AMERICA'S CHRISTIAN
CREDIT UNION

Bill Pay Guide

Bill Pay

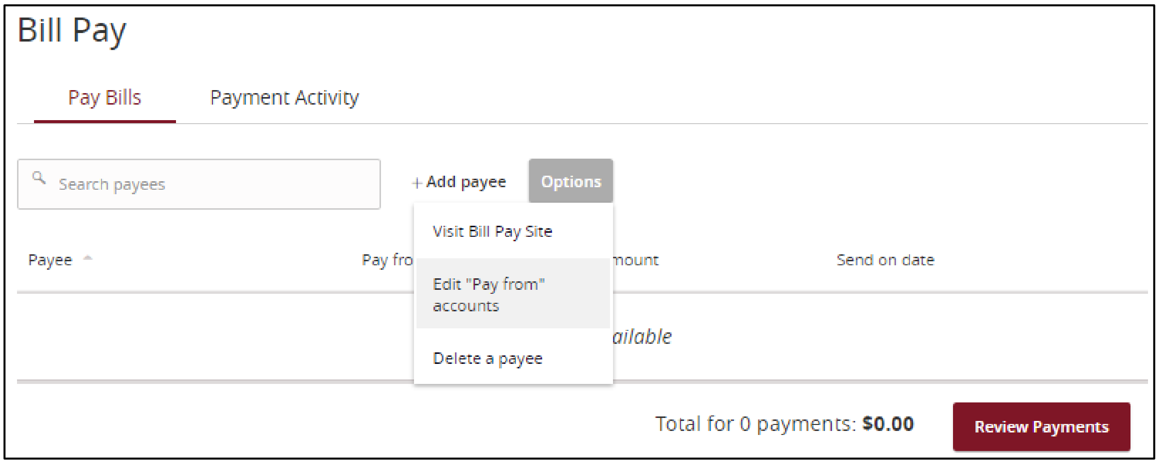
Bill Pay allows you to make bill payments and send funds to a person, vendor or Organization.

- Bill pay will send the funds via check by mail or electronic transfer. ACCU does not determine how the funds will be sent, this depends on how the person, vendor or organization receives bill payment funds
- Bill payments sent via check by mail can take a few days to a week to be received by the payee
- Bill payments sent via electronic transfer can take a few days to be received by the payee
- *Only Checking Accounts can be used for Bill Pay*

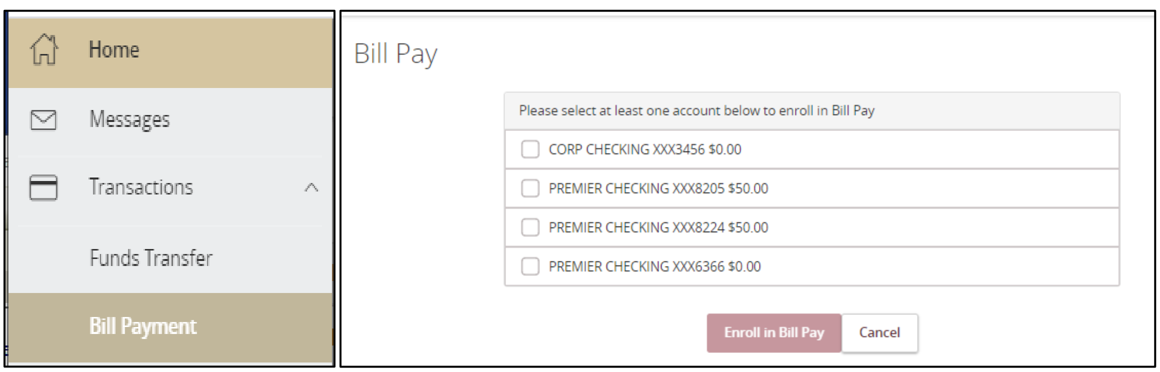
Bill Payment

To get started you will first need to enroll by selecting the accounts you would like to use for Bill Pay.

Select Options and Edit "Pay from" accounts



Select the accounts you would like to use for Bill Pay



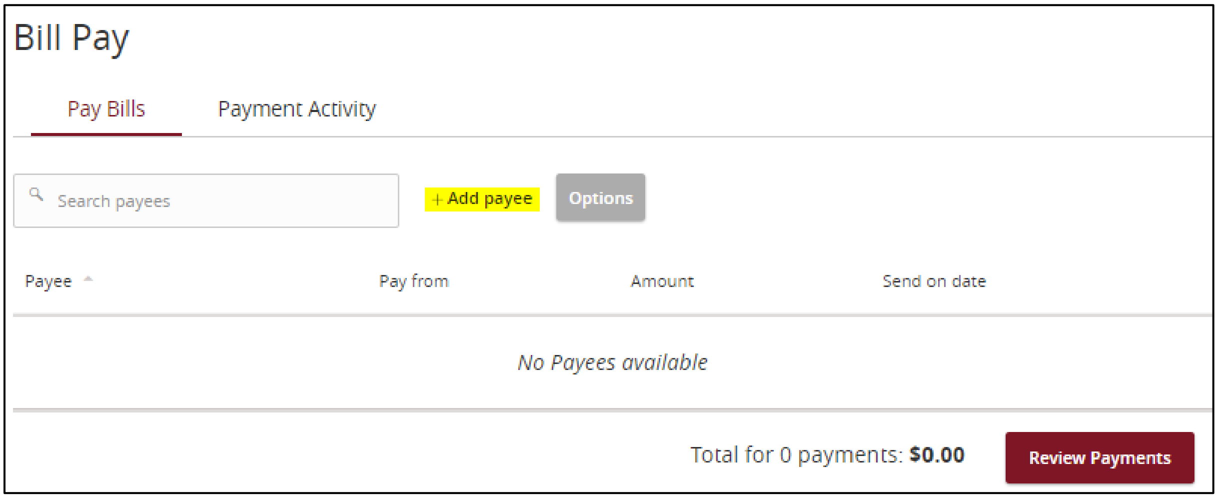
Now that you are enrolled you can add payees.

Pay Bills tab

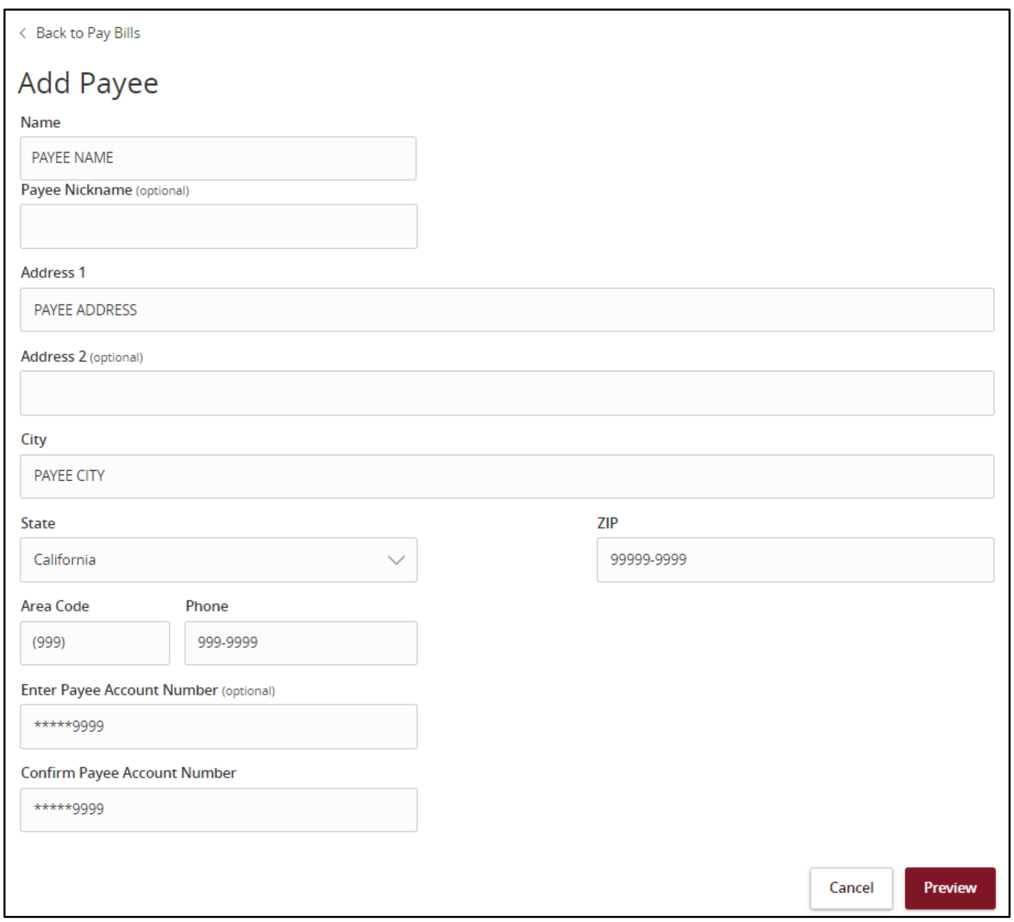
This is where you can set up bill payees and send payments

Add Payee

1. Click “Add Payee” and input all the payee’s information.



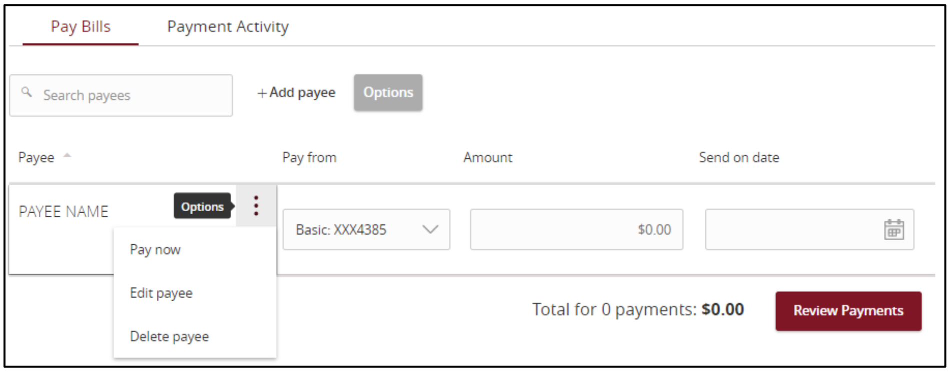
- **Name:** Payee's full name
- **Payee Nickname:** This will only show for this payee in your Online Banking
- **Address:** Mailing address
- **Phone:** Payee's phone number
- **Account Number:** Payee's account number at their financial institution



2. Click Preview, check all information and click Save Payee. This payee is now saved for later.

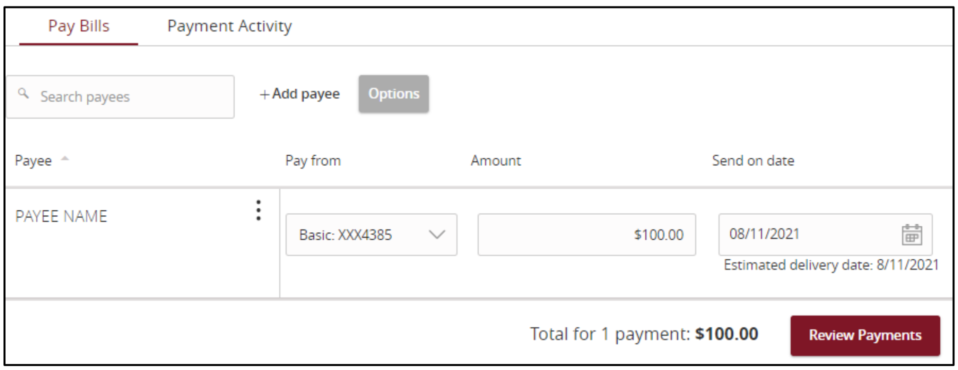
Edit/Delete Payee

If you need to edit or delete the payee click on the three verticals dots

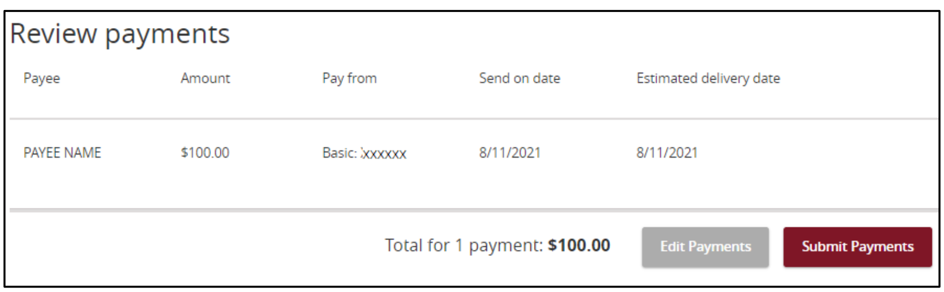


Review and Submit Payments

Input the amount and date you would like the payment to be sent, click Review Payments

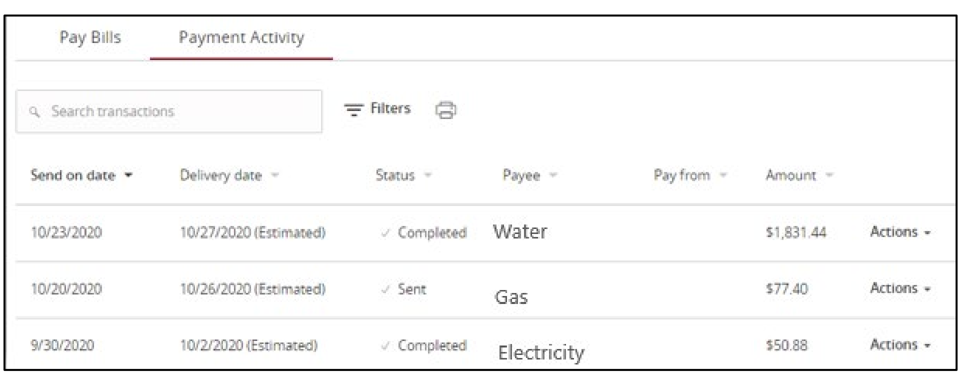


Review your payment before submitting then click Submit Payments.



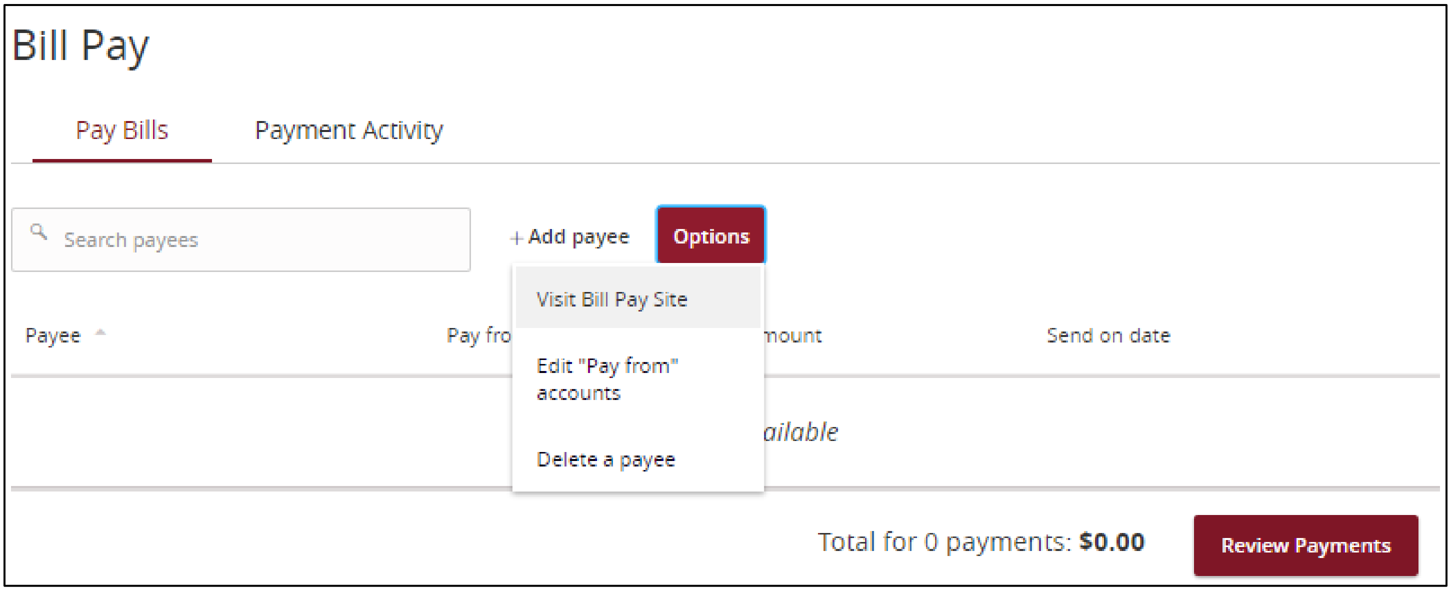
Payment Activity tab

This will show you past payment history. You can also cancel a payment you have setup. To do this, select the payment you wish to cancel, then click on “Actions” and select Cancel.

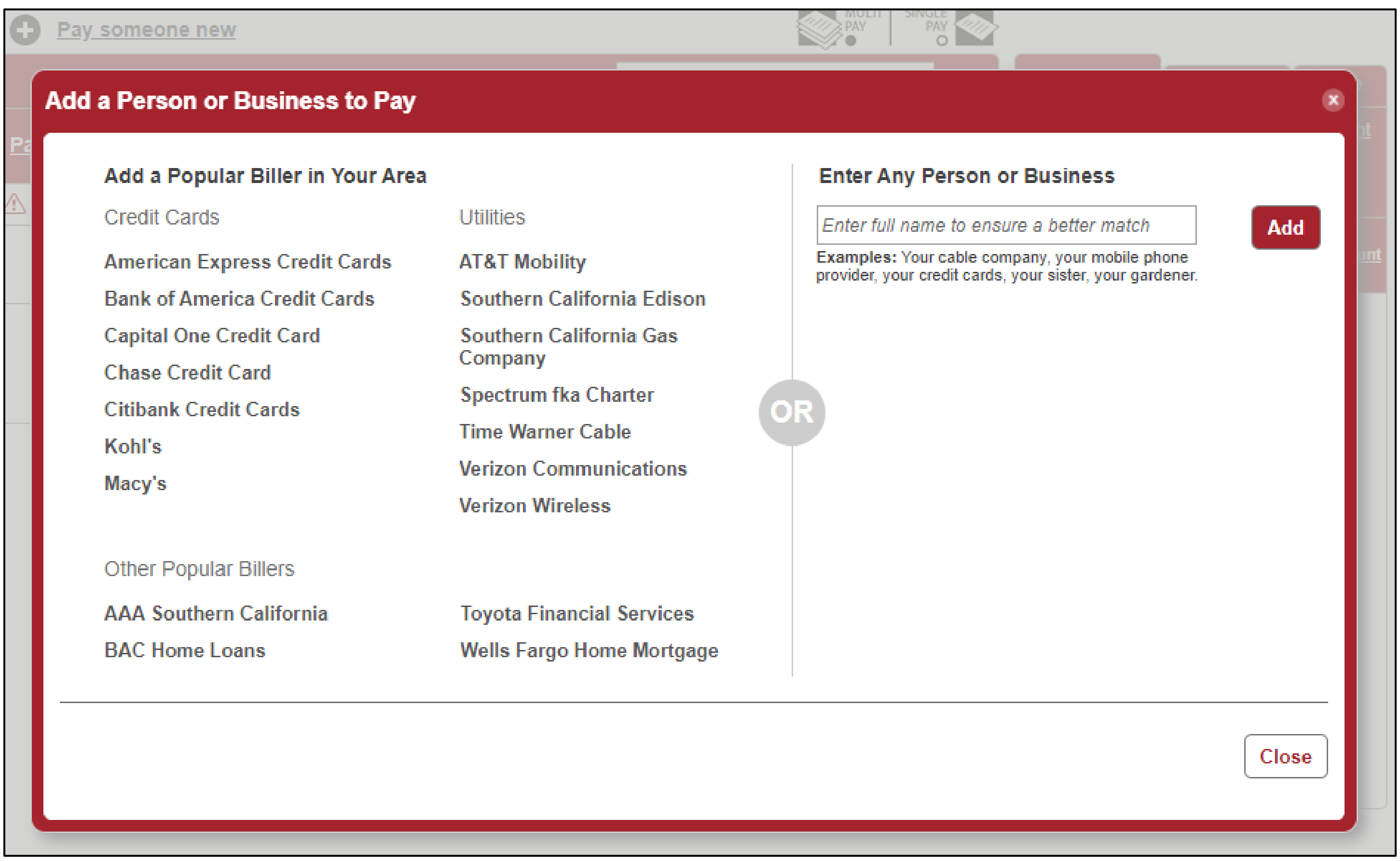


Advances Bill Pay Site

Want to expedite a bill pay or create advanced settings for your bill payment? If so, select Options and Visit Bill Pay Site



You will be given the option to use already popular billers or lookup a popular biller or person that Bill Pay may already have in their system.



__Advanced Settings__

Need to pay it faster: Expedite your payment

Set up auto-pay: Setup this payment to be automatic

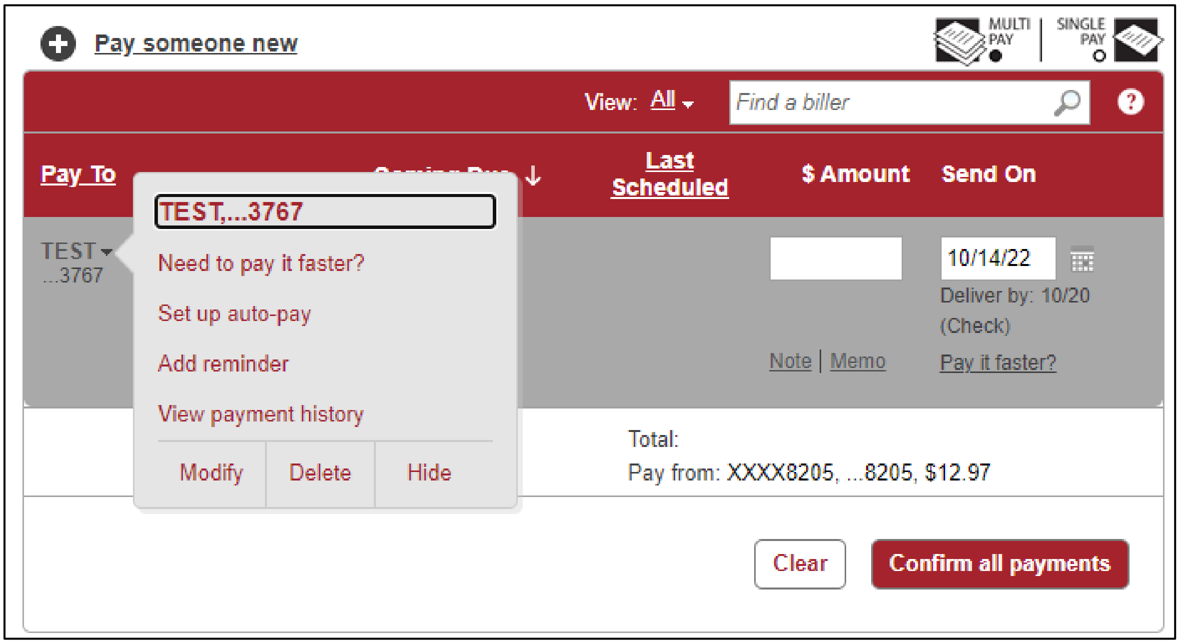
Add reminder: Setup a reminder that a payment needs to be made

View payment history: View past payment history for this payee

Modify: Modify the payee

Hide: Hide this payee

Delete: Delete this payee



Activity: View upcoming payments that you have setup

History: View previous payments that you have setup

More: Organize your payments and alerts

- **Reports**: Create reports to filter through unpaid and paid payments
- **Balance Worksheet**: Forecast your balance
- **Alert Preferences**: Setup activity alerts
- **Add/Modify Categories**: Create categories to organize your payees
- **Funding Accounts**: Accounts you use for bill payments