

# Online Bill Pay Guide

www.peoples-ebank.com

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## Accessing Bill Payment

Visit [www.peoples-ebank.com](http://www.peoples-ebank.com) and choose Online Banking.  
Enter your ID & Password in the appropriate fields and click submit.

Peoples Online Banking ID   
Peoples Online Banking PIN

Select **Bill Payment** from the Menu

## Selecting Accounts for Bill Pay

The first time you use Bill Pay, the system will prompt you to choose the accounts from which you want to pay bills. You may add any of the checking accounts tied to your NetTeller ID.

Bill Payment - Set Up Account  
Select Account | Select account |  
Submit Cancel

Accept the Enrollment/Transactions fees to complete the enrollment process.  
You may also choose the starting number of checks submitted in Bill Payment.

Bill Payment Service Charges Terms and Agreement MONEY MK 0002  
Online Bill Pay for Account: MONEY MK 0002

**Enrollment Fees**  
Enrollment fees will be waived.

**Transaction/Cycle Fees**  
All transaction and cycle fees will be waived for 3 statement cycles. The following fees will apply:  
• Monthly fee of \$4.99  
• \$0.50 per transaction, with the first 10 transactions free for average balances below \$999,999,998.00.

Please select the left-most digit for Bill Payment check numbers \*

\* This will enable you to distinguish personal check numbers from Bill Payment check numbers.  
Accept Decline

## Adding Payees

Select **Payees** from the Menu  
Click the **Add Payee** button to the right, then enter the name of the Company or Person you want to pay, the payees zip code and the account # exactly as it appears on your statement (if you do not have an account #, enter n/a).

Payee Name \*   
Payee Zip Code \*  -   
Payee Account Number \*

You will now be informed if the payee will be sent via electronic or check. Remember to allow 3 business days for Electronic and 5-7 business days for check.

Complete the remaining fields to set up the payee. \*\*The Payee Name will appear on the 'Pay to the Order Of' line of any checks sent to this payee.  
Enter an Alias to create a nickname for this payee (optional). The Account # and Address fields are required. Phone # is optional.

Bill Payment - Add Payee

Payee Name Company Name\*  
Payee Type **Electronic**  
Payee Alias   
Account Number   
Address Line 1 1234 MAIN STREET  
Address Line 2  
City ANYTOWN  
State USA  
Zip Code 12345  
Phone Number  Example: (913)555-1212

\* You are not able to edit the names or addresses of Electronic Payees.  
Submit Cancel

The Payee will be listed on the Payees screen.

Payee	Account Number	Type	Status	
COMPANY NAME	123456789012345678	Electronic	Active	Edit Delete

## Adding Payments

There are two ways to add payments:

### 1. Add Payment

Click **Add Payment** from the Bill Pay menu. Choose the **Pay From Account**, as well as the **Payee**.

Enter the **Amount** of the payment and any **Memo** comments (memo is optional and only displays on payments made by check).

The **Frequency** is how often you want the bill paid. For one time payments, it is quicker to use the Quick Payment option.

The **Payment Date** is the date the payment should be sent to the payee. \*Allow 2-3 business days for Electronic Payees to receive their payment, and 5-7 days for Check Payees.

For recurring payments, choose when you want the last payment made (Expiration Date).

### 2. Quick Payment

Click **Quick Payment** from the Bill Pay menu. Select the Payee(s) you want to send a payment to and click Submit. Select the Payment Date, Account, and Payment Amount for each payment.

Payments added will display on the Main page of Bill Payment

## Viewing History

Select **History** from the Bill Pay menu. The default amount of history will display. \*to change the default setting, choose Options - Display Options.

Use the drop down menu to change the amount of history displayed.

Choosing **Search Payment History** will allow you to search by Payee, Payment Date and Dollar Amount.

Payee	Status	Chk #/Elec. Ref.	Processed	Confirmation #	Amount
MY PAYEE	Processed	4000000000	07/29/2005	90013	\$10.00

Bill Payment history is available for 19 months.