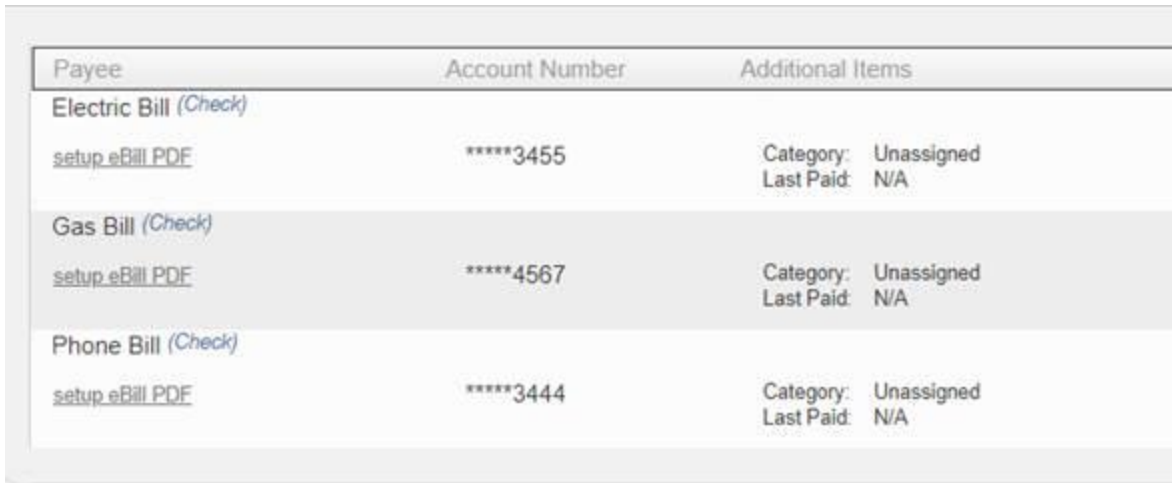


How to setup eBill

Before setting up eBill, you must first add a payee. To learn more, visit the "How to set up a payee" section.

Once your payee is set up, you can select "set up eBill" on your bill pay dashboard.



| Payee | Account Number | Additional Items |
|--|----------------|--|
| Electric Bill (Check) setup eBill PDF | *****3455 | Category: Unassigned Last Paid: N/A |
| Gas Bill (Check) setup eBill PDF | *****4567 | Category: Unassigned Last Paid: N/A |
| Phone Bill (Check) setup eBill PDF | *****3444 | Category: Unassigned Last Paid: N/A |

Now you'll see that an "eBill sign up" window appears. You'll need to enter your login credentials for the payee's website. Once you do, click "Accept and Submit." The eBill setup process will identify your account using the credentials you provided.

Then you will be asked to "Confirm your eBill account." You will see the biller name, account name and your account number.

Once you've validated your account is correct, click the "Complete Setup" button, and your eBill is added.

You will then receive a confirmation email. You will also continue to receive paper statements from your payee unless you contact your payee to stop sending those statements.

When your eBill payee has been added and confirmed, you can simply select the "Pay" link under the payee's listing to schedule a payment.