



Bill Pay Instructions

Whomever or whatever you have to pay; Bill Pay can take care of it for you. Set up monthly or recurring payments. Bill Pay is simple, quick and free for any member with a checking account.

How do I sign up for Bill Pay?

To sign up, login to Online Banking, click on **Bill Pay** and complete the quick enrollment process. *An Achieve checking account is required to set up Bill Pay.*

Add Payees (Business or Person)

- Click "New Payee" on the top right.
- Choose who you are paying and fill out the information.
- *When setting up a business payee, make sure to have the bill available.*
- *When setting up a person payee, make sure to have their address available.*

You have the ability to upload an image. This image will appear within your Online Banking dashboard.

Identity verification is required. A verification code can be sent by **text**, **email** or **phone call**. Once verified you will receive an email informing you that your payee was added. You should now see your payee on your Online Banking dashboard under **Payees**.

There are 4 types of payment options:

- Quick: Pick the payee, choose the amount and select the date.
- Multi: Pick multiple payees and make multiple payments at once.
- Classic: Allows you to pick a frequency to set up recurring payments.
- Calendar: Provides a calendar view to pick what date(s) payments should be made.

*Bill Pay history can be viewed by clicking the **History** tab.*

What methods are used to make payments?

Achieve Financial uses two methods to pay a payee: electronic payments or checks. Bill Pay automatically determines whether a payment is sent electronically or by check, based on whether the payee accepts electronic payments and other guidelines. ***(Rush and expedited payments are available for an extra fee).***

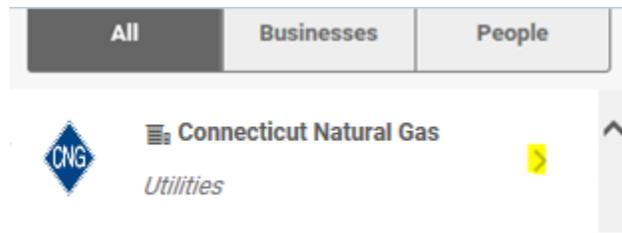
eBills

An eBill is an electronic version of a paper bill that you can view and pay online. Instead of being sent to your home mailbox, eBills are delivered to your Online Banking account. eBill payment options are available from hundreds of companies, including utilities, insurance services, and credit card providers. Not all payees are eligible for eBills.

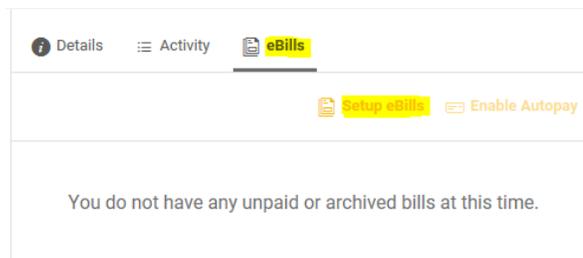
Link eBills to your Achieve Financial checking account and manage all your bill payments quickly and securely in one convenient location.

How to set up eBills

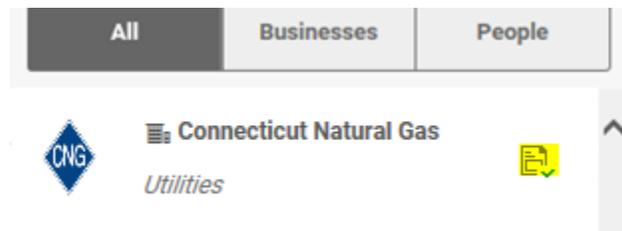
- Login to Online Banking and select the **Bill Pay** widget.
- Click the **Payee** button on the top right.
- If your payee accepts eBills, you will see an arrow. Click the **Arrow** to set up eBills.



- Click **eBills** and then **Setup eBills**. Follow the prompts.



- Once the payee has accepted your eBill request, you will see a green check mark next to the payees name. *(This could take a couple of days).*



For assistance, please contact the Call Center during regular business hours at **860-828-2790, Option 5**.