

My Bills & People I Pay

0 hidden

Need to pay someone now? Enter person or business

Sort by: Name (Nickname)

Find: Search my payee list

[Get a Bill](#)

Utilities *xxxx

\$0.00

mm/dd/yy

[Pay](#)

All Bills on this page? Click on Pay All Button to proceed. Total: \$0.00 [Pay All](#)

Add a payee Type the name of the payee you would like to add in the search box

Enter person or business

My Payments

[View payment history](#)

Search payment history

[Search](#)

This Receipt Area will show scheduled payments and payments completed in last 90 days.

7	8	9	/	C
4	5	6	x	
1	2	3	-	
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I want to...

[Manage my account](#)

[Send bill pay messages](#)

[Get help](#)

[Contact Us](#)

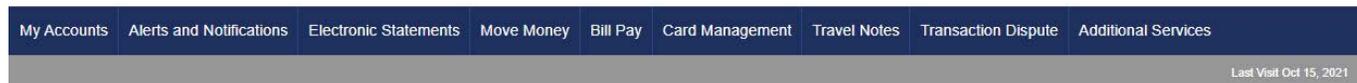
Bill Pay Overview Guide

Mobiloil
CREDIT UNION

Who said paying bills has to be time-consuming? With Bill Pay, you can make a one-time bill payment, set up recurring payments, schedule bill pay reminders, and more. To get started, select Bill Pay" from the main navigation bar.



From the main Bill Pay screen, you can add a new payee, search payees, view bill pay history, manage funding accounts, and more.



My Bills & People I Pay

0 hidden

Need to pay someone new? [Add](#)

Sort by: **Name (Nickname)**

Get eBill	Utilities *xxxx	<input type="text" value="\$0.00"/>	<input type="text" value="mm/dd/yy"/>	<input type="button" value="Pay"/>
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Pay All Bills on this page? Click on Pay All Button to proceed. Total: \$0.00

Add a payee Type the name of the payee you would like to add in the search box: [Add](#)

My Payments

[View payment history](#)

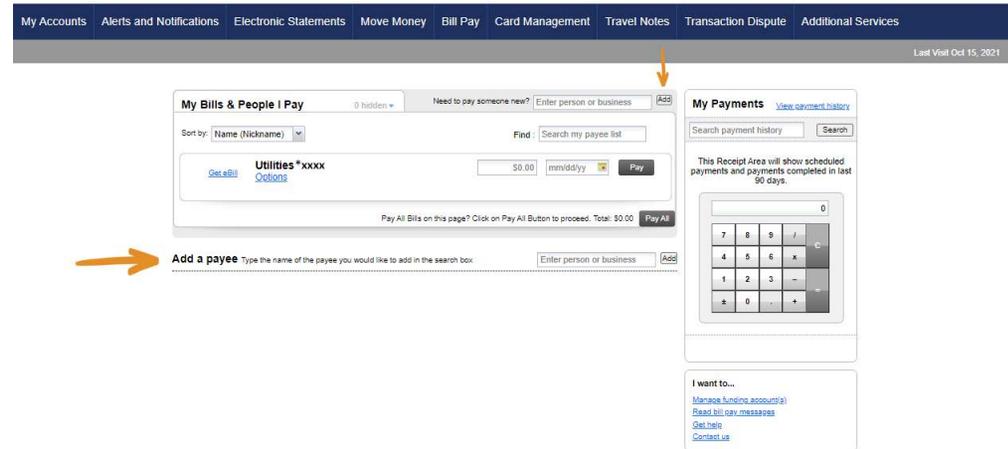
This Receipt Area will show scheduled payments and payments completed in last 90 days.

<input type="text" value="0"/>				
7	8	9	/	C
4	5	6	x	
1	2	3	-	
±	0	.	+	

I want to...

- [Manage funding account\(s\)](#)
- [Read bill pay messages](#)
- [Get help](#)
- [Contact us](#)

Adding a new Payee: To add a new payee account, select "Add" in the upper right-hand corner, or "Add a Payee" under the "My Bills" section.



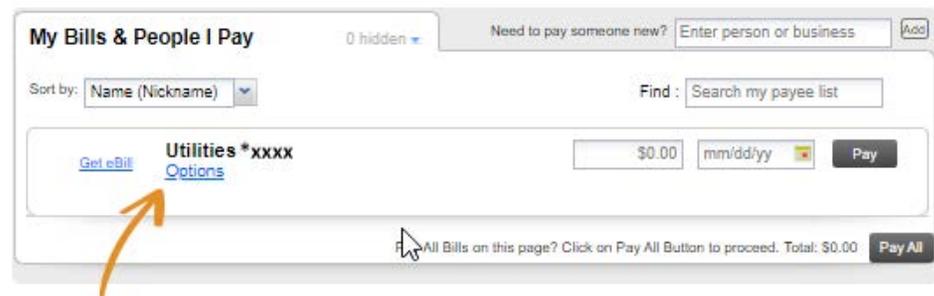
Enter the payee information and name (i.e. "Entergy") and fill out the requested information.

Select "Add payee" once you have entered all payee information.

Once you've added a payee account:

You can select "Options" and:

- (1) Set up eBills
- (2) Set bill reminders
- (3) Schedule automatic payments
- (4) View and edit account payee information



1. Sign up for eBills: If your payee has an eBill option, you can select "Get Started." You may have to enter personal information depending on what the payee requires. Once you've filled out the information, you'll have to agree to the terms of use and hit "Submit."



My Bills & People I Pay 0 hidden ▾ Need to pay someone new? Enter person or business

Sort by: Name (Nickname) ▾ Find: Search my payee list

Utilities *xxxx \$0.00 mmm/dd/yy

[Get eBill](#) [Close Options](#) | [History](#)

From: SMART PLUS CHECKING

Your Bill (eBill) Convenience. Have your bill delivered here.

Next due reminder eBills are just like your paper bills. But they are delivered electronically.

Automatic payment Stay organized with all your bills in one place, ready to review before paying.

Account Information

Not paying this anymore?

[Delete it](#) | [Hide it](#)

Pay All Bills on this page? Click on Pay All Button to proceed. Total: \$0.00

Once you've signed up for eBills with a payee, you will see the next bill due date displayed on your Bill Pay home screen.

To pay an eBill, you will see the following in the dropdown:

- Minimum balance due
- Full balance due
- Last payment made

Choose one of the above options, or you can manually enter an amount. Select "Pay" once you are ready to pay the eBill.

Select "View bill" to view a copy of the eBill. Select "Options" to view eBill history or cancel eBills. If you cancel an eBill, it usually takes 1-2 months to start receiving the paper bills in the mail again.

Add a payee Type the name of the payee you would like to add in the search box

APR 18 **AT&T Mobility *xxxx** [Options](#) | [History](#)

[View bill](#) | [File](#)

\$74.21 04/15/21

Mindue	\$74.21
Balance	\$74.21
03/15/21	\$74.21

[+ Memo](#)

***If you delete a payee, that also cancels eBills.**

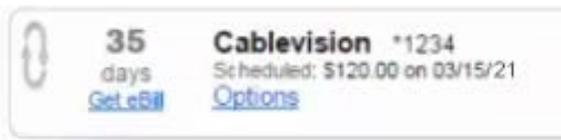
2. Set next due reminder Setting a bill pay reminder prevents late payments and ensures you are paying bills on time. For your convenience, reminders are automatically set for eBills and automatic payments.

To manually set up a bill reminder (for bills that are not set up through eBills or automatic payments), follow the steps below:

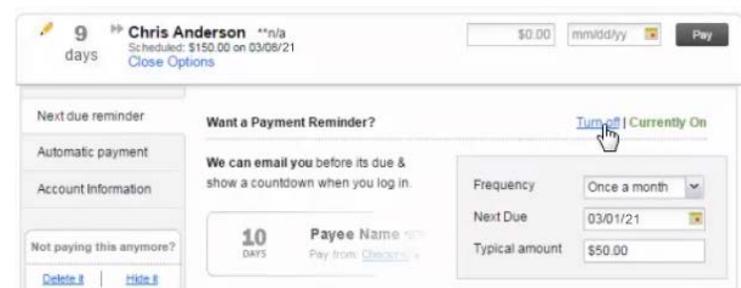
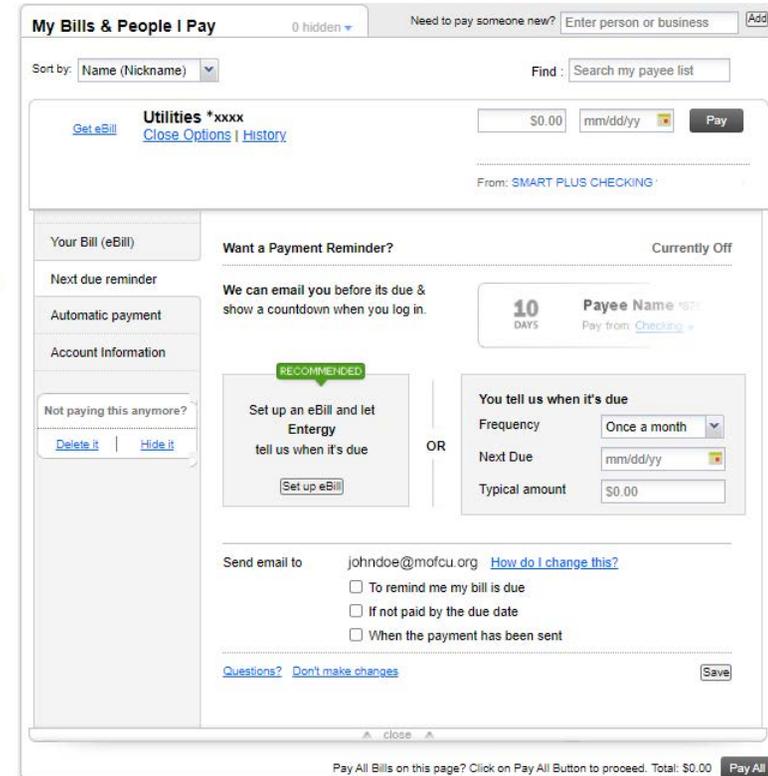
- Enter the frequency, next due date, and typical amount in the field box.
- Select if you would like to receive an email reminder. *You will see a reminder in your bill pay home screen, but this option allows you to receive a reminder via email as well.
- Choose "Save." This will set your next due reminder.

From your home screen:

- Once a reminder is set, you will see a red color indicator on the left of the payee title to show that it is overdue.
- If you have an automatic payment set up, you will see a reminder that tells you how many days until the next payment will be made:



To change or cancel a reminder, click on the pencil icon next to the payment reminder date. To cancel a reminder, select "Turn Off."



3. Schedule automatic payments:

To set up an automatic payment, select the payee options and "Automatic Payment." Select account to debit in the "Pay from" drop down. ***Please note: You cannot make bill payments from a savings account.***

Enter the amount you'd like to pay. **If you are paying via check, there is an option to add a memo.*

Choose the frequency of the payment. You can specify a start and either enter end date or select "No end date." If you select this option, the payment will automatically be paid indefinitely based on the frequency schedule, until you cancel the automatic payment. You may also set an exact number of payments to be sent in the "End on... After X payments are sent" section.

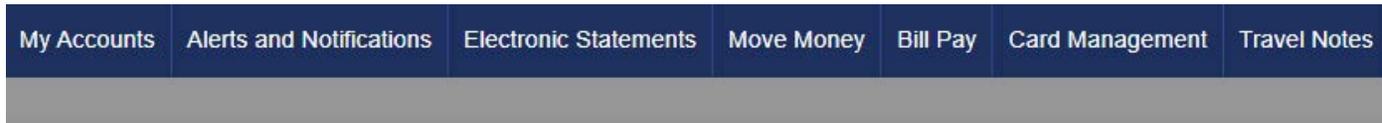
Once you've set your payment and frequency, you have the option to receive an email notification when the payment is made. To change the default email, click the "How do I change this?" link.

Once you have filled out the automatic payment details, hit "Save." The automatic payment will now display on your Bill Pay home screen. You can cancel a single payment from an automatic payment schedule, or you can cancel an automatic payment schedule altogether.



The screenshot shows the 'My Bills & People I Pay' interface. At the top, there's a search bar for payees and a 'Need to pay someone new?' section. Below that, a bill for 'Utilities *xxxx' is displayed with a current amount of '\$0.00' and a 'Pay' button. The 'Automatic payments' section is currently 'Off'. It includes fields for 'Pay from' (SMART PLUS CHECKING - \$1,000.00), 'Amount' (\$0.00), and 'Frequency' (Once a month). The 'End on' section has 'No end date' selected. There are checkboxes for email notifications: 'When payment is scheduled', 'When the payment has been sent', and 'Before sending the last payment'. A 'Save' button is at the bottom right. At the very bottom, there's a 'Pay All Bills' button and a total amount of '\$0.00'.

4. View and edit payee account information. In this section, you can view the payee account number associated with your account, and update the nickname for the payee account.



My Bills & People I Pay 0 hidden ▾ Need to pay someone new?

Sort by: ▾ Find:

[Get eBill](#) **Utilities *xxxx**
[Close Options](#) | [History](#)

From: SMART PLUS CHECKING

Your Bill (eBill) Next due reminder Automatic payment Account Information	Payee Account	Account number	<input type="text" value="XXXXXXXX"/>
		Confirm account number	<input type="text"/>
		Category (optional)	<input type="text" value="Utilities"/> ▾
	Entergy	Nickname (optional)	<input type="text" value="Utilities"/>
	Address	The address is on file.	
	Phone	<input type="text" value="8003683749"/>	

Not paying this anymore?
[Delete it](#) | [Hide it](#) [Questions?](#) [Don't make changes](#)

close

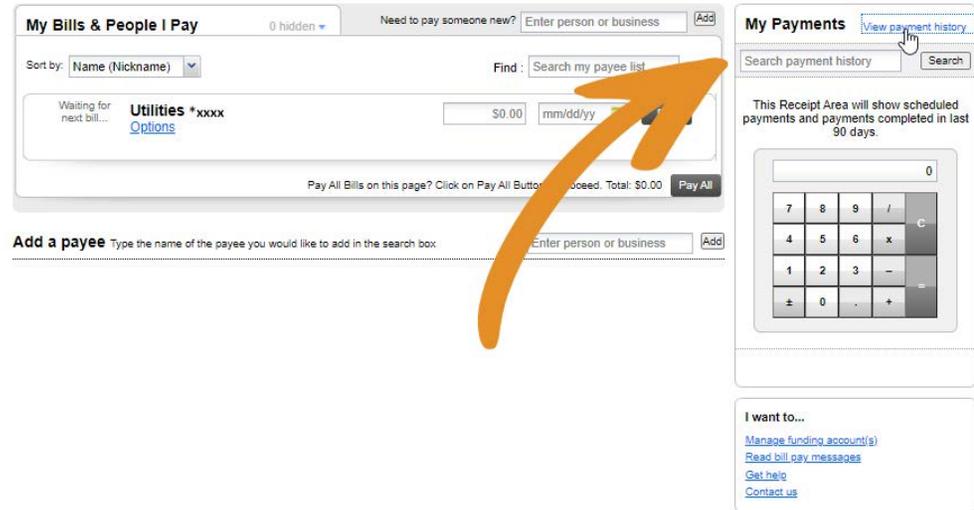
Pay All Bills on this page? Click on Pay All Button to proceed. Total: \$0.00



Add a payee Type the name of the payee you would like to add in the search box:

View Bill Pay history:

- Once you build bill pay history, you can select "View payment history" on the home screen. Bill Pay saves up to 18 months of history.



Manage funding accounts:

- Select "Manage funding accounts" to view and add accounts to fund your bills. From here, you can set a default account, as well as additional payment account options. ****Please note: You cannot make bill payments from a savings account.****

