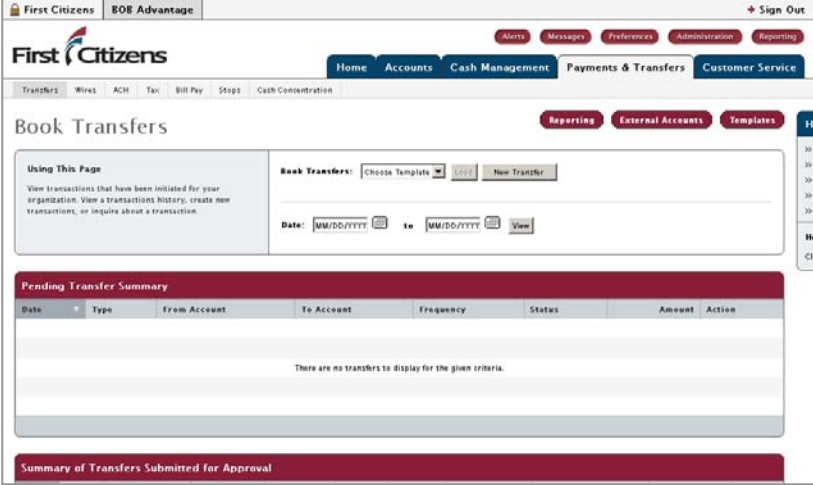
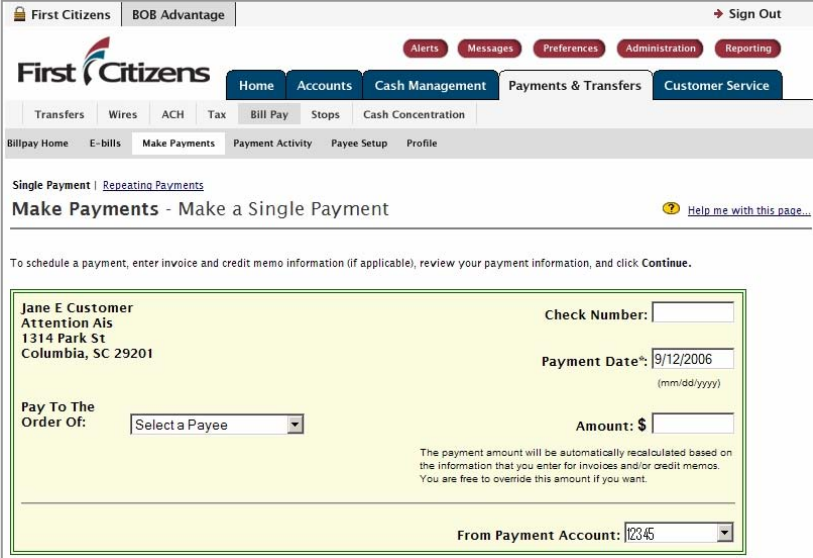


Pay a Bill

| Step | Action |
|------|---|
| 1. | <p>On the Home Page, click the Payments & Transfers tab and the Book Transfers screen displays.</p>  |
| 2. | <p>Click the Bill Pay tab and the Make Payments – Make a Single Payment screen displays.</p>  |
| 3. | <p>Select the name of the payee that you want to send the payment to from the Pay To The Order Of drop down list.</p> |

Pay a Bill

| | |
|-----|--|
| 4. | Enter a reference number for this payment in the Check Number field. If no number is entered, the Bank will assign one. |
| 5. | Enter the payment date in the Payment Date field. This date is when you want the payee to receive the payment. |
| 6. | Enter the payment amount in the Amount field. |
| 7. | Select the account you want to make the payment from in the From Payment Account drop down list. |
| 8. | If applicable, do the following: <ul style="list-style-type: none">• Enter invoices in the Invoice Information section• Enter credit memos in the Credit Memo Information section |
| 9. | Click Continue and the confirmation screen displays. |
| 10. | Review your payment information for accuracy and click Pay . The completed payment screen displays and the payment is scheduled. |