form.

Your bill pay account allows you to schedule a single payment via the “Pay a Person” option, displayed above. Follow these steps to initiate the scheduling process for “Pay a Person”:

1. Select “Single Payment” under the “Payments” Tab
2. Select “Pay a Person”
3. Select the person or persons that you would like to pay (select as many people 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 (this process was discussed in detail earlier in this manual)
7. Select <Next>

Pay a Person - Review

Pay To	Pay From	Amount	Process Date	Additional Items	Remove
Robert Helford Check	Primary Checking	\$100.00	3/15/2010	Est. Arrival: 3/17/2010 Memo: A12	<input type="checkbox"/>

Buttons: Edit, Submit Payment

After entering your Pay a Person information you will be driven to the “Review” screen that is displayed above. 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 “pulled” from)
- Amount
- Process Date
- Additional Items (Estimated Arrival Date, Memo)

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 Pay a Person Scheduling process.

Pay a Person - Finished

Pay To	Pay From	Amount	Process Date	Additional Items
Robert Helford Check	Primary Checking	\$100.00	3/15/2010	Confirmation #: 26 Est. Arrival: 3/17/2010 Memo: None

Buttons: Schedule more Payments

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

RECURRING PAYMENT

Recurring Payment - Schedule

The screenshot shows the 'Pay a Bill' recurring payment scheduling interface. The interface is divided into several sections:

- Recurring Payment:** Radio buttons for 'Pay a Bill' (selected), 'Pay a Person', and 'Transfer Funds'.
- Select a Category:** A dropdown menu showing 'All Categories'.
- Select Payee:** A list of payees including American Express, Car Payment, Cellular One, Day Care, Electric Bill, Gas Bill, Insurance, Kay Jewelers, and MasterCard.
- Tell us about your payment.:** A 'Pay To' field.
- Car Payment:** Fields for 'Primary account', 'Select Frequency', 'Pay Before' (selected) or 'Pay After', 'On first date', and 'After a set # of payments'.
- Standard Delivery:** A calendar window showing a grid for April and May 2010, with a callout for 'May 19 WEDNESDAY'.

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>

Recurring Payment - Review

Pay To	Pay From	Amount	First Process Date	Additional Items
American Express	Primary Checking	\$100.00	4/15/2010	Est. Arrival: 4/15/2010 Confirmation #: 26 Series End: After 50 payments Frequency: Monthly on the 15th

Buttons: Edit, Submit Payment

After entering your recurring payment information you will be driven to the “Review” screen that is displayed above. 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.

Recurring Payment - Finished

Pay To	Pay From	Amount	First Process Date	Additional Items
American Express	Primary Checking	\$100.00	4/15/2010	Confirmation #: 26 Est. Arrival: 4/15/2010 Series End: After 50 payments Frequency: Monthly on the 15th

Buttons: Schedule another Payment

After submitting the recurring payment you will be issued a “Confirmation #” on the “Finished” screen that is displayed above.

Editing 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)

Finished Editing a Recurring Payment

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 you entered.

Stopping a Recurring Payment

Welcome Larry Trainer
Last Login: 2:29 PM on 03/09/2010 EST
Your Email: ltr@cs.cmu.edu

messages | home | chat open | logout

Stop a Recurring Payment

Pay To	Pay From	Amount	Next Process Date	Additional Items	Stop	Finished
JC Penny's Check	Secondary Account	\$100.00	04/14/2010	Confirmation #: 15 Est. Amount: 04/20/2010 Delivery: Standard Month: None Series Start: 04/14/2010 Series End: 06/30/2010 Frequency: Monthly on the 14th		

What would you like to do?

Stop the payment series immediately

Stop the series after the next payment processes

Back Stop 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.

Recurring Payment Stopped

Welcome Larry Trainer
Last Login: 2:29 PM on 03/09/2010 EST
Your Email: ltr@cs.cmu.edu

messages | home | chat open | logout

Stop a Recurring Payment

Pay To	Pay From	Amount	Process Date	Additional Items	Stop	Finished
JC Penny's Check	Secondary Account	\$100.00	04/14/2010	Confirmation #: 15 Est. Amount: 04/20/2010 Delivery: Standard Month: None Series Start: 04/14/2010 Series End: 06/30/2010 Frequency: Monthly on the 14th		

Your payment series has been stopped

Return to Scheduled Payments

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