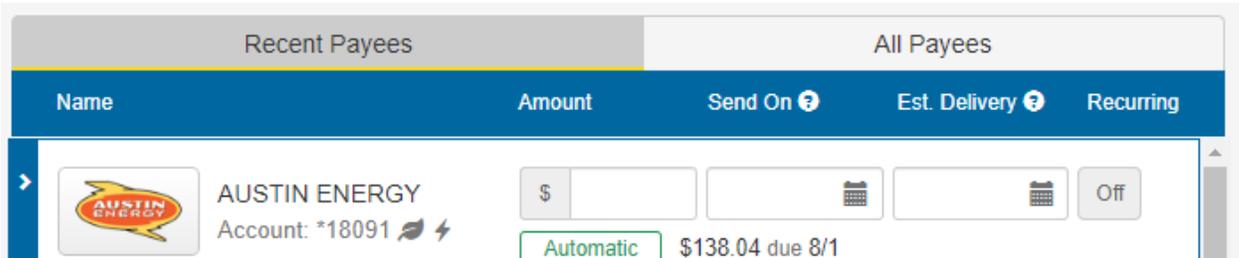


Bill Pay Tutorial - Scheduling a Payment (Single or Recurring)

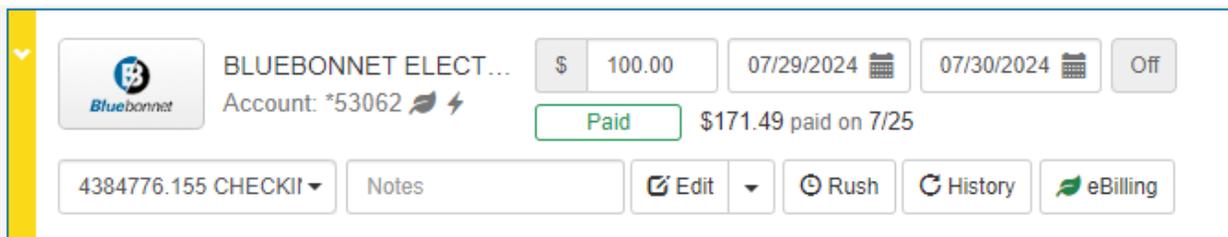
Setting up a Single Payment

- To Schedule a Payment, you'll go to either your All or Recent Payees tab within Bill Pay.



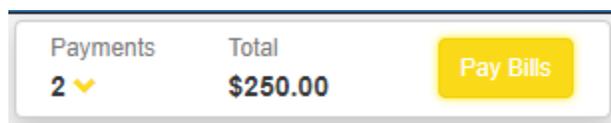
Recent Payees		All Payees		
Name	Amount	Send On	Est. Delivery	Recurring
 AUSTIN ENERGY Account: *18091	\$			Off
		Automatic \$138.04 due 8/1		

- Scroll to the Payee you want and click your cursor in the Amount Field.
 - Type in the amount you'd like to pay.
 - The Send On and Est. Delivery fields will change based on the earliest possible delivery date as of the day you're scheduling your payment. You can modify those by typing the date in, or clicking the calendar next to the field and choosing a different date. You can modify either date field and the other will be adjusted accordingly.



 BLUEBONNET ELECT... Account: *53062	\$ 100.00	07/29/2024	07/30/2024	Off
		Paid \$171.49 paid on 7/25		
4384776.155 CHECKIT	Notes	Edit	Rush	History
			eBilling	

- Repeat this for any other bills you'd like to schedule at this time. You'll notice that once you typed an amount for the bill, a running total began at the top right of your screen. To schedule this payments, simply click the yellow Pay Bills button.



Payments	Total	Pay Bills
2	\$250.00	

- b. You will have one more chance to confirm the details of your payments. If everything looks good click "Submit Payments"

Pay Bills					
Payee	Amount	Send On	Estimated Delivery	Type	
BLUEBONNET ELECTRIC COOPER... Pay From: 4384776155 CHECKING 8...	\$100.00	8/9/2024	8/12/2024 Standard	Electronic	 
AUSTIN ENERGY - *18091 Pay From: 4384776155 CHECKING 8...	\$150.00	8/9/2024	8/12/2024 Standard	Electronic	 
Total		\$250.00			

[Make Changes](#) [Submit Payments](#)

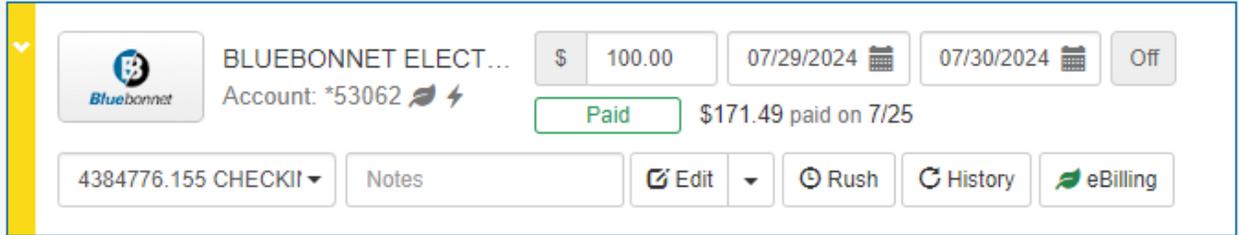
- c. Your payments will now show as scheduled in the Scheduled Payments section of the page.

Scheduled Payments		 
Total: \$250.00		
BLUEBONNET ELECTRI...	  	
\$100.00 on 8/9/24		
AUSTIN ENERGY	  	
\$150.00 on 8/9/24		

If you have any questions or problems, contact us at 512-444-6419 option 8 for assistance.

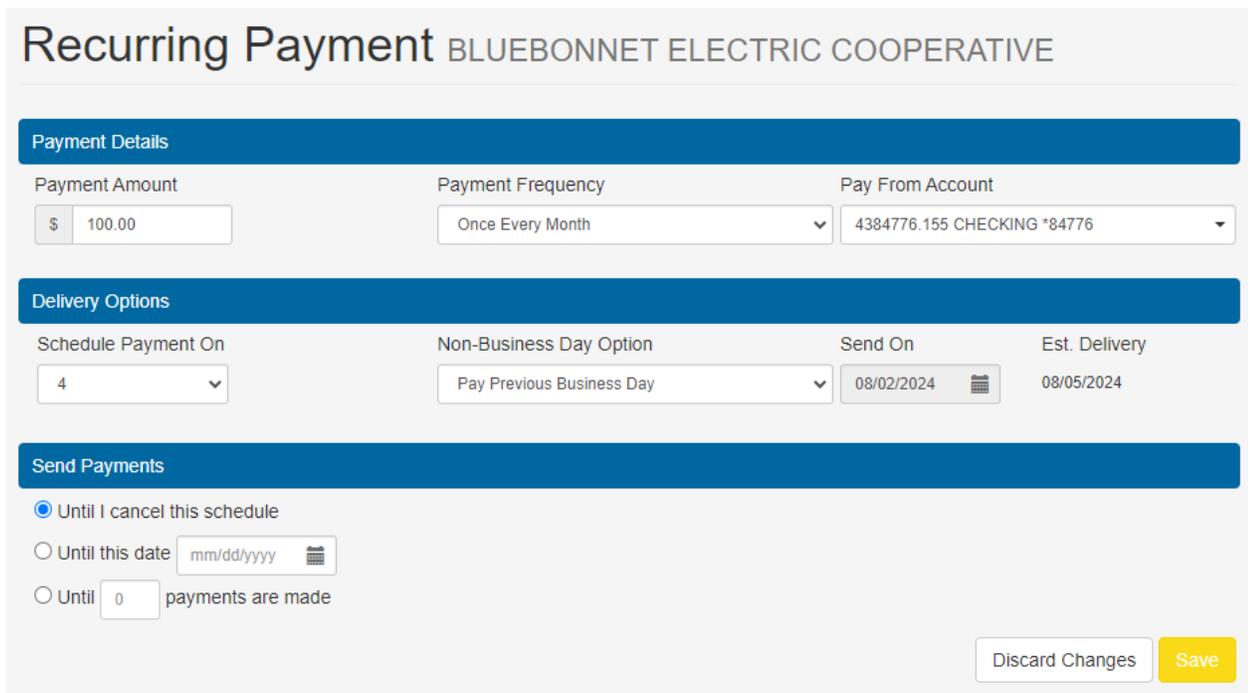
Setting up a Recurring Payment

1. To setup a recurring payment schedule, you will click the button that says "Off" next to your payee on the main page.



The screenshot shows a payee card for Bluebonnet Electric Cooperative. It includes the payee's logo, name, and account number (*53062). The current payment amount is \$100.00, with a due date of 07/29/2024 and a next payment date of 07/30/2024. The status is "Off". A green "Paid" button indicates a payment of \$171.49 was made on 7/25. Below the card are buttons for "4384776.155 CHECKING", "Notes", "Edit", "Rush", "History", and "eBilling".

- d. This will bring you to a screen where you can set the details of your recurring payment. Once the details are set to your liking, click Save.



The screenshot shows the "Recurring Payment" setup screen for Bluebonnet Electric Cooperative. The screen is divided into three main sections: "Payment Details", "Delivery Options", and "Send Payments".

- Payment Details:** Includes fields for "Payment Amount" (\$ 100.00), "Payment Frequency" (Once Every Month), and "Pay From Account" (4384776.155 CHECKING *84776).
- Delivery Options:** Includes fields for "Schedule Payment On" (4), "Non-Business Day Option" (Pay Previous Business Day), "Send On" (08/02/2024), and "Est. Delivery" (08/05/2024).
- Send Payments:** Includes radio buttons for "Until I cancel this schedule", "Until this date" (mm/dd/yyyy), and "Until 0 payments are made".

At the bottom right, there are "Discard Changes" and "Save" buttons.

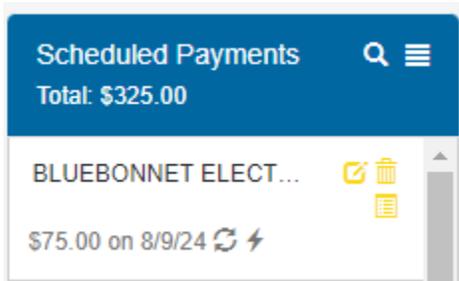
- e. You will then get an opportunity to confirm your Recurring Payment info. If everything looks good, click Save Schedule.

Recurring Payment Confirmation ✕

Amount	Send On	Pay From	Frequency
\$75.00	08/09/2024 (Est. Del. 08/12/2024)	4384776.155 CHECKING *84776	Once Every Month Until I cancel this schedule

Make Changes Save Schedule

- f. Your payment Schedule will now show under Scheduled payments, indicated by the recurring symbol: 



- g. To edit this payment schedule you'll click the edit icon: 
- h. You can also view the details by clicking the details icon: 

If you have any questions or problems, contact us at 512-444-6419 option 8 for assistance.