



Online Bill Pay –
CheckFree RXP

Getting started with Online Bill Pay



Online Bill Pay is a powerful, complete payment system. And, very secure! It lets you pay all of your bills in minutes.

- ✓ Getting started is easy! The first time that you log in, you will be guided through a 3-step process.
 1. Pick a company or a person
 2. Enter the billing information
 3. Choose how much to pay and when to pay it

- ✓ When setting up Online Bill Pay for the first time, you can simply enter the biller's information and pay the bill at another time.

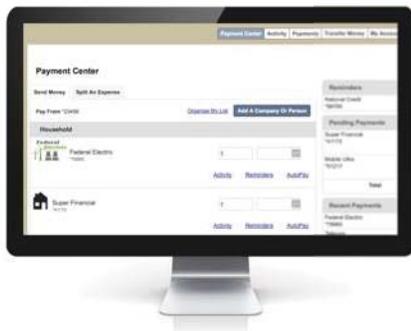


Adding a Payee (Company)

Paying bills has never been easier or more convenient!

Step 1

Click the **Add A Company Or Person** button.



Step 2

Select a category and the company. If you don't see your company, simply add the biller information.



Step 3

Enter the account information and provide a nickname that helps you identify the bill.



Step 4

Enter the amount that you want to pay, select the date you want your bill to arrive, and review your paid bill.

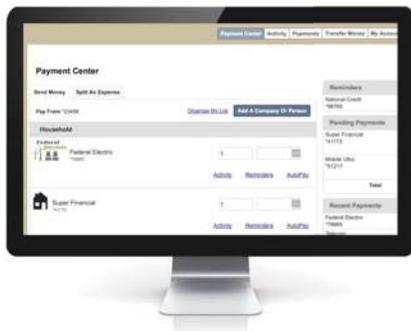


Adding a Payee (Person)

Paying people has never been easier or more convenient!

Step 1

Click the **Add A Company Or Person** button.



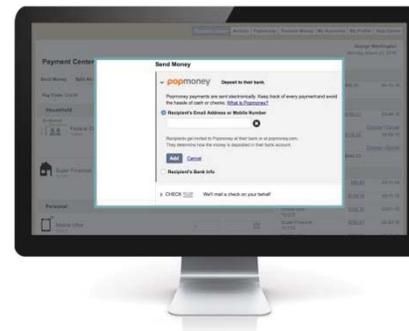
Step 2

Select the Person tab and simply type in the name of your payee and choose how you want to send them money.



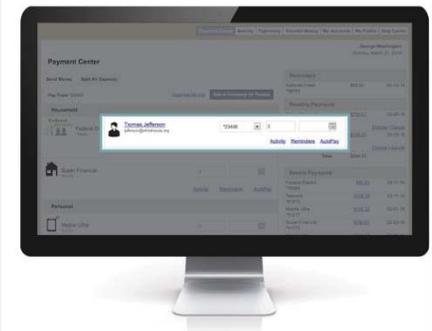
Step 3

You can choose to use Popmoney® or pay a person by check.



Step 4

You can now select the amount to pay and the date and send your payment.



Paying a Bill

Paying bills has never been easier or more convenient!

Step 1

Once you have added a person or company to your Payment Center, you can start paying bills.



Step 2

Simply enter the amount due. The earliest standard delivery is added automatically, though you can change the date. If **Rush Payment** is available, you have the option of expediting your payment.



Step 3

If you are paying a person, you can choose to send a check or use Popmoney® and funds will be deposited into their bank account.



Step 4

Once you fill in your amounts, send your money and review your payments. If it's correct, click **Submit Payments**.



eBill Cheat Sheet

Paying bills has never been easier or more convenient!

Step 1

More and more companies offer the eBill option. If your company offers electronic statements, you will see the **Request eBills** link.



Step 2

Provide the verification information that your biller requires and send your request. Depending on the company, it may take one or two billing cycles to show up in your Payment Center.



Step 3

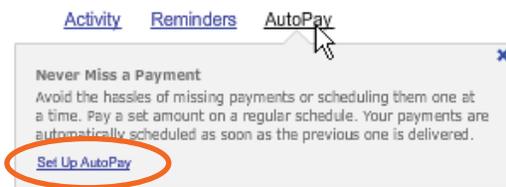
When you see that an eBill is due, select the **eBills** link and pay your bill in one easy step. Select the amount you want to pay or enter a different amount, then click **Submit**.



So much more to Online Bill Pay

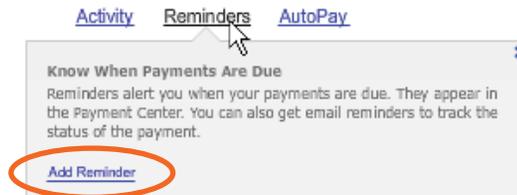


Automatic Payments



Easily set up Automatic Payments – AutoPay is an easy way to make sure that you never miss a payment.

Reminders and Alerts



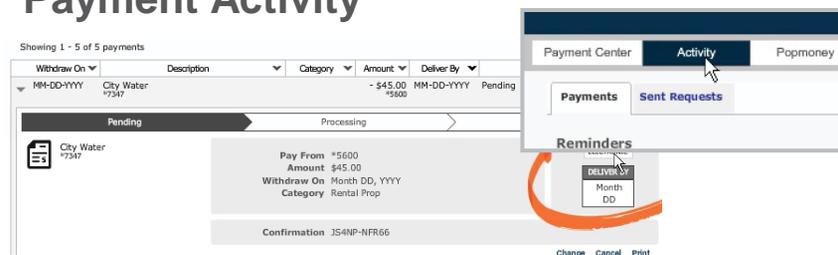
Reminders are perfect for bills that change each month. Credit cards and utilities. Like AutoPay they save you time and help to avoid missed payments.

Same Day Bill Pay



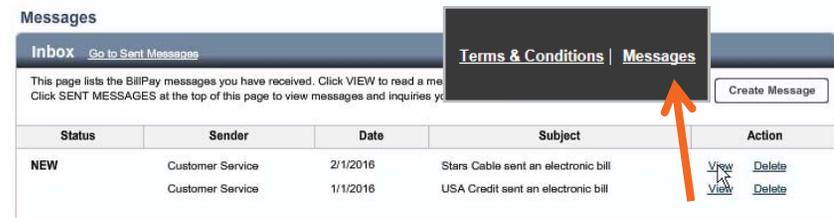
For payments that need to be made immediately, you can select the same day for companies that accept electronic payments – or a check can be overnighted.

Payment Activity



The Activity tab displays an overview for all of your payment activity and sent requests – you can view your history and make changes to your biller accounts.

Secure Messaging Center



Located at the bottom of most screens is the built-in messaging center link – where you can send and receive secure messages about your accounts!