

Bill Payment Guide

www.FSBMiddlebury.com
574.825.2166

FIRST STATE *Bank*
HOMETOWN VALUES.

Accessing Bill Payment

Visit www.FSBMiddlebury.com and choose Online Banking.

Enter your ID & Password in the appropriate fields and click Submit.

Select **Bill Payment** from the Menu Bar.

Selecting Accounts for Bill Pay

The first time you use Bill Pay, the system will prompt you to choose the accounts from which you want to pay bills. You may add any of the checking accounts tied to your NetTeller ID. *some account types may be subject to additional per transaction fees.

Accept the Enrollment/Transactions fees to complete the enrollment process.

You may also choose the starting number of checks submitted in Bill Payment.

Adding Electronic Payees

Click the **Add Payee** button to the right, then enter the name of the Company or Person you want to pay. The State field is optional. Click Submit to search for any Electronic Payee matches.

Complete the remaining fields to set up the payee. Enter an Alias to create a nickname for this payee (optional). The Account Number and Address fields are required.

Payee	Account Number	Type	Status	
COMPANY NAME	123456789012345678	Electronic	Active	Edit Delete

Payees display on the Payees Page of Bill Payment.

Middlebury
111 S. Main
574.825.2166

Goshen
1820 Greencroft Dr.
574.533.8459

Goshen
201 N. Main
574.533.8277

Elkhart
1515 Cobblestone Blvd.
574.266.2888

Elkhart
200 NIBCO Pkwy.
574.294.5025

Mishawaka
4101 Edison Lakes Pkwy
574.807.8256

www.FSBmiddlebury.com

Adding Check Payees

Click the **Add Payee** button to the right, then enter the name of the Company or Person you want to pay. The State field is optional. Click Submit to search for any Electronic Payee matches.

COMPANY NAME 123456789012345678 Electronic Active Edit Delete

If the Payee was not available for Electronic Payment, Click the Add Check Payee button displayed on the screen.

Complete the remaining fields to set up the Payee. *The Payee Name will appear on the Pay to the Order Of line of any checks sent to this payee.

The Account Number and Address fields are required. If you do not have an account number for the payee, enter n/a.

Payee	Account Number	Type	Status
COMPANY NAME	123456789012345678	Electronic	Active
MY PAYEE	n/a	Check	Active

Payees display on the Payees Page of Bill Payment.

Adding Payments

There are two ways to add payments:

Add Payment

Click **Add Payment** from the Bill Pay menu.

Choose the **Pay From Account**, as well as the **Payee**.

Enter the **Amount** of the payment and any **Memo** comments (memo is optional and only displays on payments made by check).

The **Frequency** is how often you want the bill paid. For one time payments, it is quicker to use the Quick Payment option.

The **Payment Date** is the date the payment should be sent to the payee. *Allow 2-3 business days for Electronic Payees to receive their payment, and 5-7 days for Check Payees.

For recurring payments, choose when you want the last payment made (Expiration Date).

Quick Payment

Click **Quick Payment** from the Bill Pay menu.

Select the Payee(s) you want to send a payment to and click Submit.

Select the Payment Date, Account, and Payment Amount for each payment.

Payments added will display on the Main Page of Bill Payment.

Viewing History

Select **History** from the Bill Pay menu. The default amount of history will display. *to change the default setting, choose Options - Display Options.

Use the drop down menu to change the amount of history displayed.

Choosing **Search Payment History** will allow you to search by Payee, Payment Date and Dollar Amount.

Payee	Status	Chk #/Elec. Ref.	Processed	Confirmation #	Amount
MY PAYEE	Processed	4000000000	07/29/2005	90013	\$10.00

Bill Payment history is available for 19 months.