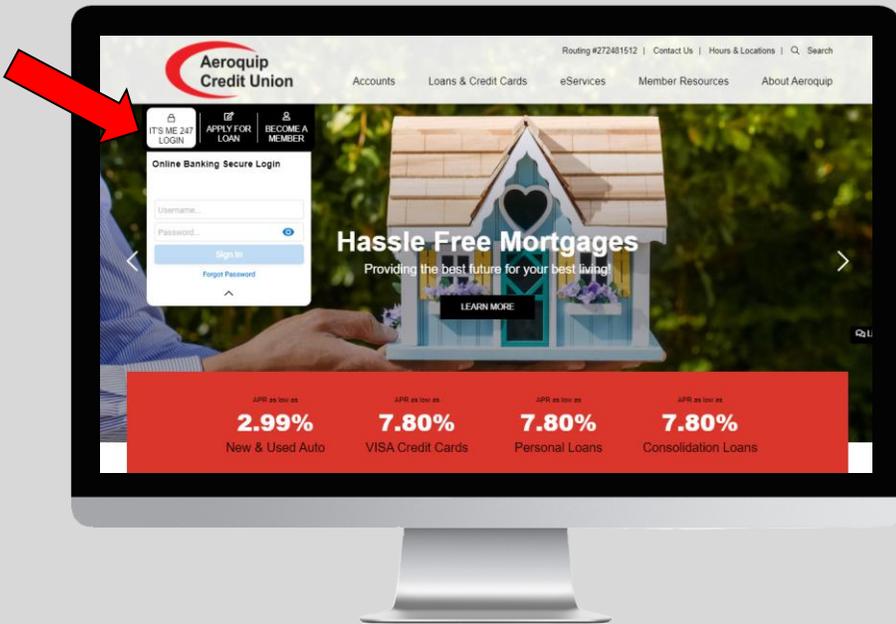
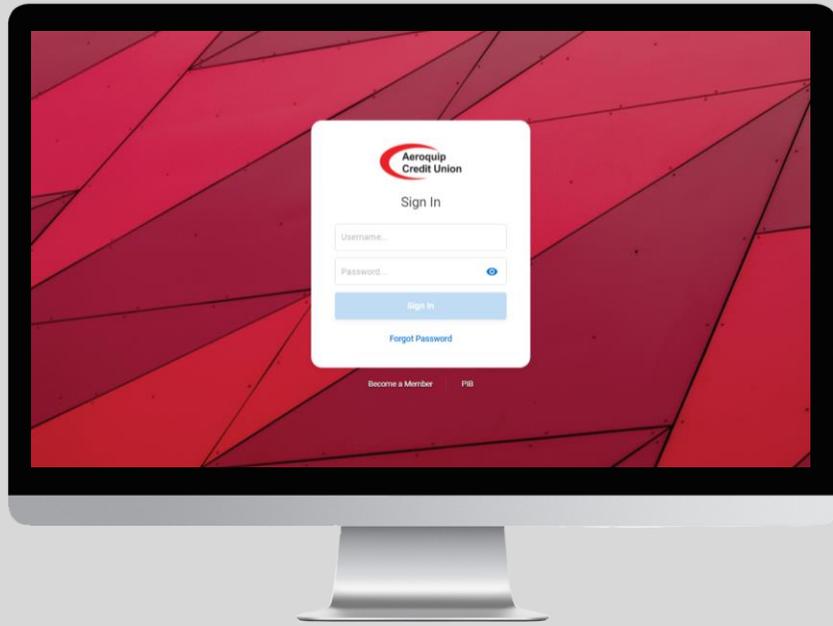


HOW TO USE BILL PAY

Find our Bill Pay in our Online Banking or the Mobile App!

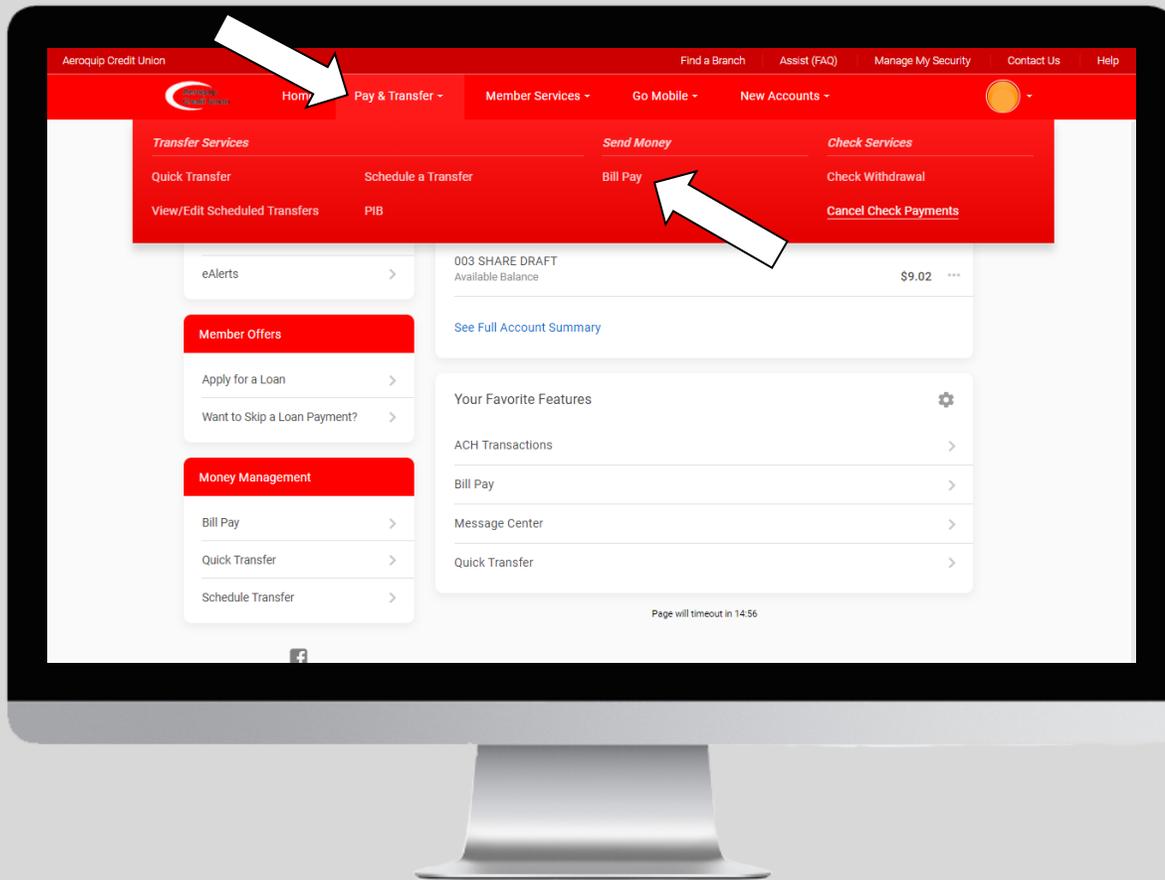


How to access **Bill Pay:**

Login with your online banking username and password by visiting www.itsme247.com/144 or from the homepage on our website www.aeroquipcu.com

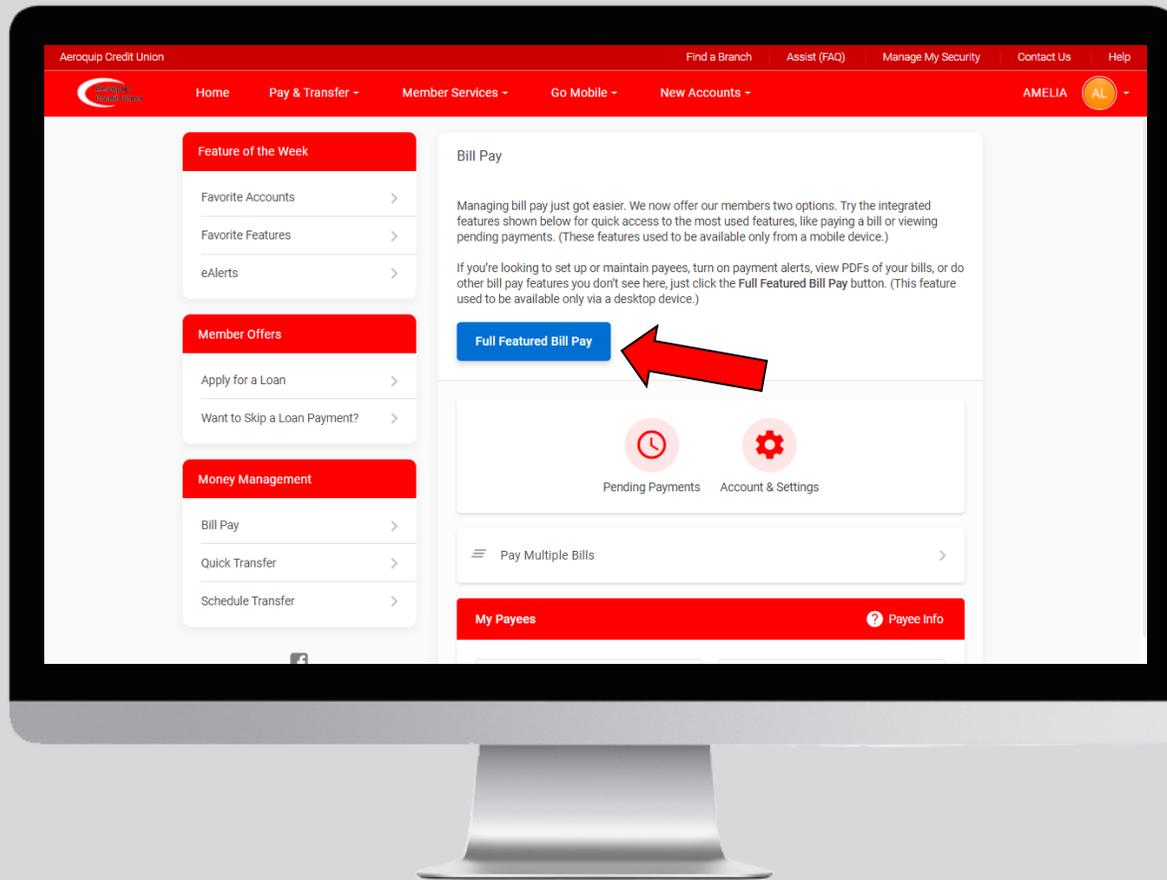
How to access *Bill Pay* continued:

From the **Home** page, click on **Pay & Transfer** from the menu bar and then click on **Bill Pay**.



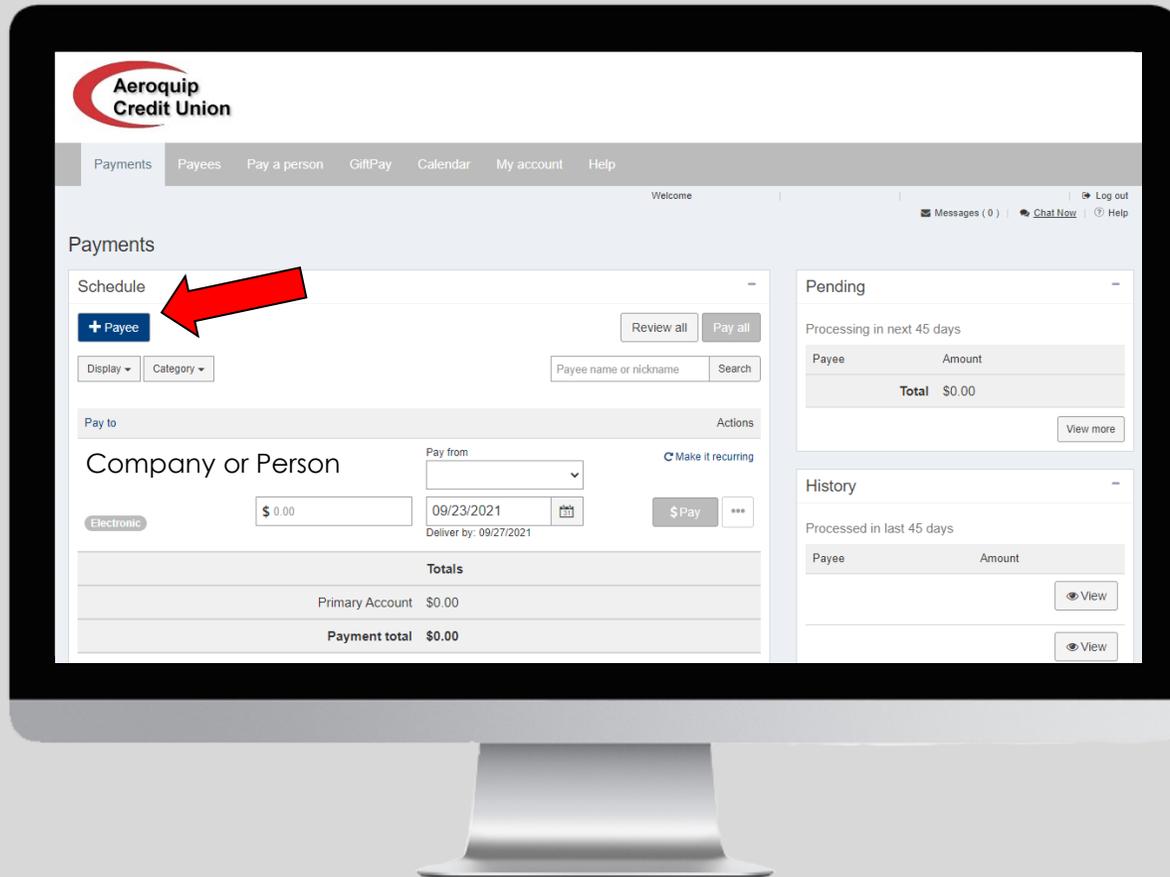
How to access *Bill Pay* continued:

This will take you to the Bill Pay screen where you can quickly pay bills or you can click on ***Full Feature Bill Pay*** to access the website where you can pay bills and go more in depth with bill pay.



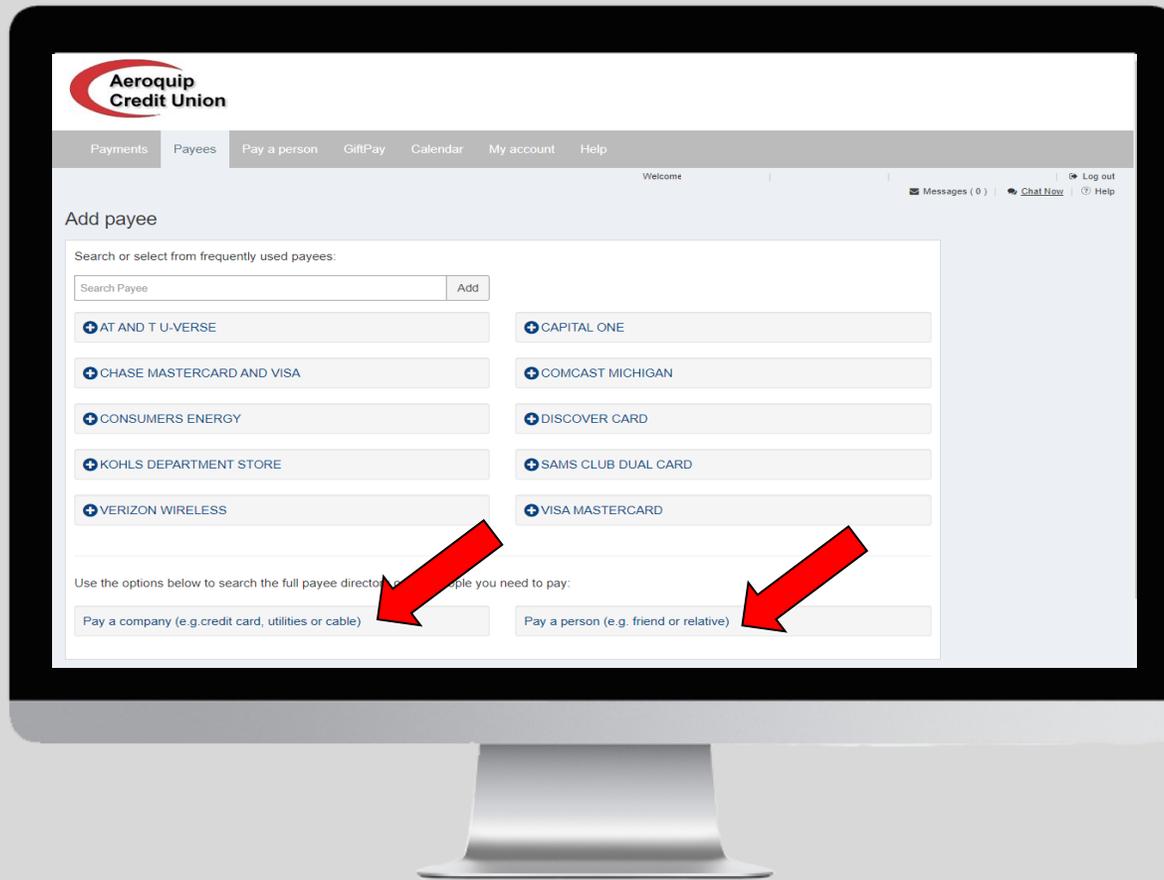
How to *Pay a Bill*:

Once you open the **Full Feature Bill Pay** click on **+Payee** in the top left hand corner when you are on the **Payments** screen.



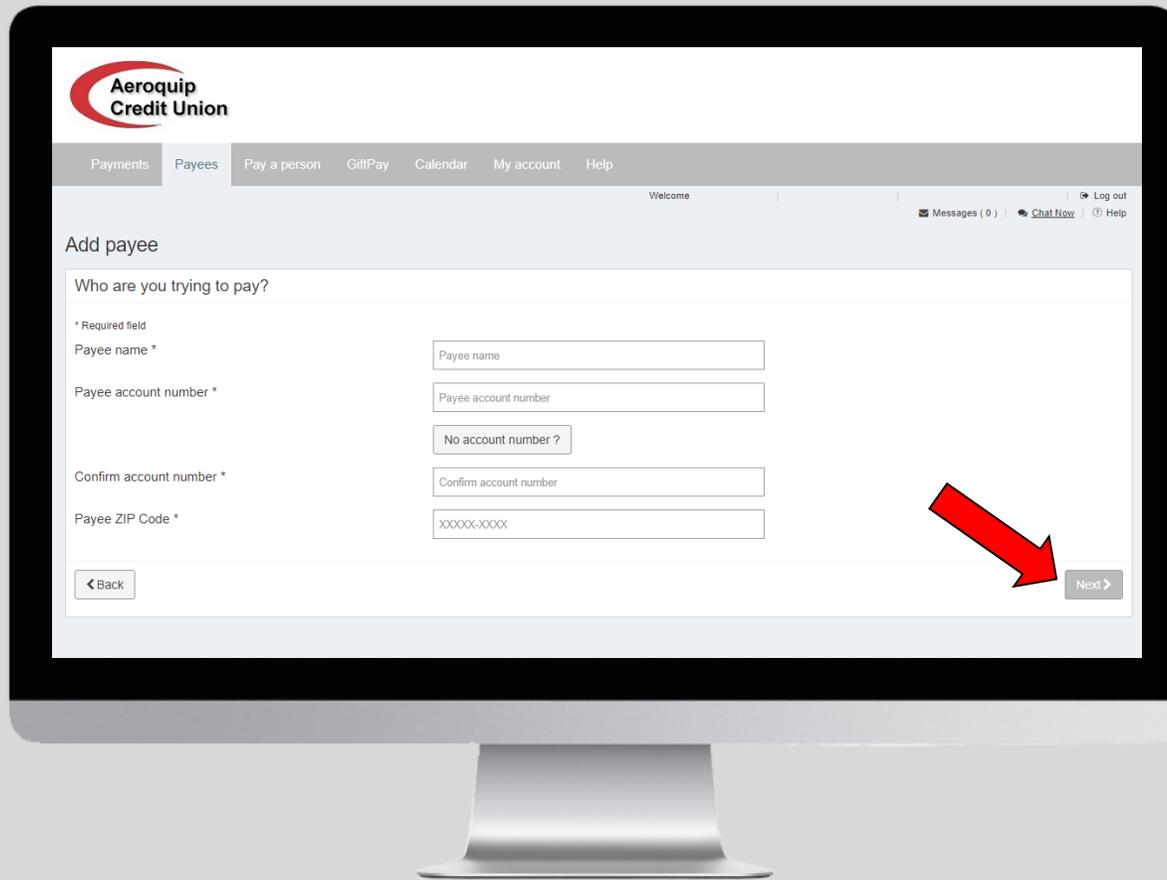
How to *Pay a Bill* continued:

Choose whether
you want to *Pay a
Company* or to
Pay a Person.



How to *Pay a Bill* *Pay a Company:*

When you click on *Pay a Company* you will be directed to this screen where you need to fill in the payee name, account number and zip code. Click **Next**.



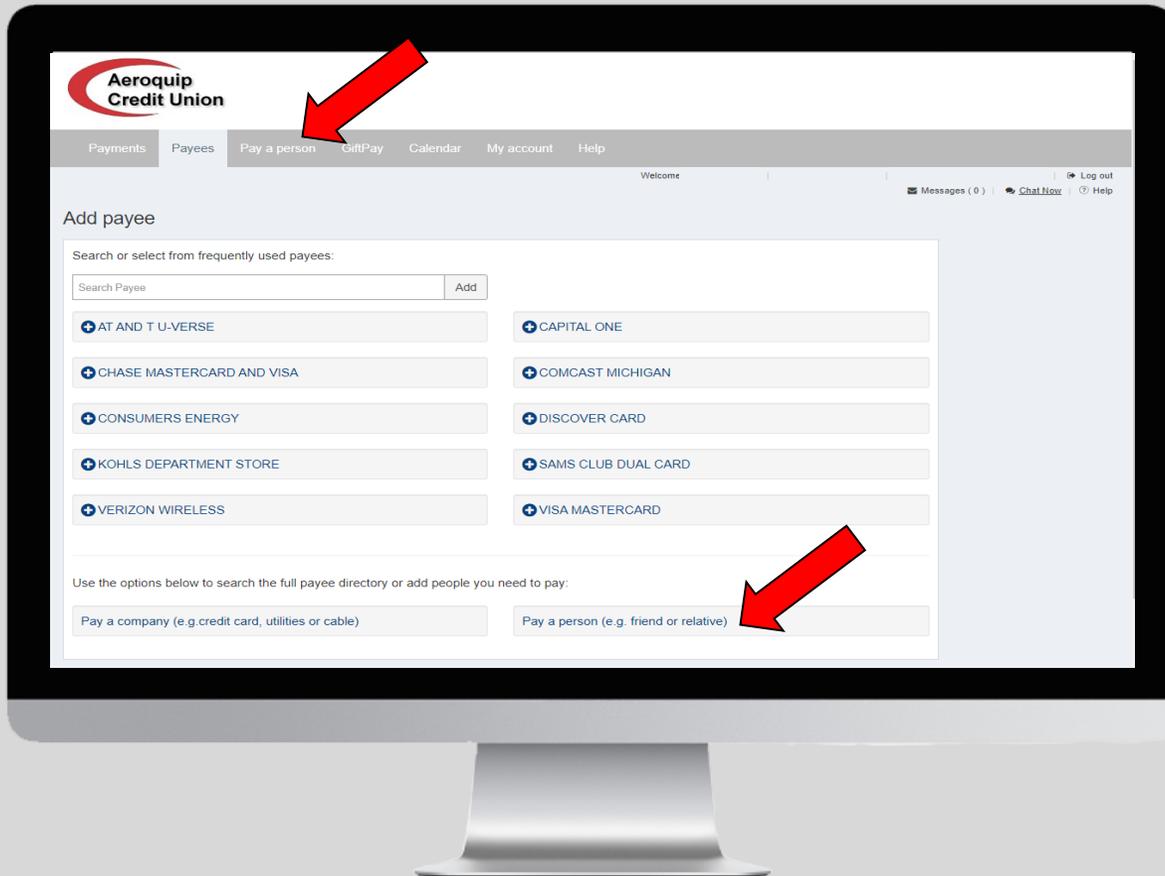
The screenshot shows the Aeroquip Credit Union website interface. At the top left is the logo for Aeroquip Credit Union. Below the logo is a navigation menu with options: Payments, Payees, Pay a person, GiftPay, Calendar, My account, and Help. The main content area is titled "Add payee" and contains the following form fields:

- Who are you trying to pay? (Text input)
- * Required field
- Payee name * (Text input)
- Payee account number * (Text input)
- No account number ? (Text input)
- Confirm account number * (Text input)
- Payee ZIP Code * (Text input with placeholder XXXX-XXXX)

At the bottom of the form are two buttons: "< Back" and "Next >". A red arrow points to the "Next >" button.

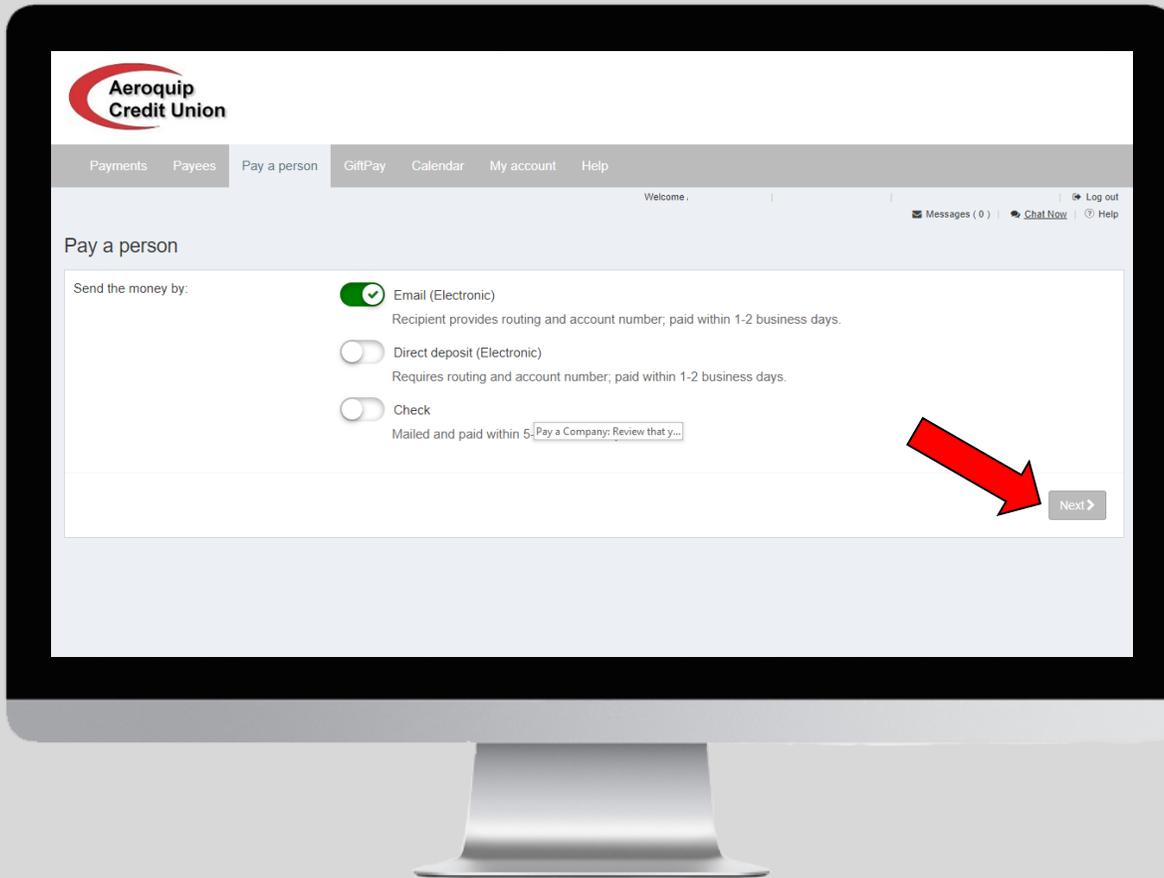
How to *Pay a Bill* *Pay a Person*:

Or you can click on ***Pay a Person*** in the bottom right hand corner from this screen (directed here when you click on ***+Payee*** on the ***Payments*** screen) or you can click on ***Pay a person*** from the menu bar.



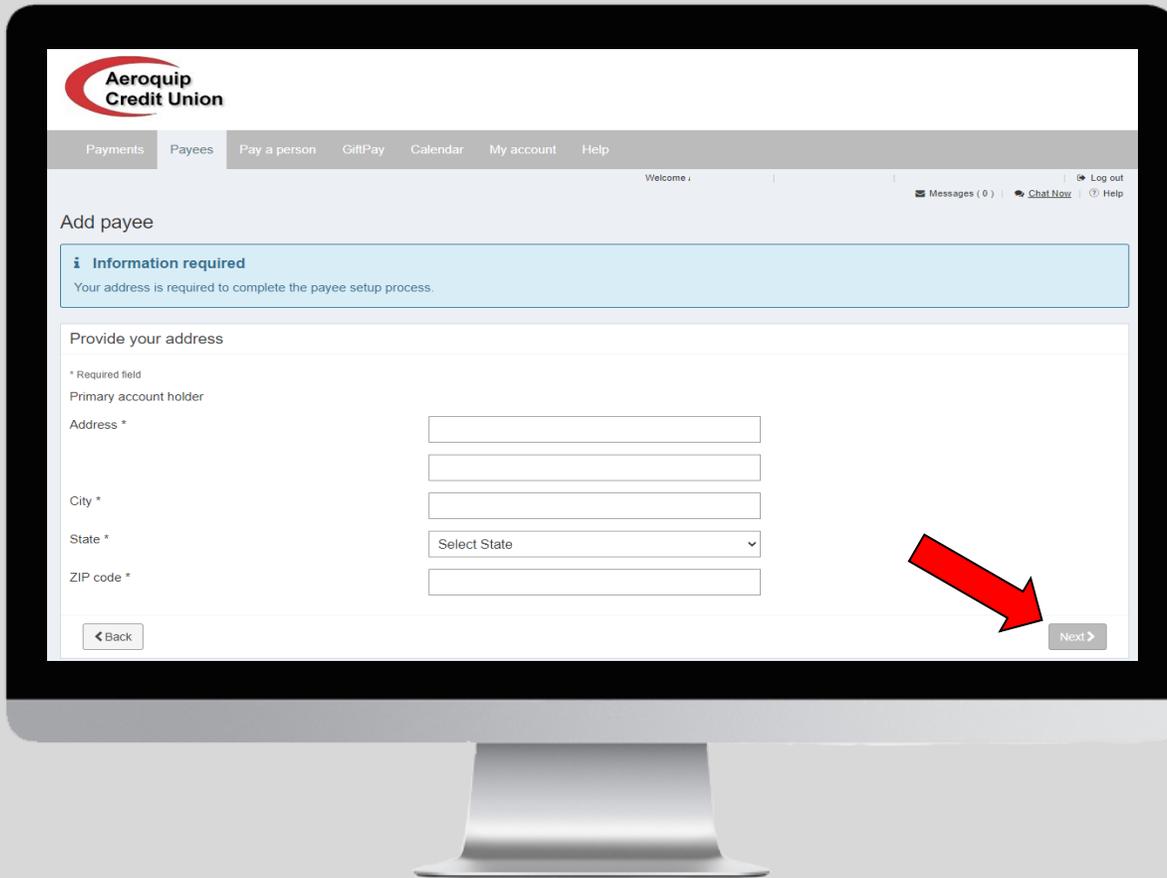
How to *Pay a Bill* *Pay a Person* continued:

Chose how you want to send the money, either **Email** (provide recipients routing and account number, takes 1-2 days), **Direct Deposit** (provide recipients routing and account number, takes 1-2 days), or **Check** (mailed and paid within 5-7 business days). Then click on **Next**.



How to *Pay a Bill* *Pay a Person* via *Email*:

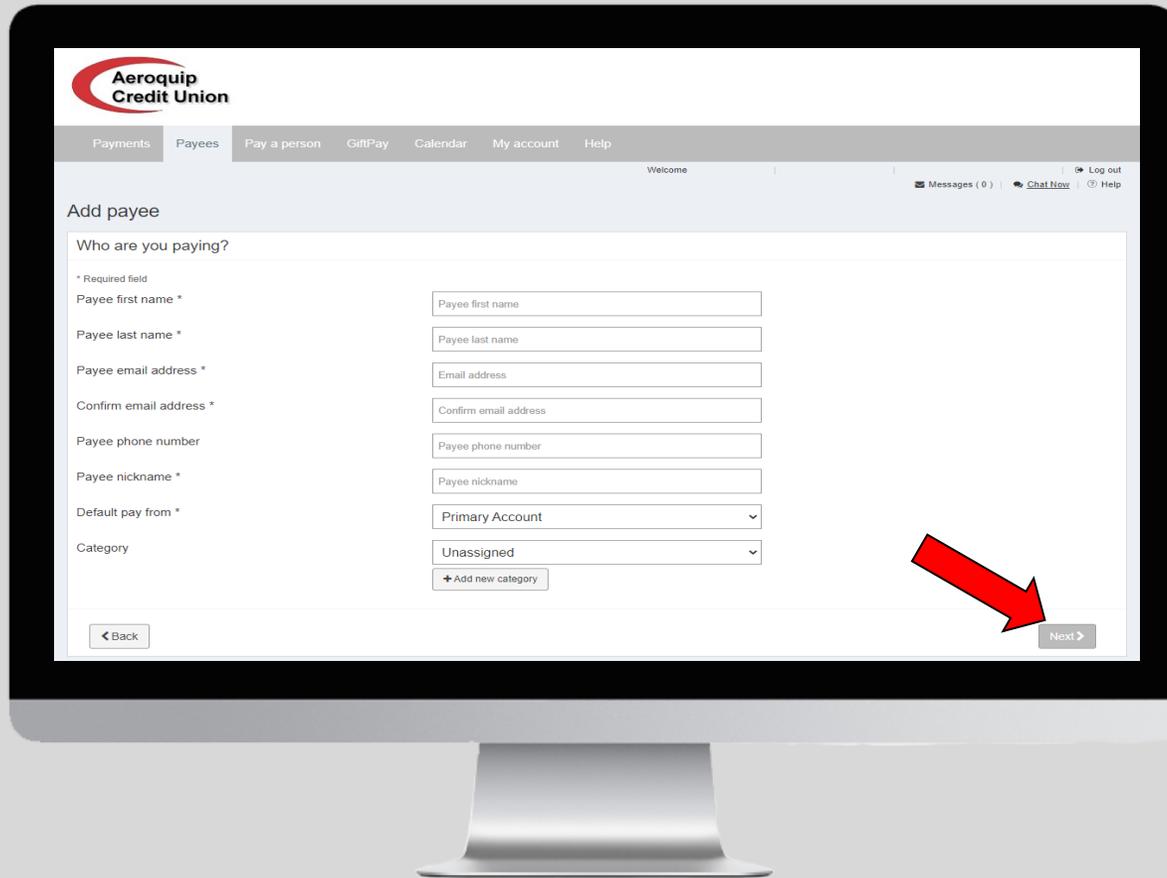
Fill in your address, city, state, and zip then click on ***Next***.



The screenshot shows the Aeroquip Credit Union website interface. At the top left is the logo for Aeroquip Credit Union. Below the logo is a navigation menu with links for Payments, Payees, Pay a person, GiftPay, Calendar, My account, and Help. The main content area is titled 'Add payee' and contains an 'Information required' section with a message: 'Your address is required to complete the payee setup process.' Below this is a form titled 'Provide your address' with the following fields: 'Primary account holder', 'Address *', 'City *', 'State *' (a dropdown menu with 'Select State' selected), and 'ZIP code *'. At the bottom of the form are two buttons: 'Back <' and 'Next >'. A red arrow points to the 'Next >' button.

How to *Pay a Bill* *Pay a Person* via *Email* continued:

Then fill in the payees first and last name, email address, phone number, nickname, which account you want to pay from, and the category. Then click on **Next**.



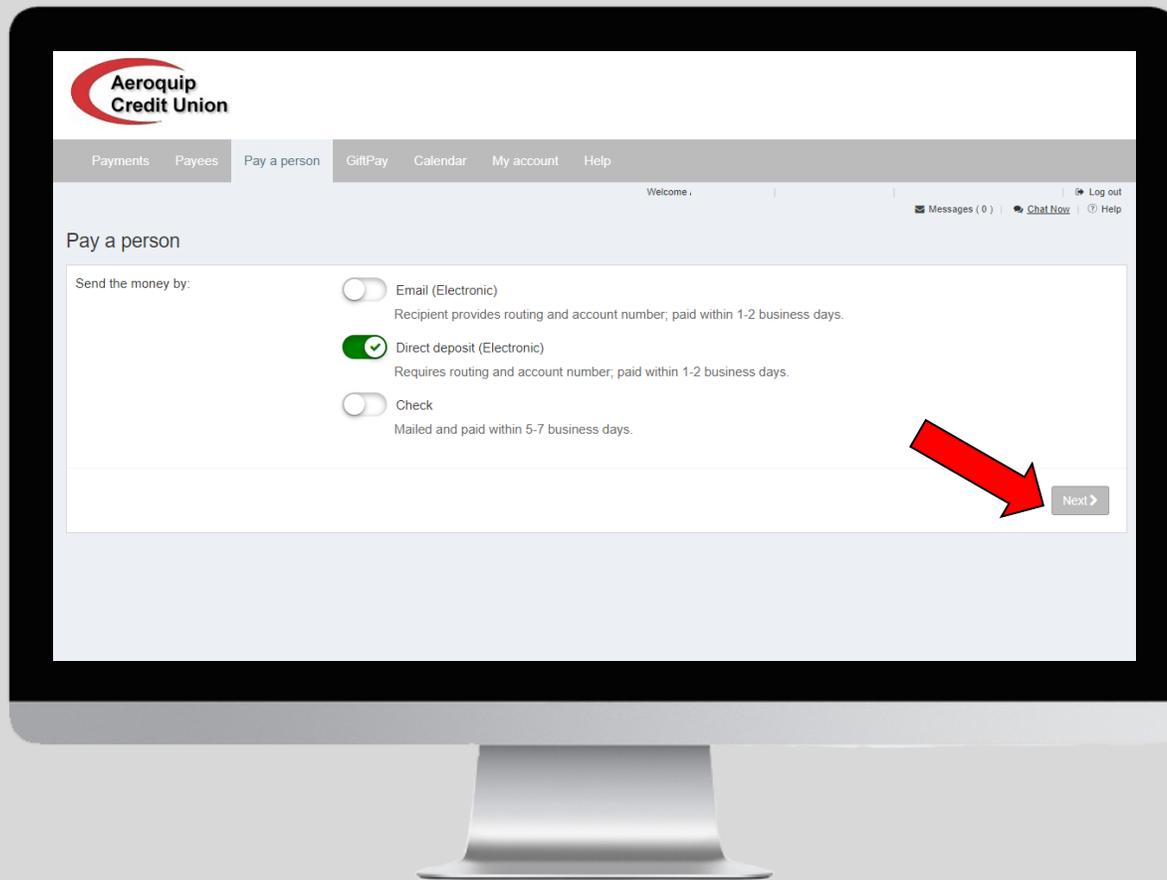
The screenshot shows the Aeroquip Credit Union website interface. The top navigation bar includes 'Payments', 'Payees', 'Pay a person', 'GiftPay', 'Calendar', 'My account', and 'Help'. The main content area is titled 'Add payee' and contains a form with the following fields:

- Who are you paying?
- * Required field
- Payee first name * (input field)
- Payee last name * (input field)
- Payee email address * (input field)
- Confirm email address * (input field)
- Payee phone number (input field)
- Payee nickname * (input field)
- Default pay from * (dropdown menu, currently set to 'Primary Account')
- Category (dropdown menu, currently set to 'Unassigned')
- + Add new category (button)

At the bottom of the form, there are two buttons: '< Back' and 'Next >'. A red arrow points to the 'Next >' button.

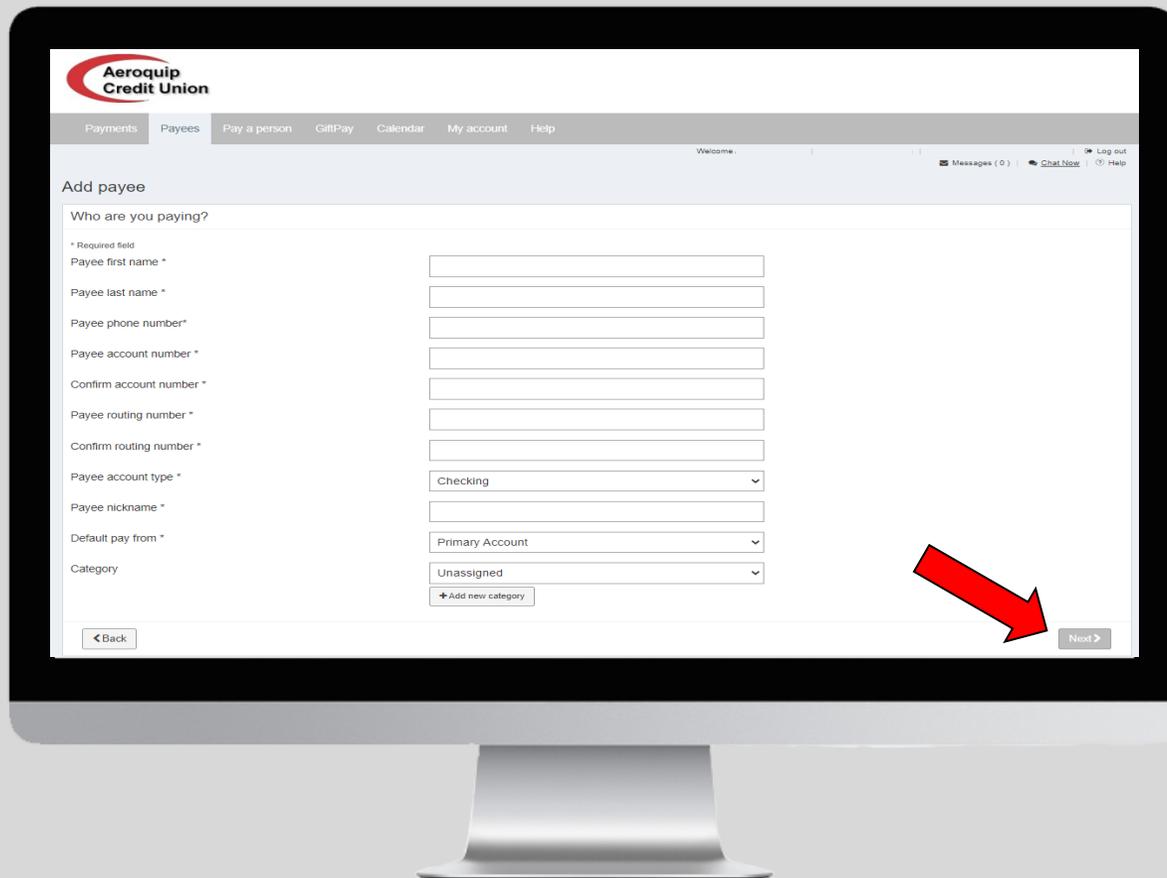
How to *Pay a Bill* *Pay a Person* via *Direct Deposit*:

If you want to send money by ***Direct Deposit*** move the button to the right and click on ***Next***.



How to *Pay a Bill* *Pay a Person* via *Direct Deposit* continued:

Fill in the persons information that you are paying. You will need their first and last name, phone number, account number, routing number, account type, nickname, account you want to pay from, and category. Then click **Next**.



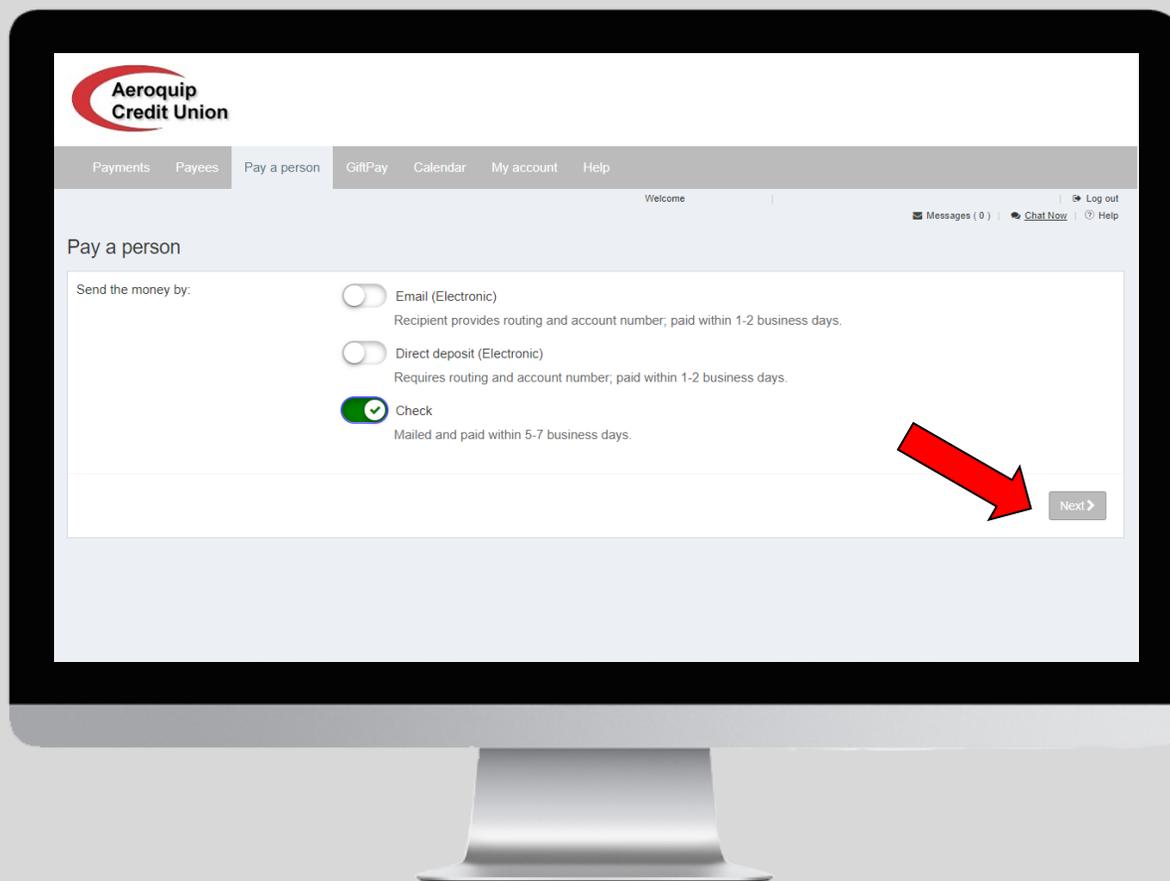
The screenshot shows the Aeroquip Credit Union website interface. The top navigation bar includes 'Payments', 'Payees', 'Pay a person', 'GiftPay', 'Calendar', 'My account', and 'Help'. The main content area is titled 'Add payee' and contains a form with the following fields:

- Who are you paying?
- * Required field
- Payee first name *
- Payee last name *
- Payee phone number*
- Payee account number *
- Confirm account number *
- Payee routing number *
- Confirm routing number *
- Payee account type * (Dropdown menu: Checking)
- Payee nickname *
- Default pay from * (Dropdown menu: Primary Account)
- Category (Dropdown menu: Unassigned)
- + Add new category

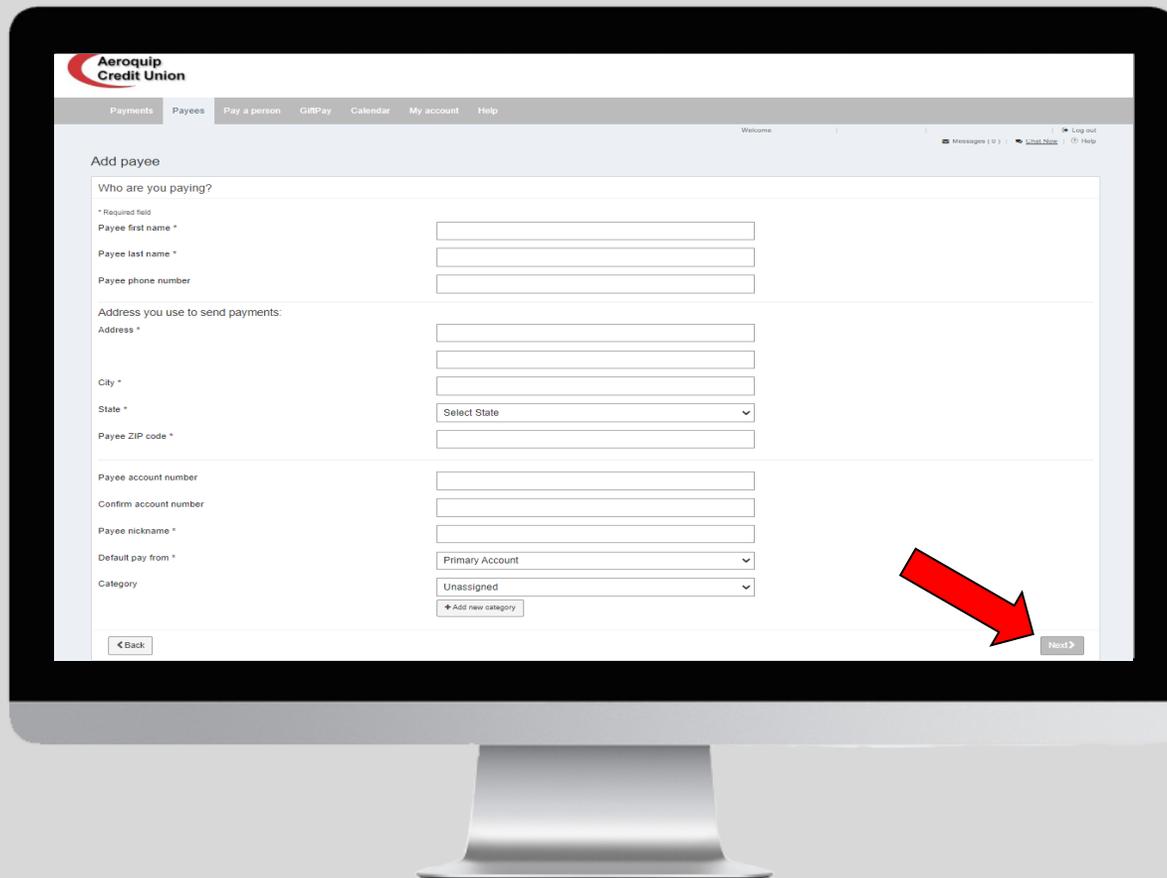
At the bottom of the form, there are two buttons: '< Back' on the left and 'Next >' on the right. A red arrow points to the 'Next >' button.

How to *Pay a Bill* *Pay a Person* via *Check*:

If you want to send money by **Check** move the button to the right and click on **Next**.



How to *Pay a Bill* *Pay a Person* via *Check* continued:



The screenshot shows the 'Add payee' form on the Aeroquip Credit Union website. The form is titled 'Who are you paying?' and contains several fields for entering payee information. A red arrow points to the 'Next' button at the bottom right of the form.

Aeroquip Credit Union

Payments | Payees | Pay a person | BillPay | Calendar | My account | Help

Welcome | Messages (0) | Log out | Help

Add payee

Who are you paying?

* Required field

Payee first name *

Payee last name *

Payee phone number

Address you use to send payments:

Address *

City *

State *

Payee ZIP code *

Payee account number

Confirm account number

Payee nickname *

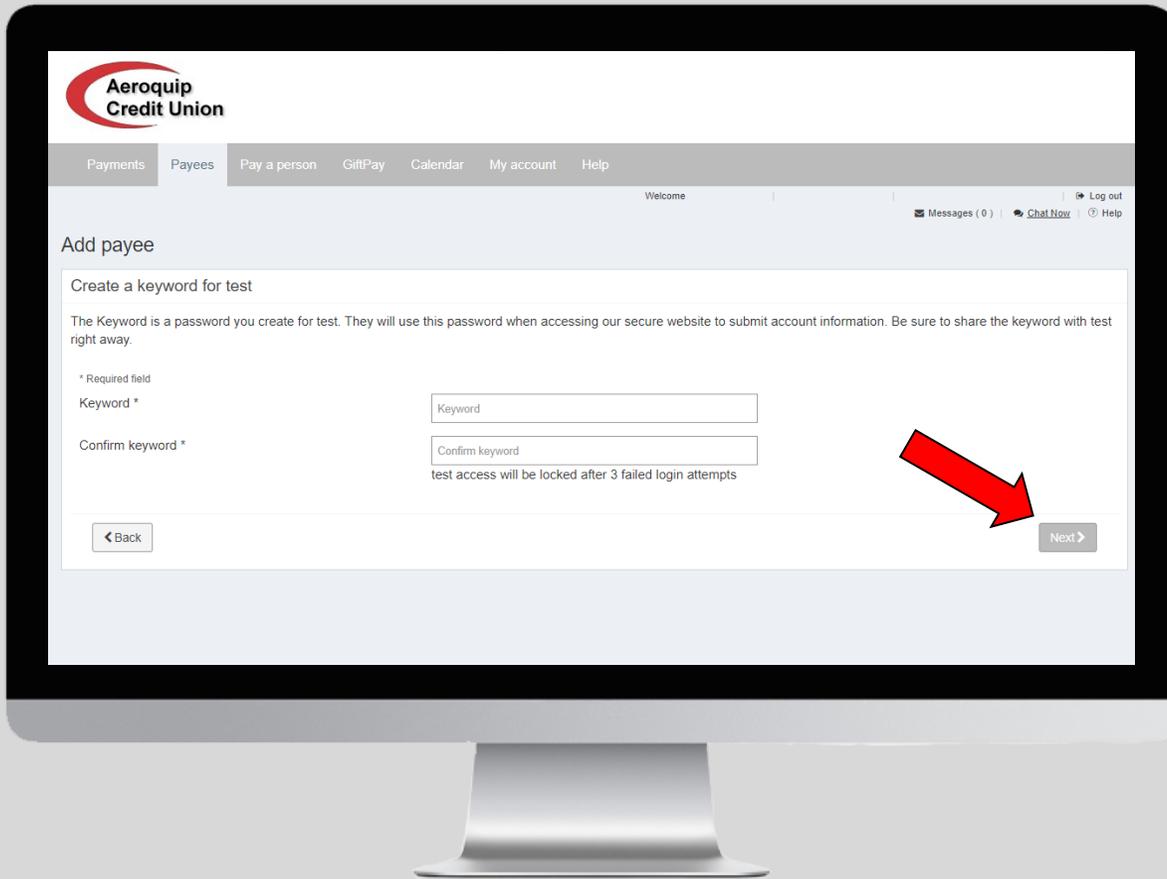
Default pay from *

Category

Fill in the persons information that you are paying. You will need their first and last name, phone number, account number, nickname, account to pay from and category. Then provide the address of where you want to send the payment to. Then click **Next**.

How to *Pay a Bill* continued:

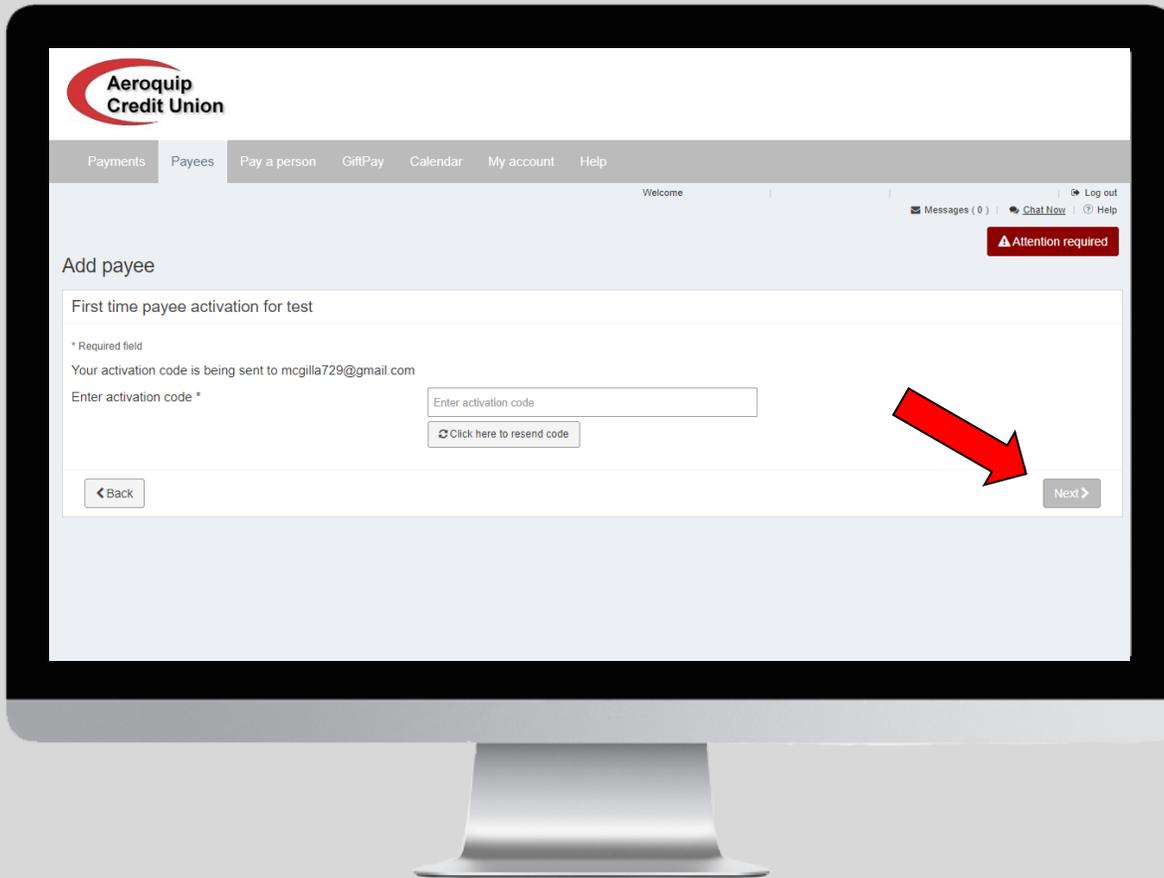
Create a keyword for the payee. They will use this password when accessing our secure website to submit information. Share this keyword with the payee right away. Then click on **Next**.



The screenshot shows the Aeroquip Credit Union website interface. At the top left is the logo. A navigation bar includes 'Payments', 'Payees', 'Pay a person', 'GiftPay', 'Calendar', 'My account', and 'Help'. Below this is a 'Welcome' message and utility links for 'Messages (0)', 'Chat Now', and 'Help'. The main content area is titled 'Add payee' and contains a section for 'Create a keyword for test'. A note explains that the keyword is a password for test access and should be shared immediately. There are two input fields: 'Keyword *' and 'Confirm keyword *'. A red arrow points to the 'Next >' button at the bottom right of the form. A 'Back <' button is also visible at the bottom left.

How to *Pay a Bill* continued:

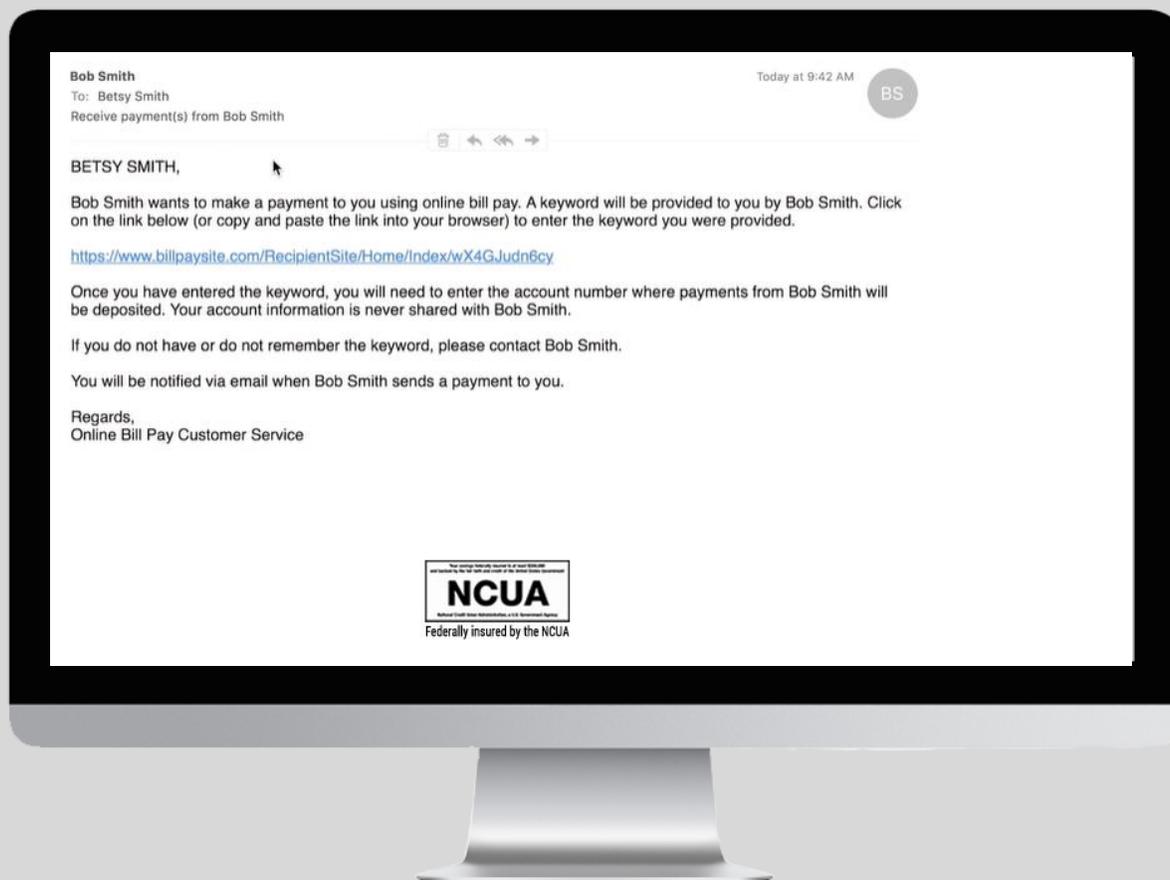
You will then be prompted to enter the activation code. Then click on ***Next***.



The screenshot shows the Aeroquip Credit Union website interface. At the top left is the logo. A navigation menu includes 'Payments', 'Payees', 'Pay a person', 'GiftPay', 'Calendar', 'My account', and 'Help'. A 'Welcome' message and 'Log out' link are visible. A red 'Attention required' alert is present. The main content area is titled 'Add payee' and contains a form for 'First time payee activation for test'. The form includes a note that the activation code is being sent to 'mcgilla729@gmail.com' and a required field 'Enter activation code *'. Below this field is a 'Click here to resend code' link. At the bottom of the form are 'Back' and 'Next' buttons. A red arrow points to the 'Next' button.

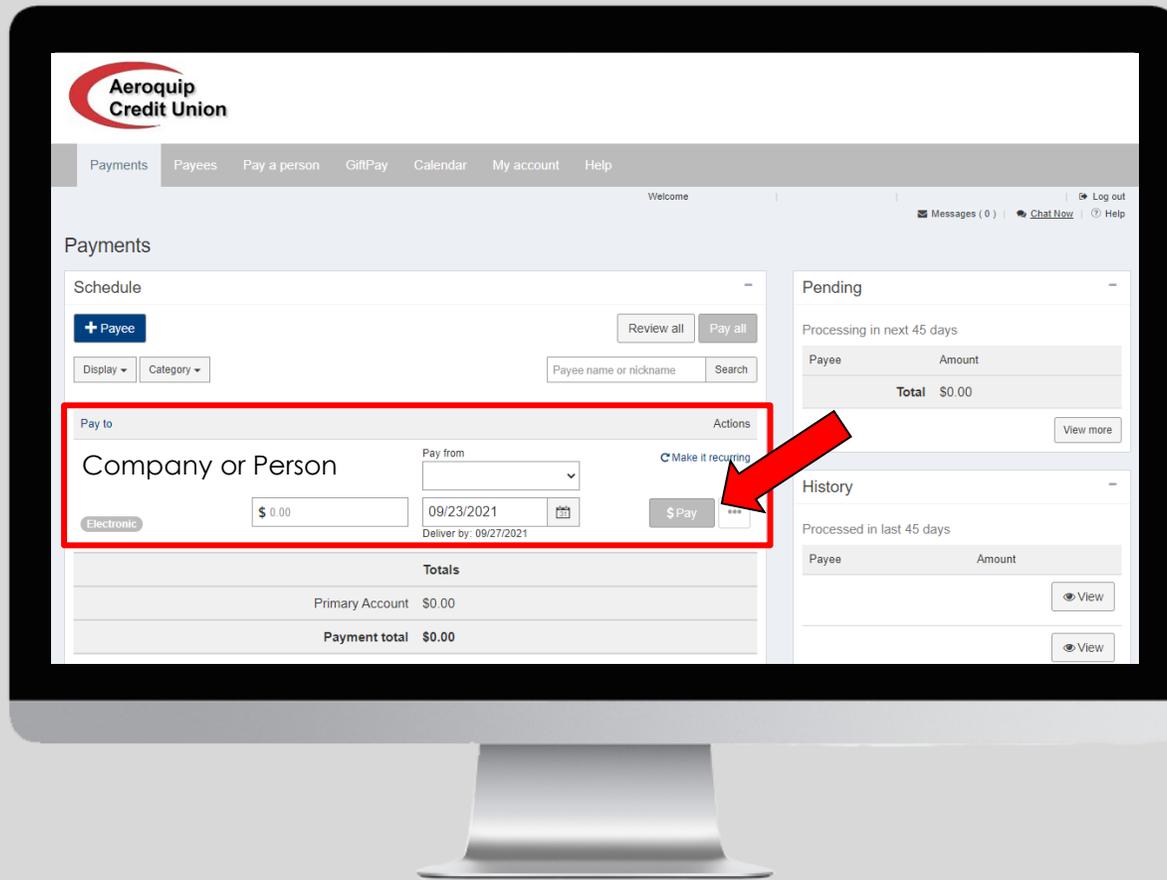
How to *Pay a Bill* continued:

The person you are trying to pay will receive an email with a link that they will need to open and input the keyword that you created. They will then be prompted to submit their account type, routing number, and account number.



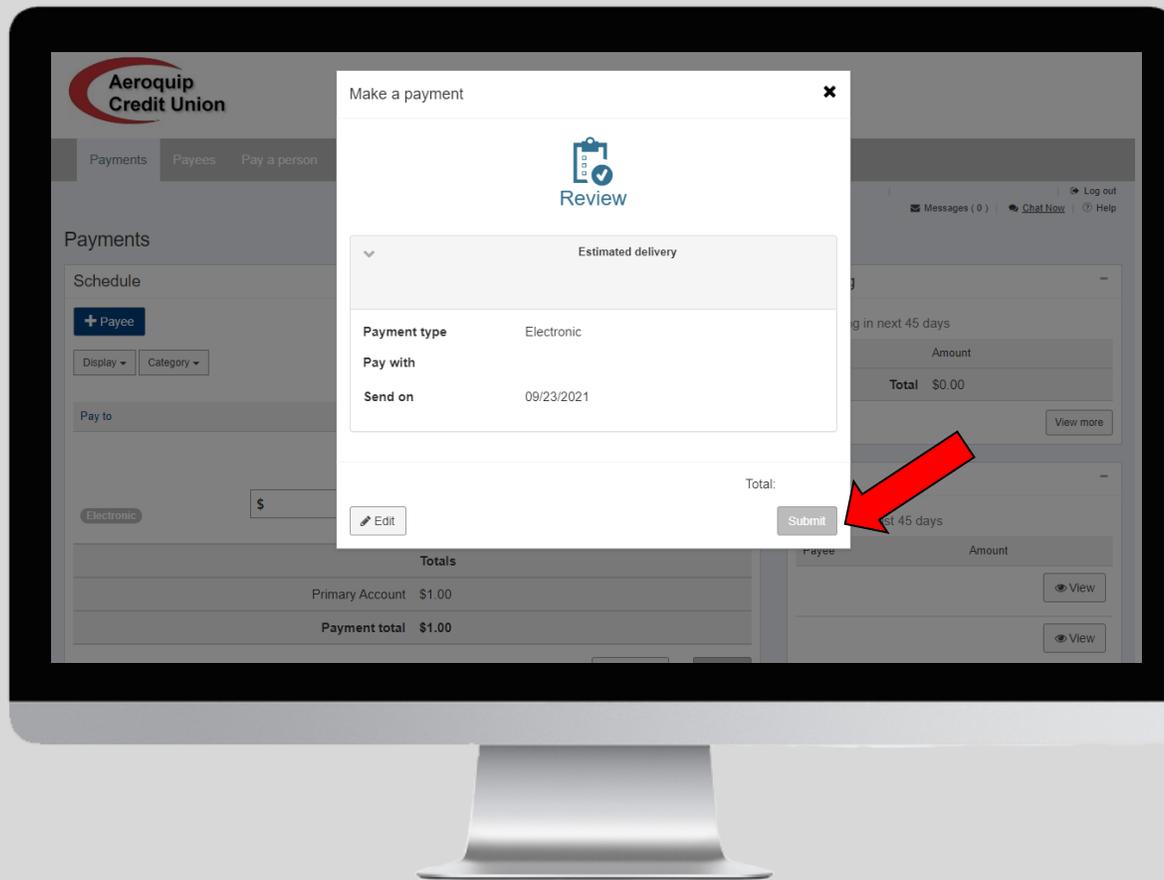
How to *Pay a Bill* continued:

You will be directed back to the **Payments** screen and the company or person you just added will appear here. Choose the account you want to pay from, the amount, the date and click on **\$Pay**.



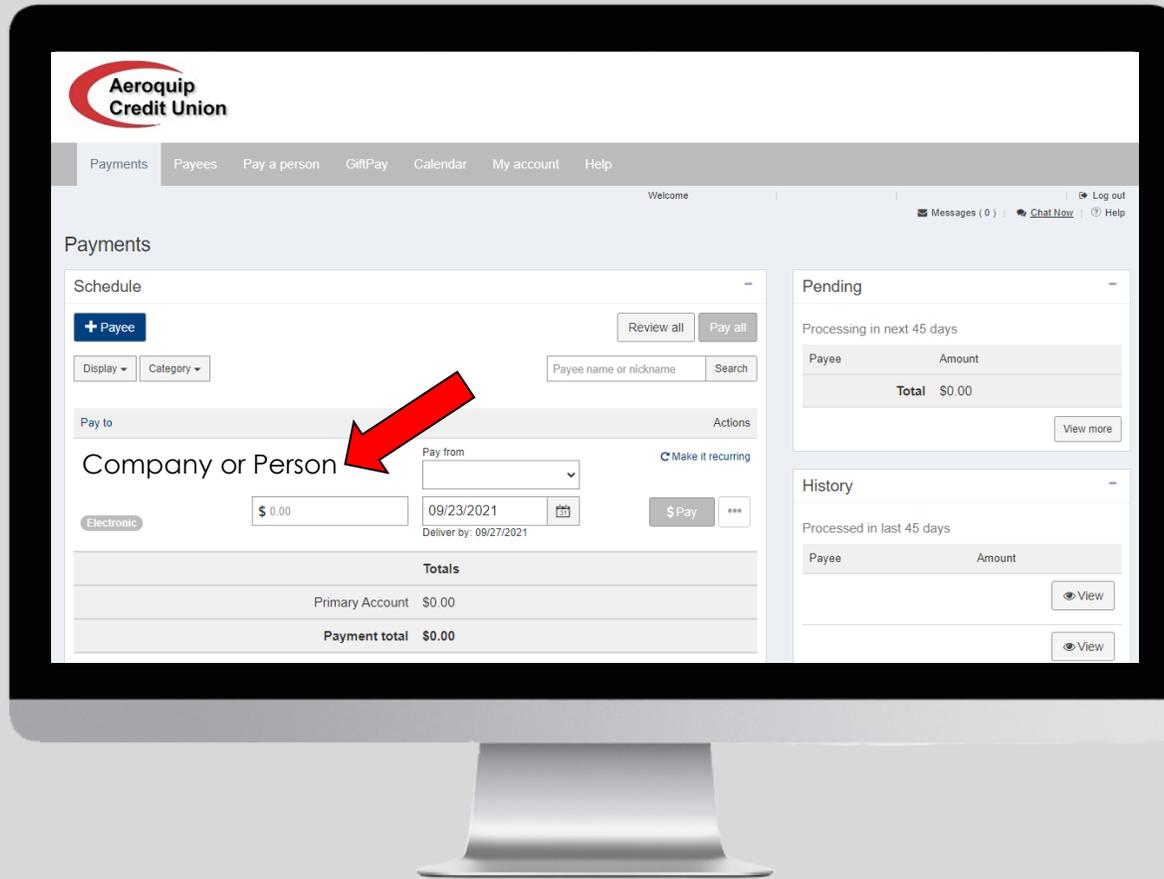
How to *Pay a Bill* continued:

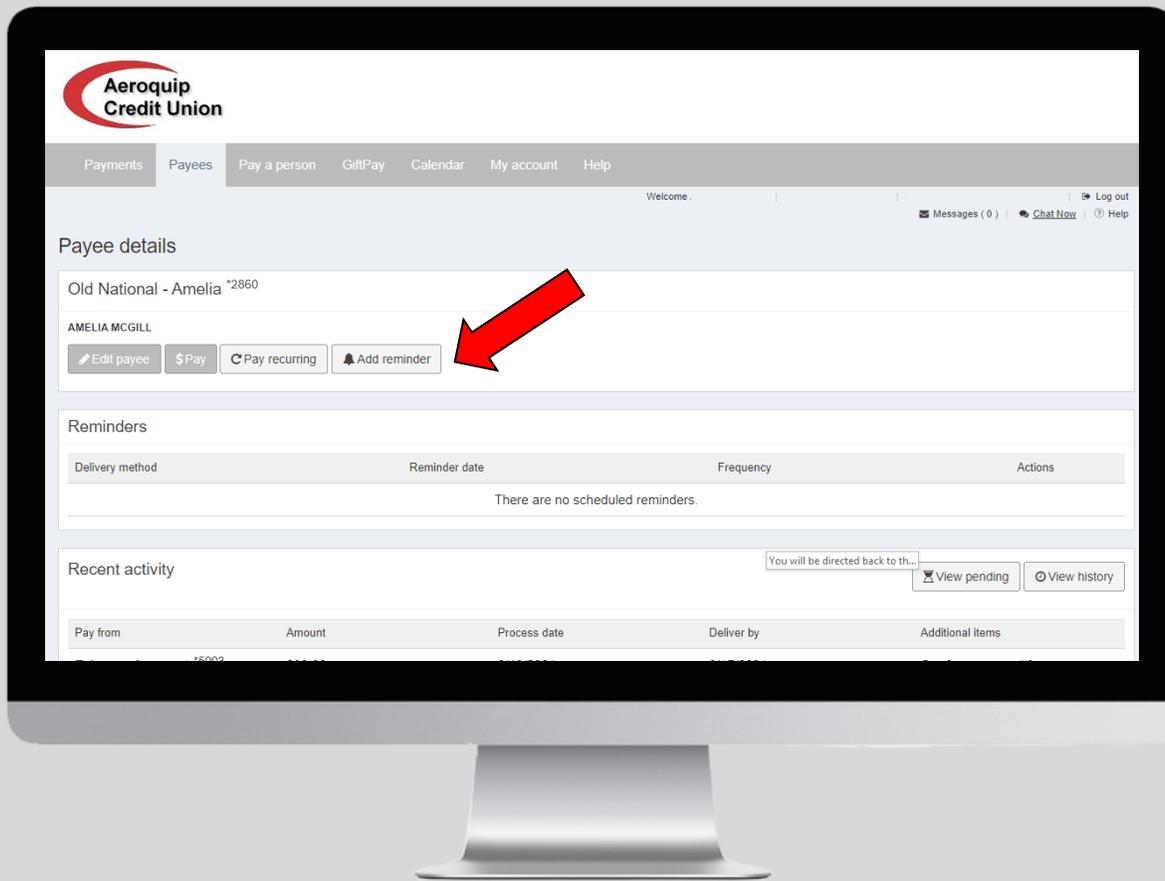
Review that your payment information is correct and click on ***Submit*** when you are ready to pay your bill.



How to *Set up Bill Pay Alerts:*

On the *Payments* screen click on the ***Company or Person*** that you want to set up alerts for.



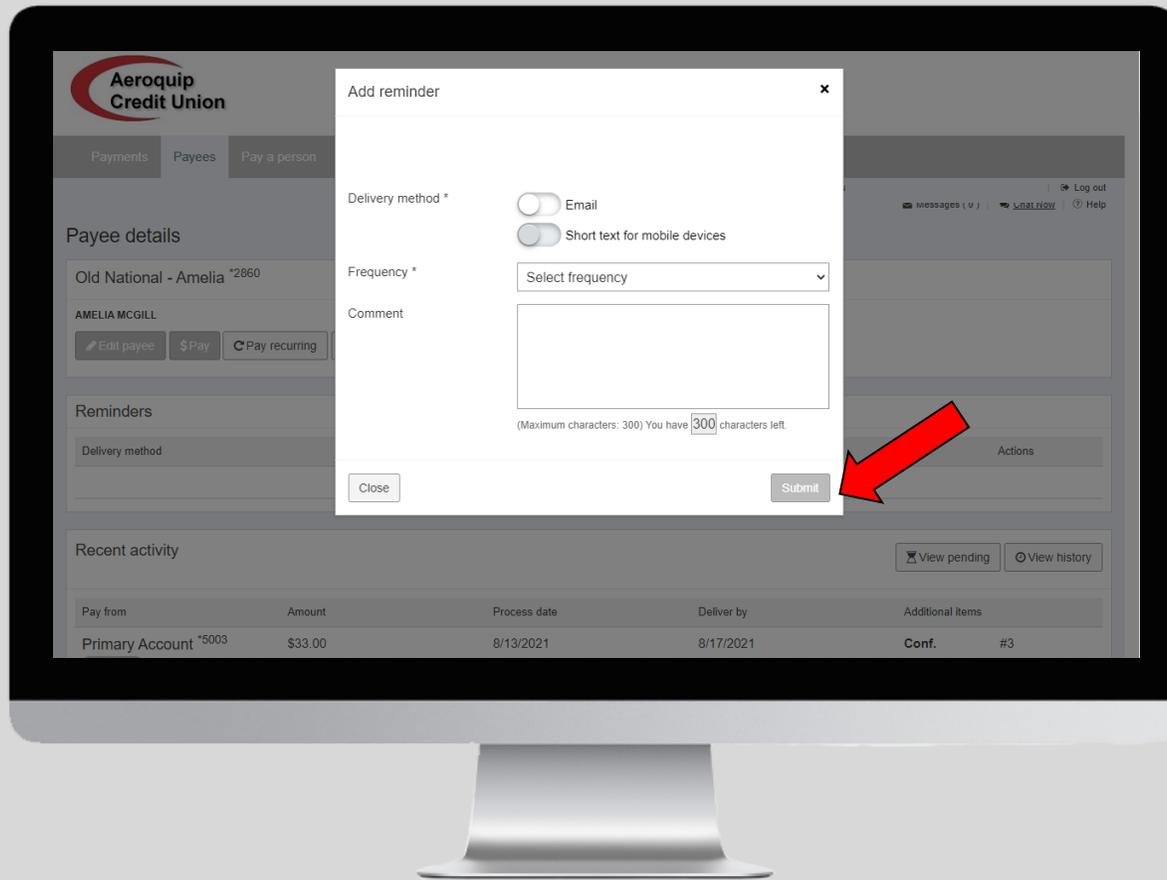


How to *Set up Bill Pay Alerts* continued:

Click on ***Add Reminder*** at the top of the page.

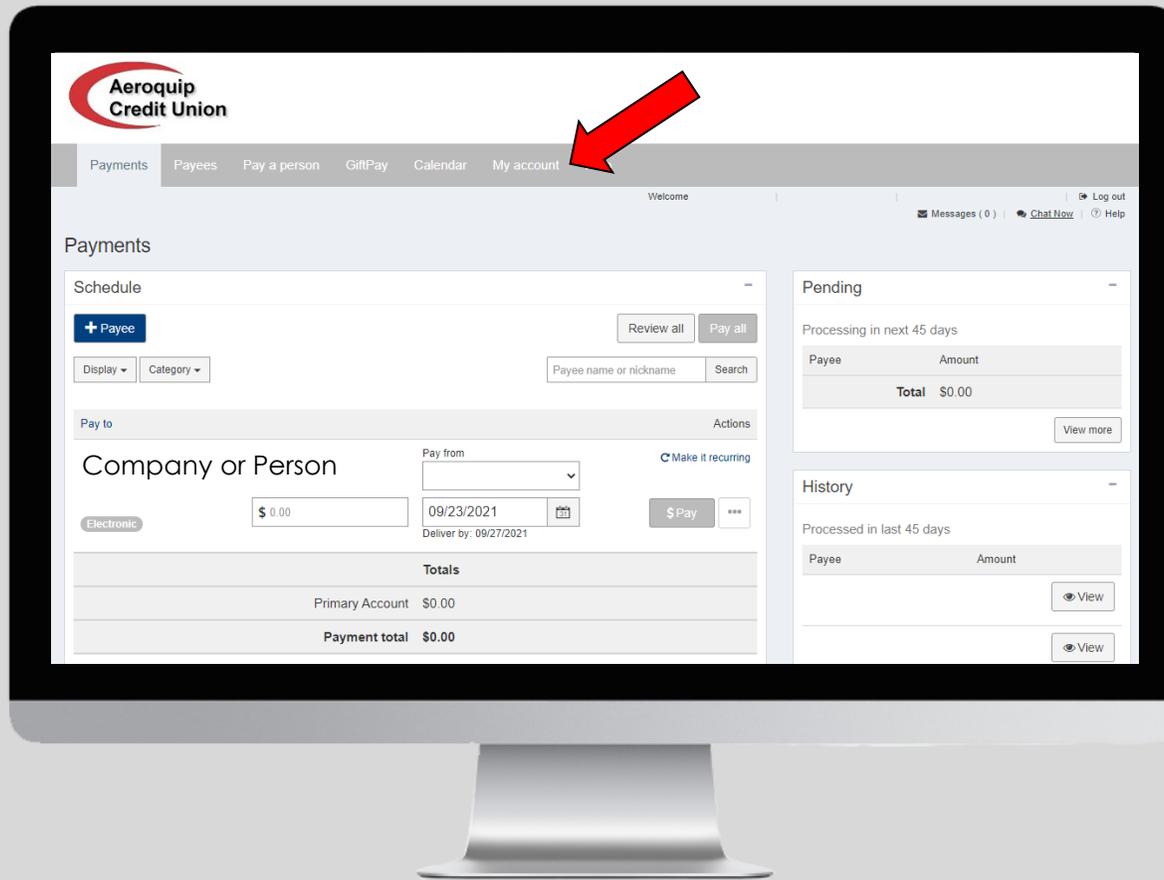
How to *Set up Bill Pay Alerts* continued:

Here is where your delivery method, the frequency, and any other additional comments.
Click ***Submit***.



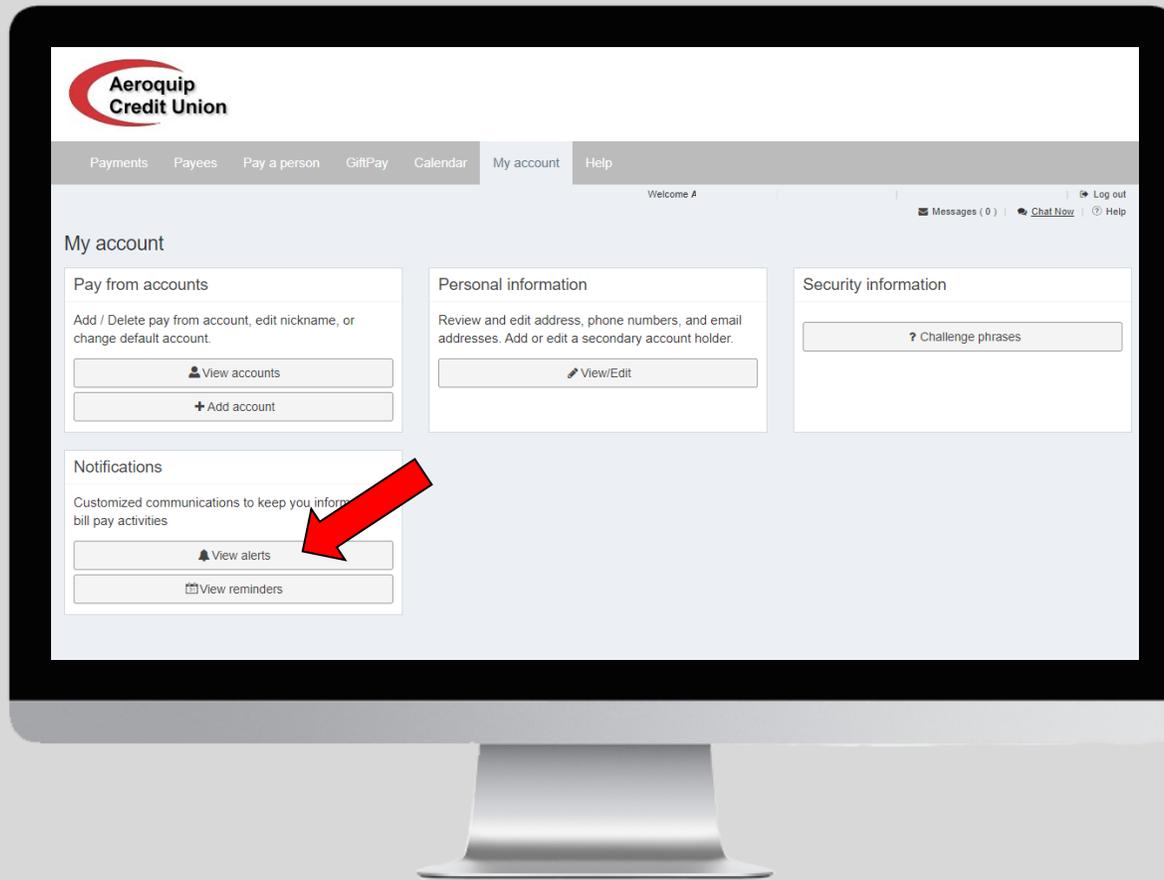
How to *Set up Bill Pay Alerts* continued:

You are then directed back to the **Payments** screen. Click on **My Account** from the top menu bar to continue setting up your alert.



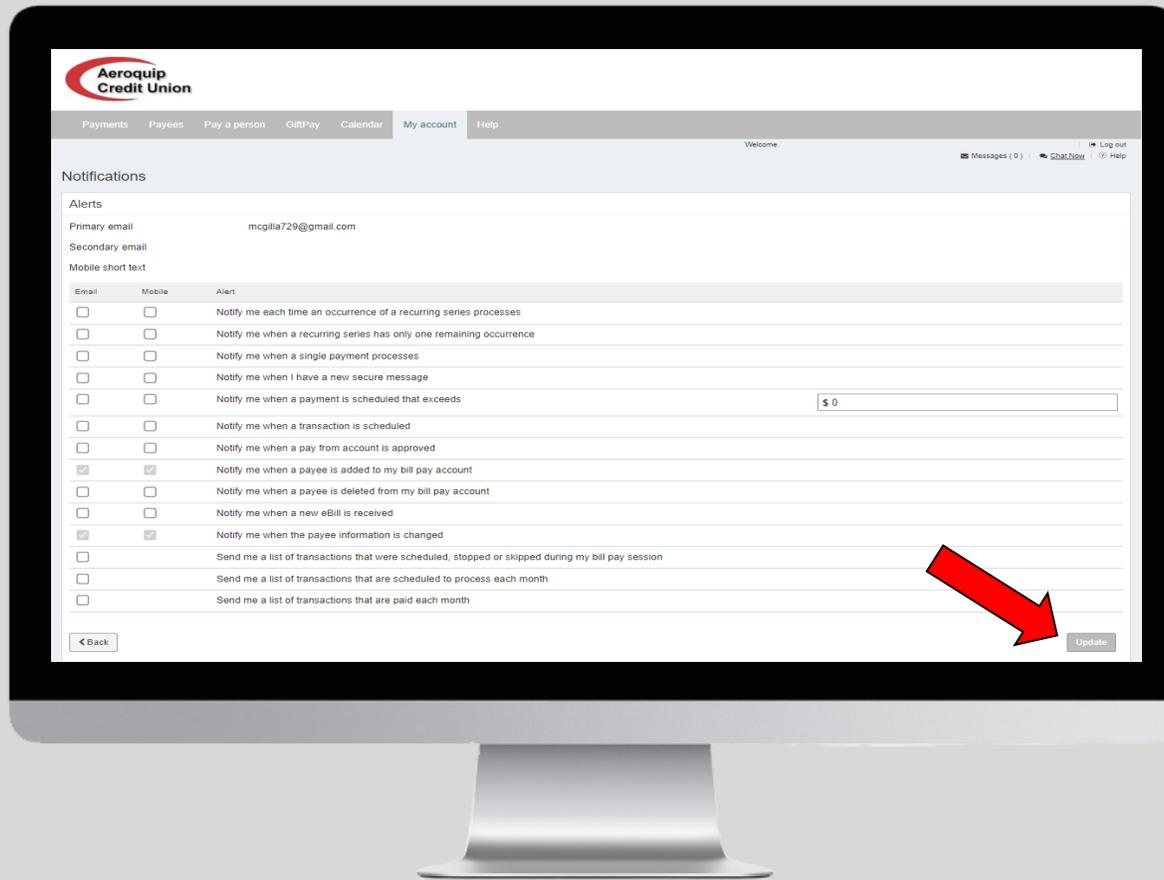
How to *Set up Bill Pay Alerts* continued:

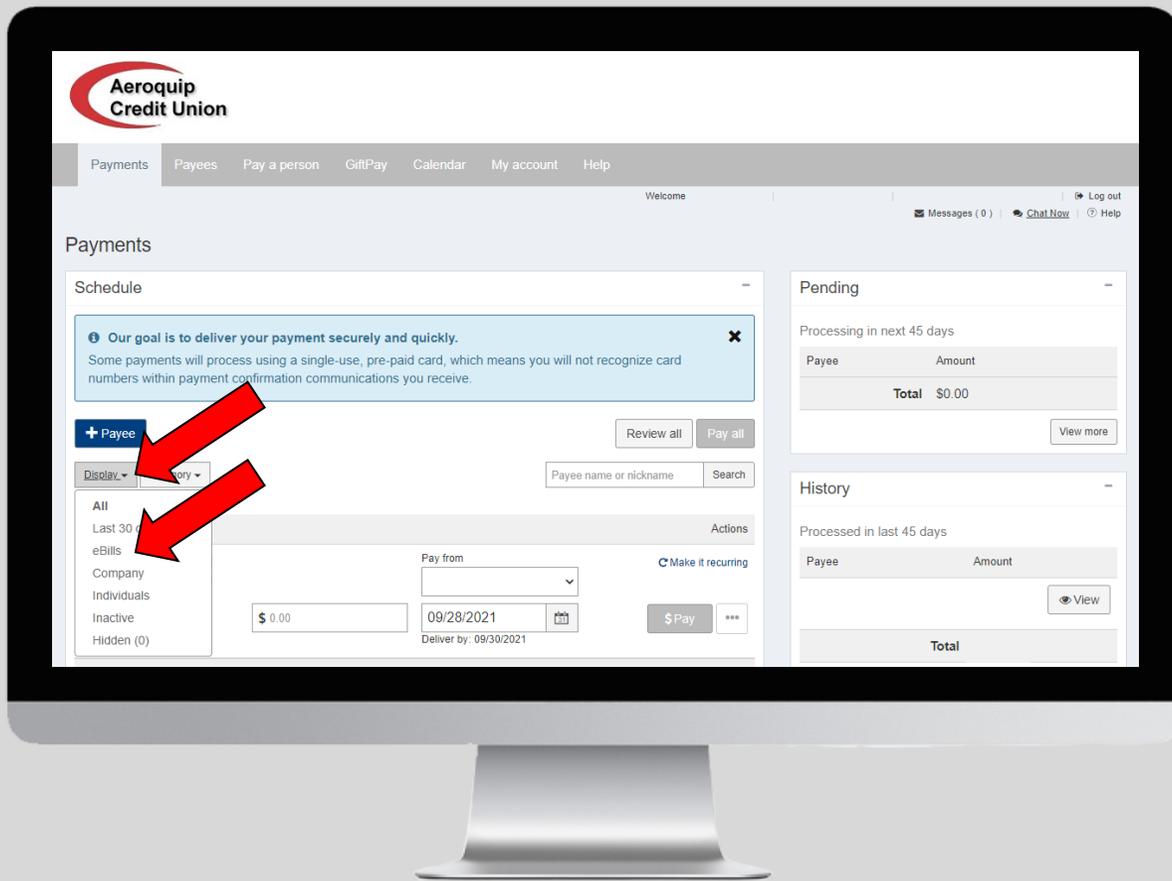
From here you can click on View Alerts under Notifications



How to *Set up Bill Pay Alerts* continued:

Click in the box under **Email** and/or **Mobile** for all of the types of alerts you want to be notified on. Then click on **Update**.





How to *Set up* or *View eBill*:

From the *Payments* screen click on the *Display* drop down menu and then click on *eBills*.

How to *Set up* or *View eBill* continued:

You will be directed to this screen where you can **Add a Payee**. If you have a payee here you can then view that **eBill**.

