

NetTeller® Bill Payment Guide



Accessing BillPay

- 1 Go to First Brandon's web site at: www.firstbrandon.com and click on the NetTeller Online Banking Log In link.

- 2 Enter your NetTeller® ID & Password in the appropriate fields and click Submit.

- 3 Click on 'Bill Payment' tab. 

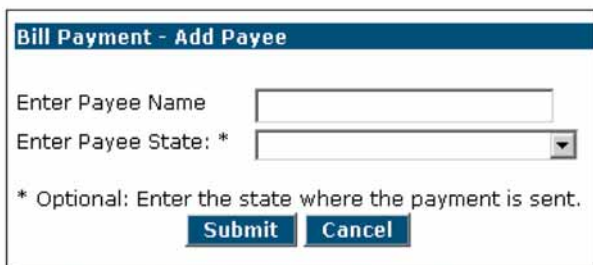
- 4 Enter your BillPay PIN in the appropriate field and click submit. *Initial BillPay PIN is the last 4 digits of your Social Security Number. You will be required to change your PIN the first time you log in to BillPay.*

Add New Payee

- 1 To add a new payee (merchant who will be receiving your payment) select 'Payees' option in the Bill Payment menu and click 'Add Payee'.



- 2 Enter payee's name and state and click 'Submit' to automatically search electronic payee database. If the payee is located in the database your electronic payment will take 3 to 5 days to be received. If it is not, a check payment will be issued instead (payment takes 8 to 10 days to be received).



- 3 Copy the information exactly as it appears on your bill. You may enter 'Payee Alias' (example: "Tommy's Daycare" or "My Phone Bill") for your convenience.

When done click 'Submit'.



- 4 To view or change payee information click on 'Payees' option in the Bill Payment menu.

Payee	Account Number	Type	Status	Edit	Delete
CAR LOAN	6781234501	Check	Active	Edit	Delete
CELL PHONE	12345678912	Check	Active	Edit	Delete
ELECTRIC BILL	123456789	Check	Active	Edit	Delete
PHONE	89123456702	Electronic	Active	Edit	Delete
TOMMY'S DAYCARE	912345678	Check	Active	Edit	Delete

Transfer Between Accounts

- 1 Schedule electronic payments a minimum of 3 business days in advance of the due date. Paper payments must be scheduled at least 8 business days in advance of the due date.
- 2 To schedule payment select 'Add Payment' option in the Bill Payment menu.
- 3 Select a payee from the drop down menu and enter payment amount.
- 4 Select the payment frequency: one-time or recurring (weekly, bi-weekly, monthly, semi-monthly, quarterly etc.). If your recurring payment is variable (different amount every billing cycle) select 'Variable Payment' option. Note: If this option is selected the payment amount will be reset to zero after each payment and new amount needs to be entered prior to next due date.

Enter start date, which is the date payment will be sent and click 'Submit' to continue.

Once a payment has been submitted, the "Scheduled Payments" screen will appear displaying payment details along with a confirmation number.

Quick Payment

- 1 Quick Payment option requires less information to be completed in order to send a payment, making it faster and more convenient for you. To send a quick payment select 'Quick Payment' option in the Bill Payment menu.

- 2 Select the bills you would like to pay.

- 3 Choose a date when you would like the payment to go out. Be sure to schedule electronic payments a minimum of 3 business days in advance of the due date. Paper payments must be scheduled at least 8 business days in advance of the due date.
- 4 Enter payment amount and click 'Submit'.

Once a payment has been submitted, the "Scheduled Payments" screen will appear displaying payment details along with a confirmation number.

Delete or Edit Payment

Click 'Main' option of the Bill Payment menu to see a list of all payments scheduled. Depending on the action desired, click on the "Edit" or "Delete" links and follow the options included for both items.

Status	Date	Payee	Frequency	Type	Account	Amount			
<input checked="" type="checkbox"/> Active	11/15/2005	CELL PHONE	One-Time	Check	Checking	49.50	View	Edit	Delete
						Day Total	49.50		
<input checked="" type="checkbox"/> Active	11/18/2005	ELECTRIC BILL	One-Time	Check	Checking	102.96	View	Edit	Delete
						Day Total	102.96		
						Grand Total	152.46		

Payment History

Click 'History' option of the Bill Payment menu to view bill payments you have made in the past. Select a date range under 'View Payment History For:' drop down menu. You may also select how you'd like to view the report, either sorted by date or by payee name. Click "Submit" to continue.

