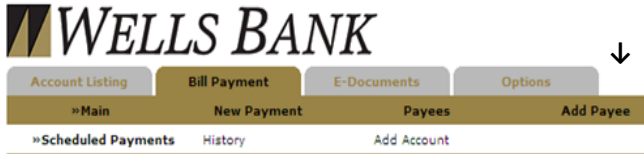




Online Banking Bill Payment

Once you have successfully logged in, click on the Bill Payment Tab on the top of the screen and then select “Add Account” to get started. This enables you to add any account that you wish to pay bills from. After your accounts are successfully added you can then select “Add Payee” to set up Bill Payment.



After you have selected to “Add Payee” you may select whether the payee is a company or an individual (it is automatically on Company as a payee) and then you need to fill out the required information and then select “Search”. The system will then search our database to determine whether the payee can be paid Electronically (E) or by Check (C). You will then have to create an “Alias” name for the payee to continue.

Bill Payment - Add Payee ?

Payee Name *

Payee Account Number *

Address Line 1 *

Address Line 2

City *

State *

Payee Zip Code * -

Please enter you
Include any dash

* indicates a required field

Search Cancel

After you have created your Payee you can then continue to add any further payees.

To make a payment, select “New Payment” and you can either make a “Quick Payment” (one-time payment) or “Add Payment” (schedule a payment by frequency).

After you click on “Submit” you will see the screen below. Fill out the required information and submit your payment. NOTE: if the payee is electronically paid, the funds will come out on the day that you have selected for the payment. If the payee is paid by a check then the date that you select is the day that the check is mailed. Please allow time for your payment to be delivered and processed to avoid late payment.



Create New Payments ?

| Payee: | Type: | Amount: | Pay From: | Pay On: | Memo: |
|--------|-------|----------------------|-----------|------------|----------------------|
| VISA | E | <input type="text"/> | BILLS | 08/31/2009 | <input type="text"/> |

Submit Cancel

| | | | |
|-----------------|--------------|-------------|-----------|
| Account Listing | Bill Payment | E-Documents | Options |
| Main | »New Payment | Payees | Add Payee |
| »Quick Payment | Add Payment | | |

Wells B

| | | | | |
|--|-------|---------|-----------|------------|
| Create New Payments ? | | | | |
| Payee: | Type: | Amount: | Pay From: | Pay On: |
| VISA | E | \$10.00 | BILLS | 08/31/2009 |
| <input type="button" value="Confirm"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> | | | | |



After you Submit your payment you MUST Confirm your payment in order for it to be processed. If you do not confirm the payment then it will never occur. You can also edit or cancel the transaction if necessary.

To create a payee that has a scheduled pay date, you should select "Add Payment". Example: set your auto payment to always be paid on the 12th day of every month. Fill out the required information and click "Submit". NOTE: Please take into consideration if it's paid Electronically (E) or by Check (C).

| | | | |
|-----------------|--------------|-------------|-----------|
| Account Listing | Bill Payment | E-Documents | Options |
| Main | »New Payment | Payees | Add Payee |
| Quick Payment | »Add Payment | | |

| | |
|---|---|
| Create Payment ? | |
| Pay from account: | BILLS |
| Payee: | CAR PAYMENT - 0867401242 - Electronic: |
| Amount: | 330 , 00 |
| Memo: | |
| Save memo for future payments: | <input type="checkbox"/> |
| Alert when payment is processed: | <input checked="" type="checkbox"/> |
| Frequency: | Monthly |
| Start Date: | 09/12/2009 <input type="button" value="..."/> <input type="checkbox"/> Pay on last business day of the month. |
| Expiration Date: | 08/13/2010 <input type="button" value="..."/> <input type="checkbox"/> This payment has no expiration date. |
| Payment Description: | |
| Variable Payment: | <input type="checkbox"/> This indicates that the amount is different for every payment. |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> | |



After you have submitted the payment, you will receive a confirmation number and your payment will be processed accordingly.