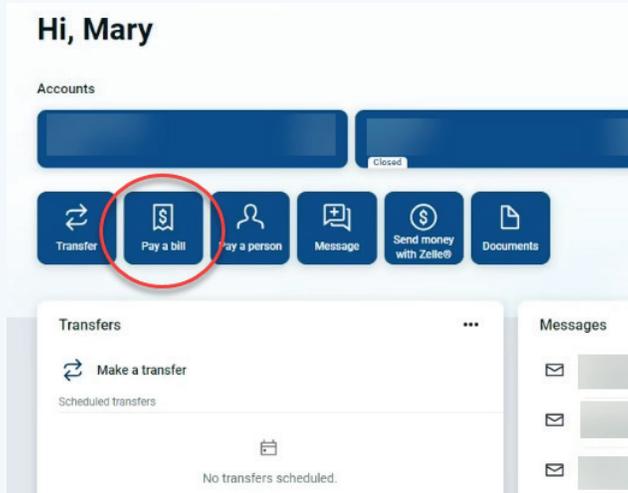


Managing Payments with Bill Pay Dashboard

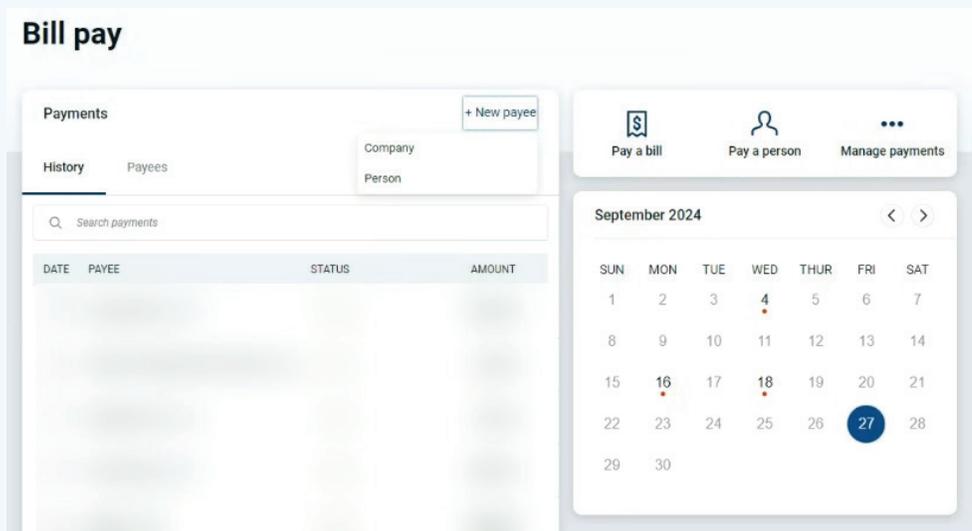
STEP 1.

Select the **Pay a Bill** button on your Dashboard.



STEP 2.

From the Bill Pay screen, you can view your **payment history**, your added **payees**, and your **payment calendar**. From this screen you can also **add new payees**, **pay a bill**, **pay a person**, or **manage your payments**.



STEP 3.

If you choose + **New payee**, you will be asked to select **Company** or **Person**. Then, it will ask for you to provide the information for the company or person you would like to pay (the payee).

The screenshot shows a mobile application interface for adding a bill. At the top, there is a back arrow and the title "Add a bill". Below the title are several input fields: "Payee name" (with a cursor), "Payee nickname (optional)", "Phone number", "Account number", and "Name on bill (optional)". Underneath these is a section titled "Payee address" with fields for "Street line 1", "Street line 2 (optional)", "City", "State", and "Zip". At the bottom center is a blue "Submit" button.

STEP 4.

To make a payment to one of your payees, select **Pay a Bill** and search for the payee you wish to pay.

The screenshot shows the "Pay a bill" screen with the "Single" tab selected. It features a search bar with the placeholder text "Search payees" and a filter icon on the right. Below the search bar, there are two blurred entries, each with a right-pointing chevron.

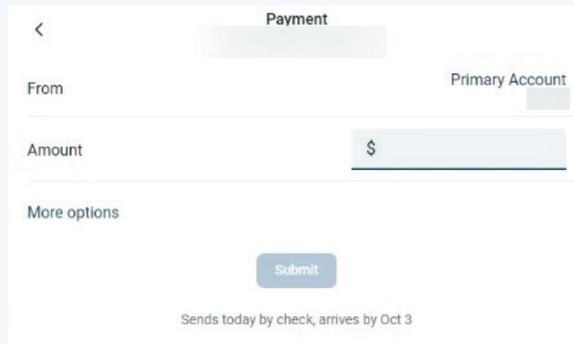
Or you can select Multiple in order to pay make more than one payment at a time.

The screenshot shows the "Pay a bill" screen with the "Multiple" tab selected. It features a search bar with the placeholder text "Search payees" and a filter icon on the right. Below the search bar, there is a list of payees: "Axes Physical Therapy LLC", "Carrington Mortgage Services LLC ...", and "Central Bank". Each payee has a plus sign to its right. On the right side of the screen, there is a summary table for the selected payees:

From	Arrives by	Amount
Primary Account	Oct 17	\$ 0.00
Sends tomorrow		
Primary Account	Oct 11	\$ 0.00
Sends tomorrow		
Primary Account	Oct 11	\$ 0.00

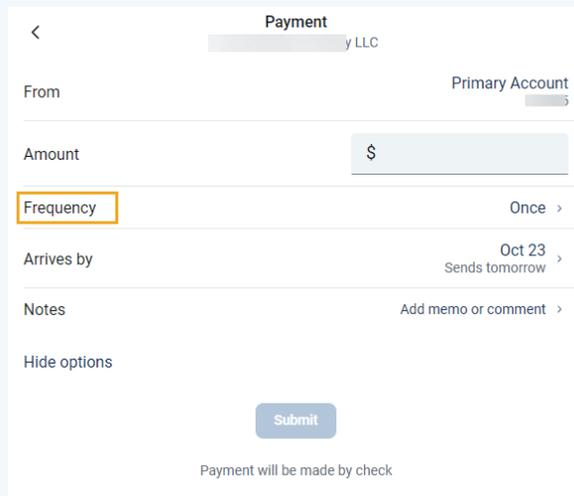
STEP 5.

Select the account you wish to make the payment from and enter the amount you wish to pay.



The screenshot shows a mobile app interface for making a payment. At the top, there's a back arrow and the title 'Payment'. Below that, there's a 'From' field with a dropdown menu currently showing 'Primary Account'. To the right of this field is a 'Primary Account' label. Below the 'From' field is an 'Amount' field with a '\$' symbol and a text input area. Underneath the amount field is a 'More options' link. At the bottom of the screen is a blue 'Submit' button. Below the button, it says 'Sends today by check, arrives by Oct 3'.

If you'd like to set up a recurring payment or otherwise schedule a payment, select the **More options** button. From this subsequent screen you can designate when a payment should be made.



This screenshot shows the 'Payment' screen with the 'More options' menu expanded. The 'From' field is still 'Primary Account'. The 'Amount' field is empty with a '\$' symbol. The 'Frequency' option is highlighted with a yellow box and set to 'Once'. Below it, the 'Arrives by' date is 'Oct 23' with a dropdown arrow, and it says 'Sends tomorrow'. There is a 'Notes' field with a dropdown arrow labeled 'Add memo or comment'. At the bottom is a blue 'Submit' button. Below the button, it says 'Payment will be made by check'.

If you would like to set up a recurring payment, select **Frequency**. This will allow you to select how often you would like the payments to be sent.

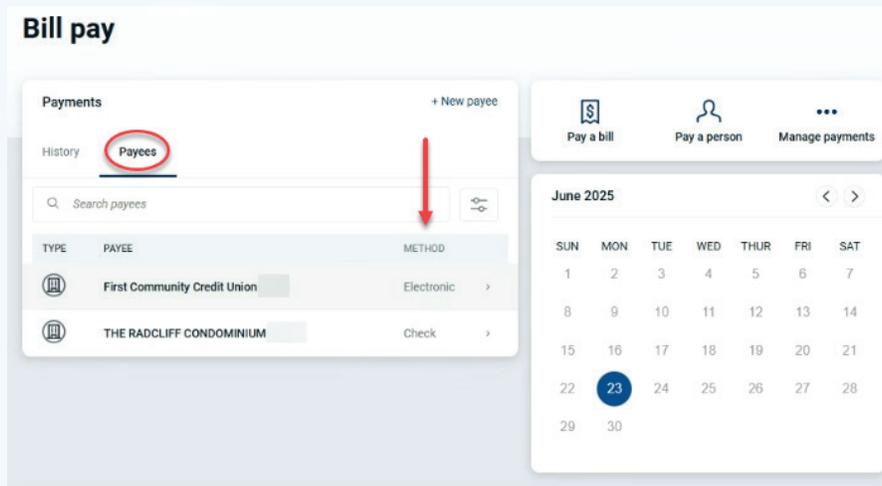


The screenshot shows a 'Frequency' selection screen. At the top, there's a back arrow and the title 'Frequency'. Below that is a list of frequency options: 'Once', 'Weekly', 'Every other week', 'Every four weeks', 'Monthly', 'Every other month', 'Twice monthly', 'Every three months', 'Every six months', and 'Annually'. The 'Once' option is selected, indicated by a blue checkmark to its right.

NOTE:

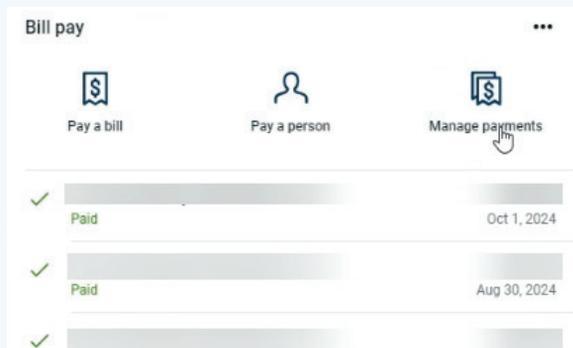
NOTE: Not all payees are able to accept **electronic** payments. For those that cannot, you'll receive a notification when scheduling a payment that a check will instead be sent. Because mailed checks rely on postal delivery, they may arrive **before or after** the estimated delivery date. We recommend scheduling payments to these payees several days in advance to avoid delays.

To see how a payment will be sent, navigate to the **Payees** tab and the method of delivery will be listed beside each payee.

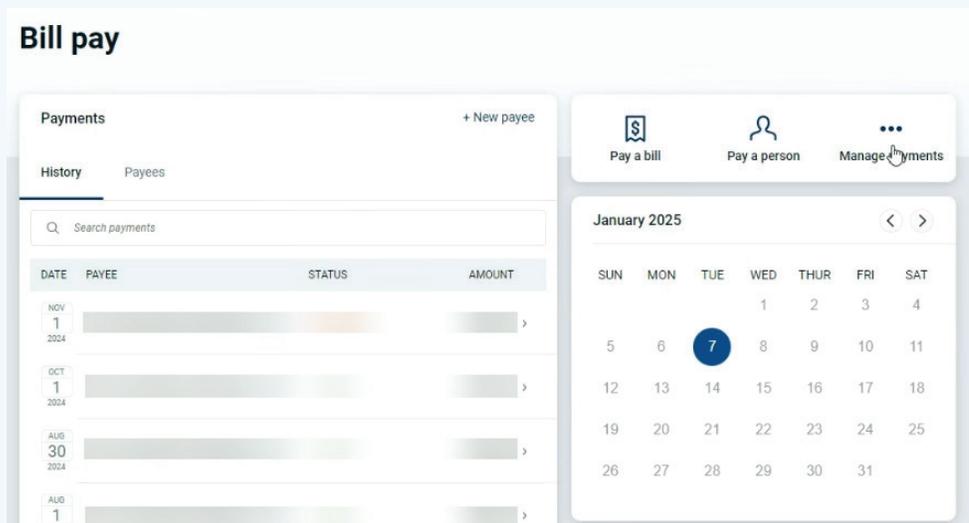


STEP 6. (optional)

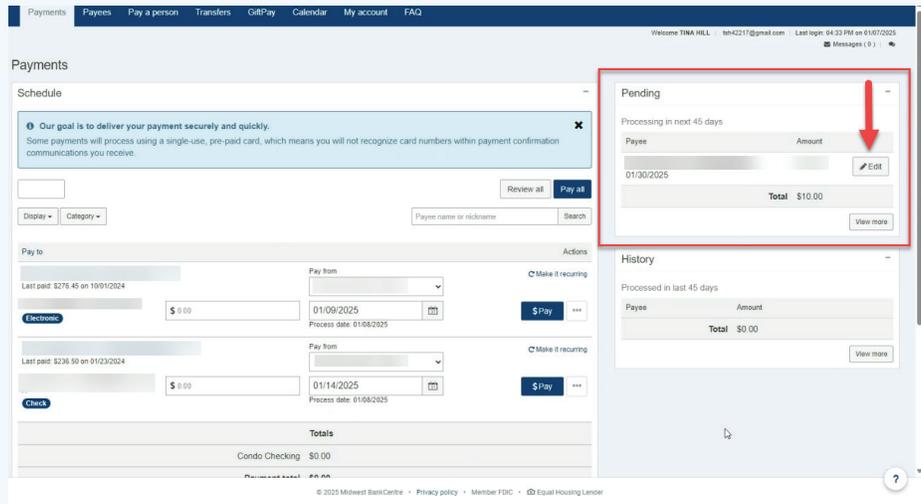
If you would like to edit one of your recurring payments after the fact, you can do so by clicking **Manage Payments** from your Dashboard.



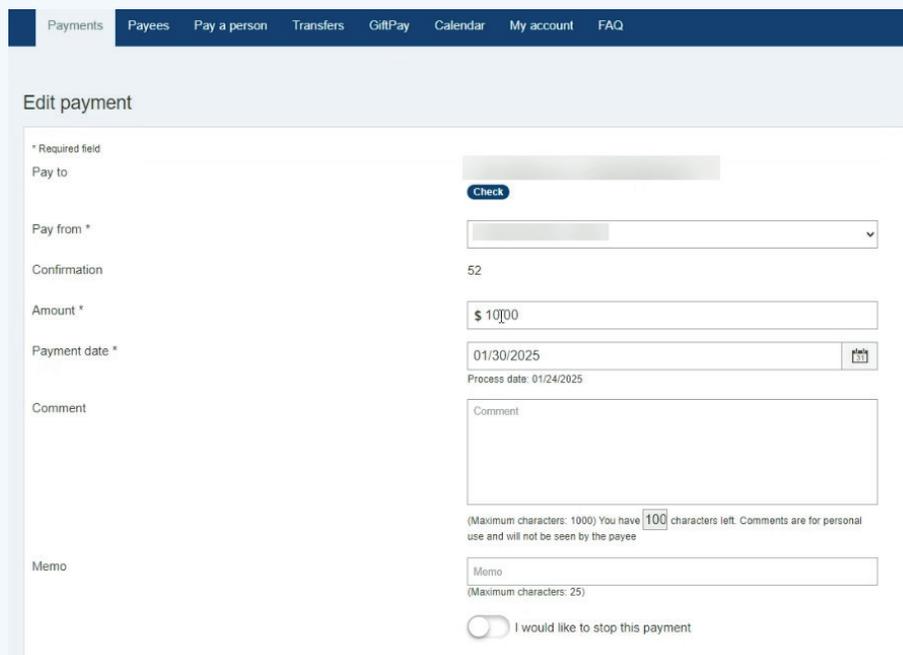
You could also click on **Manage Payments** from the Bill Pay screen.



From the next screen – the Payments tab – you can click **Edit** next to any pending payment you wish to adjust.



This brings up the **Edit Payment** screen, where you can adjust the amount paid, the payee, the account from which a payment is made, or the date of the payment. You can also stop the payment from this screen by toggling the switch at the bottom.



IMPORTANT:

Click the **Submit** button to confirm your changes.