


Internal -

Subject: How to set up Bill Payer Payees

From your Account Summary, click on this symbol  to get to your bill payer information.

You will see the following information, except your account number should be listed in the select an account field:

 **Bill List**

[Help](#)

Showing 0 Bills		Total Pending: \$0	
<input type="text" value="- Select An Account -"/>		Show Bills: <input type="text" value="Active Bills"/>	
<input type="text" value="25"/> Items per page	<input type="button" value="Retrieve Bills"/>		
<input type="button" value="Pay Selected"/>	<input type="button" value="Add Payee"/>	<input type="button" value="<<"/> <input type="button" value="<"/> page1 of 0 <input type="button" value=">"/> <input type="button" value=">>"/>	

You can pay a bill by clicking the Payee Name below, or you can pay a group of bills by clicking the checkbox next to the Payee and then by clicking "Pay Selected".



No Bills Returned. Please click the Add Payee button to create a Bill

Click on the button.

You will be taken to a page with this form on it. Please fill out all of the required fields.

***required fields**

Payee Information

Payee Number	--	
Payee Name	<input type="text"/>	*
Account Number	<input type="text"/>	*
Address Line 1	<input type="text"/>	*
Address Line 2	<input type="text"/>	
City	<input type="text"/>	*
State	(Required for US) <input type="text"/>	*
Zip Code	<input type="text"/>	*
Description	<input type="text"/>	
Maximum Payment \$	<input type="text"/>	
Due Date	<input type="text"/>	
Expiration Date	<input type="text"/>	

Fill out the fields with your payee's information, for example:

Payee Information

Payee Number --

Payee Name Insurance Company *

Account Number 99999999 *

Address Line 1 123 Main St *

Address Line 2

City Anywhere *

State Texas *

Zip Code 99999-9999 *

Description Auto Insurance Premium

Maximum Payment \$ 100

Due Date 1/28/2005

Expiration Date

Click on the **Add Payee** button

You will be taken to a page showing you the payee's information. At the bottom of this form is where you actually schedule the bill payment. Federal Community Bank recommends Bill Pay payments should be scheduled at least 7 days prior to your merchant's due date to allow time for production and mail delivery. If you do not want to schedule your next payment for this payee now, click the **Cancel** button.

Payment taken on the previous screen from from the schedule payment of selected bill going

Payee Number	2	Account Number	99999999
Payee Name	Insurance Company	Description	Auto Insurance Premium
Address Line 1	123 Main St	Maximum Payment	\$100
Address Line 2		Due Date	1/28/2005
City	Anywhere	Expiration Date	
State	TX	Last Reference Number	0
Zip Code	99999-9999	Paid Life to Date	
		Paid Year to Date	

Edit Payee

***required fields**

Schedule Payment

Next Pay Amount \$ *

Next Send Date 01/21/2005 *

Payment Option On Request Automatic *

Bill Frequency None *

Schedule Payment **Inactivate** **Cancel**

If you are still having trouble, please email websupport@1st-fed.com