

Bill Pay – CheckFree RXP

The Payment Center is your Bill Pay Dashboard

- Quickly add your bills
- Pay a company or person
- Manage your contacts
- View your activity
- Set up reminders
- Set up Automatic payments
- Set Up Recurring payments
- Activate and manage eBills

The screenshot displays the Payment Center interface for George Washington on Wednesday, May 26, 2021. The main navigation bar includes links for Payment Center, Activity, Send Money with Zelle, Transfer Money, Accounts, My Profile, and Help Center. A prominent red banner at the top left says "Send Money". Below it, there are links for "Quick eBill Activation", "Organize My List", and "Add A Company Or Person".

The central area is divided into sections: "Household" and "Personal". Under "Household", there are entries for American Energy, Federal Electric, and Super Financial, each with a dropdown menu for account selection and buttons for "Activity", "Reminders", "AutoPay", and "Bills". A "DUE JUN 09 for \$125.24" notification is shown for the Federal Electric bill. Under "Personal", there are entries for National Credit and Telecom, also with similar controls and a "DUE JUN 10 for \$158.19" notification for the Telecom bill.

On the right side, there are three summary tables:

- Bills Due:** A table listing bills with columns for bill name, amount, and due date. Total amount due is \$599.07.
- Pending Payments:** A table listing pending payments with columns for bill name, amount, and date. Total pending is \$896.53.
- Recent Payments:** A table listing recent payments with columns for bill name, amount, and date. Total recent is \$174.12.

At the bottom right, there is a "Send Money" button.

Easily Activate eBills from the Bill Pay Dashboard

1. Locate the **Payment Center**
2. Click the **Quick eBill Activation** link
3. Click **Get My Bill Here**
4. Accept the [Terms & Conditions](#)
5. **Submit**

The screenshot displays the 'Payment Center' dashboard for George Washington on Wednesday, May 26, 2021. The 'Send Money' section is highlighted in red. A red arrow points to the 'Quick eBill Activation' link. Below this, a list of bills is shown, including American Energy, Federal Electric, and Telecom. An inset window titled 'Get Your Bill at the Payment Center' is open, showing a list of bills with a 'Get My Bill Here' button for each. The dialog box also includes a checkbox for 'I have read and agree to the biller's Terms & Conditions' and a 'Submit' button.

Bills Due		
National Credit *98765	\$168.22	06-01-21
Mobile Ultra *51217	\$81.12	06-08-21
Federal Electric *78965	\$66.30	06-08-21
American Energy *78965	\$125.24	06-09-21
Telecom *61812	\$158.19	06-10-21
Total	\$599.07	

Bill Pay: Adding a Bill

Step 1 ▶

Have your bill handy!

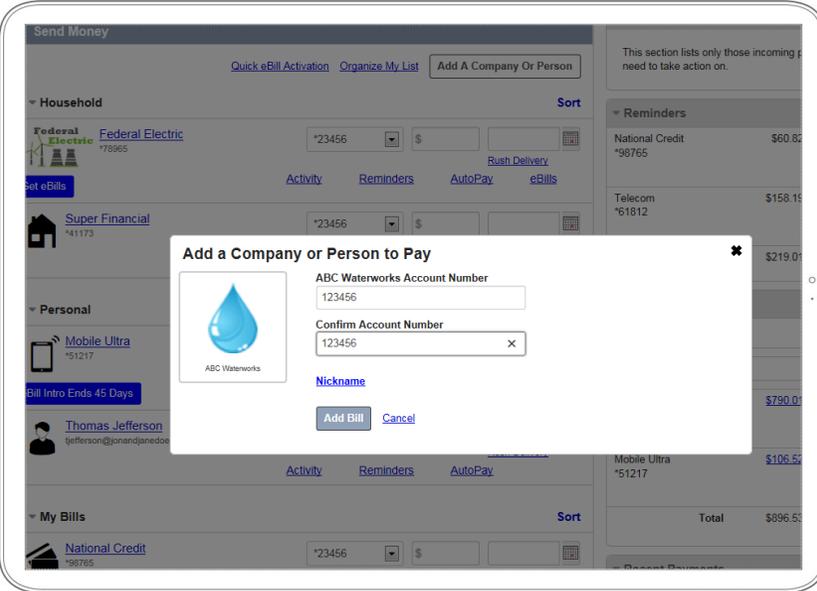
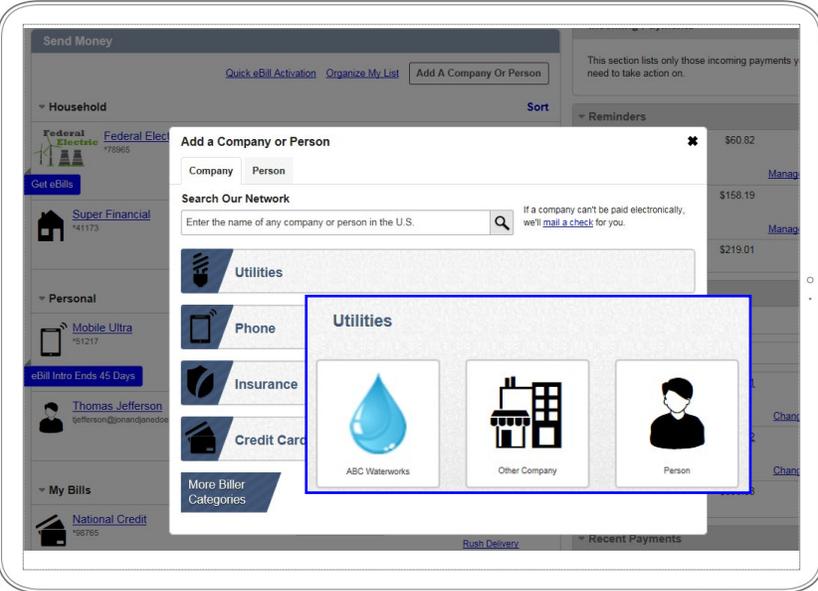
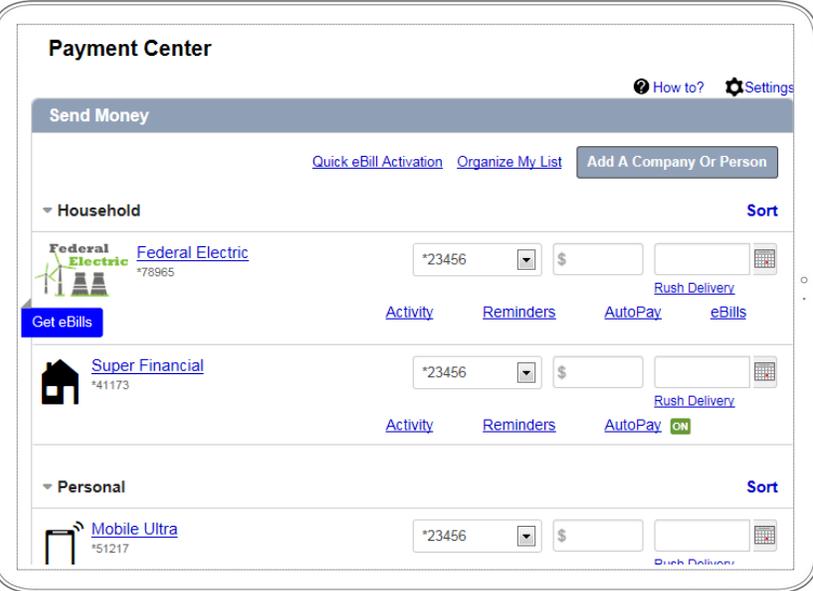
From your Payment Center, click on the **Add a Company or Person** button.

Step 2 ▶

You can search for a company by entering the name or select the category and browse for your company's icon.

Step 3 ▶

Enter your account information. Give your new biller a nickname so that you can find it easily in the future. Click **Add Bill**.



If your company is not in the provided list, select the **Other Company** icon and follow the prompts to enter your biller's information.

Note: When you return to the Payment Center, you will find your new Company in your biller list.

Bill Pay: Adding a Bill

Step 4 ►

Locate your new Biller in the Payment Center. Enter the amount to be paid, select the date for your payment to arrive and click **Send Money**.

Review your bill information and **Submit Payment**. Next, you will receive a payment confirmation.

The screenshot displays a user interface for bill payment. At the top, the user's name 'Thomas Jefferson' and email 'tjefferson@jonandjanedoe.com' are shown. Below this, there are input fields for account number (*23456), amount (\$), and date. A 'Rush Delivery' link is present. The main section is titled 'My Bills' and contains three bill entries:

- National Credit** (Account: *98765): DUE JUN 11 for \$60.82. Includes links for Activity, Reminders, AutoPay, and eBills (ON).
- Telecom** (Account: *61812): DUE JUN 21 for \$158.19. Includes links for Activity, Reminders, AutoPay, and eBills (ON).
- ABC Waterworks** (Account: *44477): Includes links for Activity, Reminders, and AutoPay.

At the bottom, there is a checkbox for 'Always show Send Money', a 'Total: \$125.00' label, and a 'Send Money' button.

Note: You can change the amount date due or cancel the payment up until the payment is processed.

Bill Pay: Paying a Bill

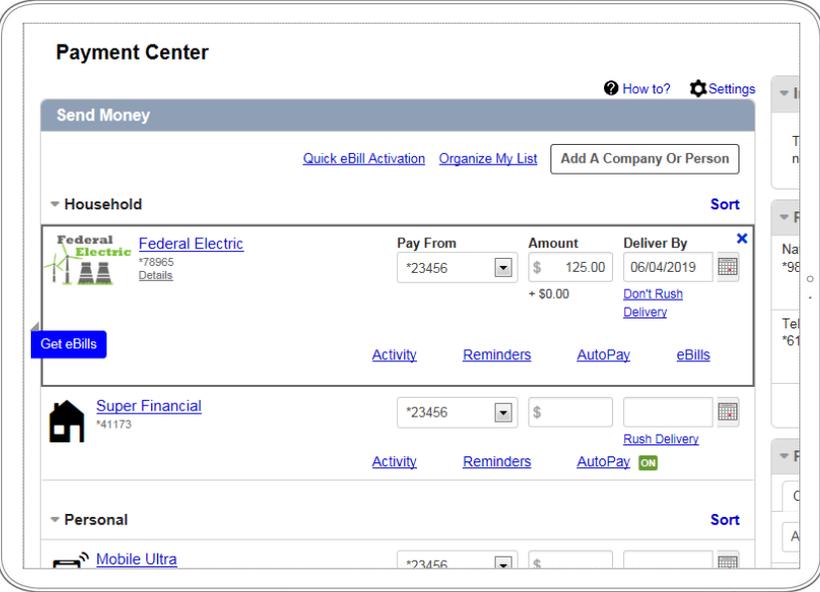
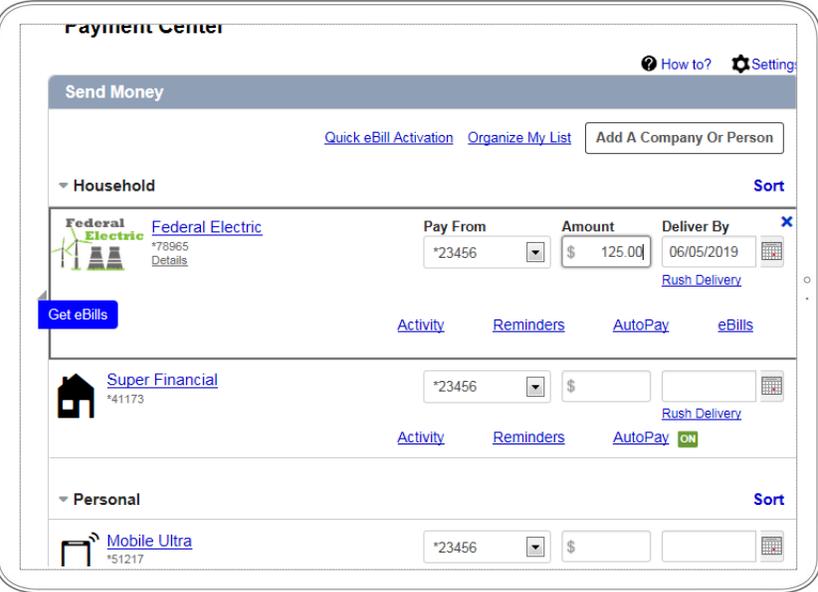
Step 1 ▶

Paying bills is as easy. Locate the biller, enter the **Amount** due and select your **Deliver By** date.

Step 2 ▶

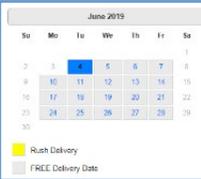
If you need your payment made quicker, you can choose the **Rush Delivery** link and the next day will be entered into the **Deliver By** field.

The link will change to Don't Rush Delivery, click cancel Rush Delivery.



Note: The earliest standard delivery is added automatically.

Note: You can also select the **Rush Delivery** option by clicking the highlighted date within the expanded calendar.



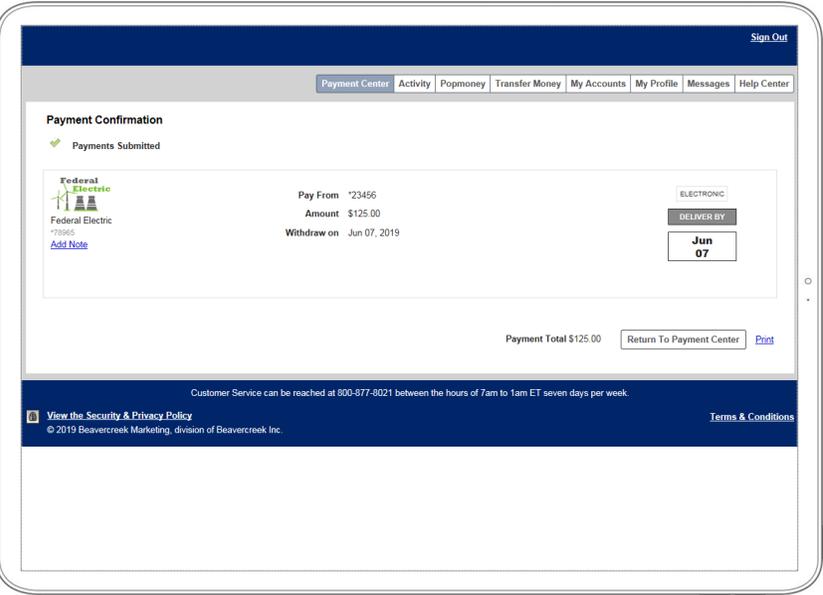
Bill Pay: Paying a Bill

Step 4 ▶

Once you enter the amount to be paid, select the date for your payment to arrive, click **Send Money**.

Send Money

Review your bill information and **Submit Payment**. Next, you will receive a payment confirmation.



Note: You can easily change the amount date due or cancel the payment from the **Pending Payments** section up until the payment is processed.

▼ Incoming Payments

This section lists only those incoming payments you need to take action on.

▼ Reminders

National Credit *98765	\$60.82	06-11-19	Manage Dismiss
Telecom *61812	\$158.19	06-21-19	Manage Dismiss
Total	\$219.01		

▼ Pending Payments

Outgoing Incoming

All Accounts

Super Financial *41173	\$790.01	06-11-19	Change Cancel
Mobile Ultra *51217			Cancel this payment Stop AutoPay series
Federal Electric *78965	\$125.00	06-07-19	Change Cancel
Total	\$1,021.53		

▼ Recent Payments

Outgoing Incoming

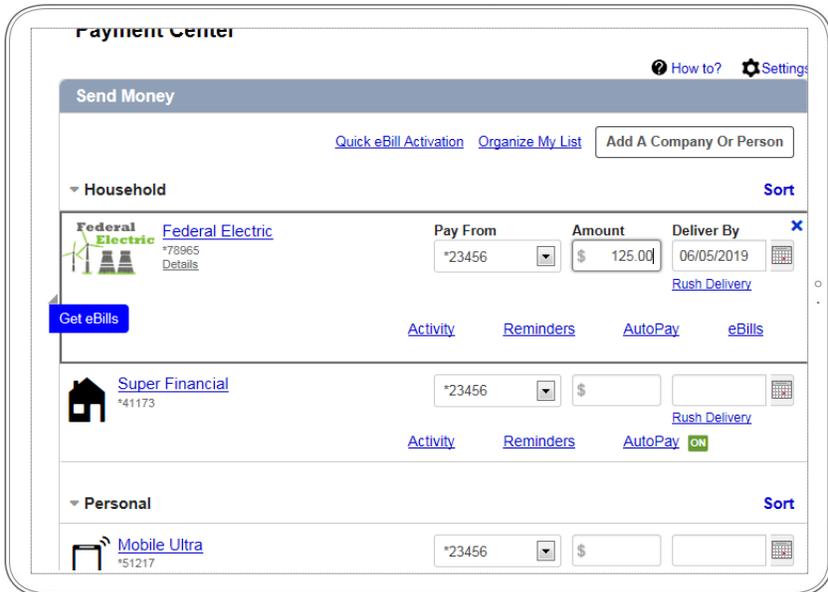
All Accounts

Federal Electric *78965	\$125.00	06-06-19	
Total	\$125.00		

Bill Pay: Making a Rush Payment

Step 1 ▶

Paying bills is as easy. Locate the biller, enter the **Amount** due and select your **Deliver By** date.

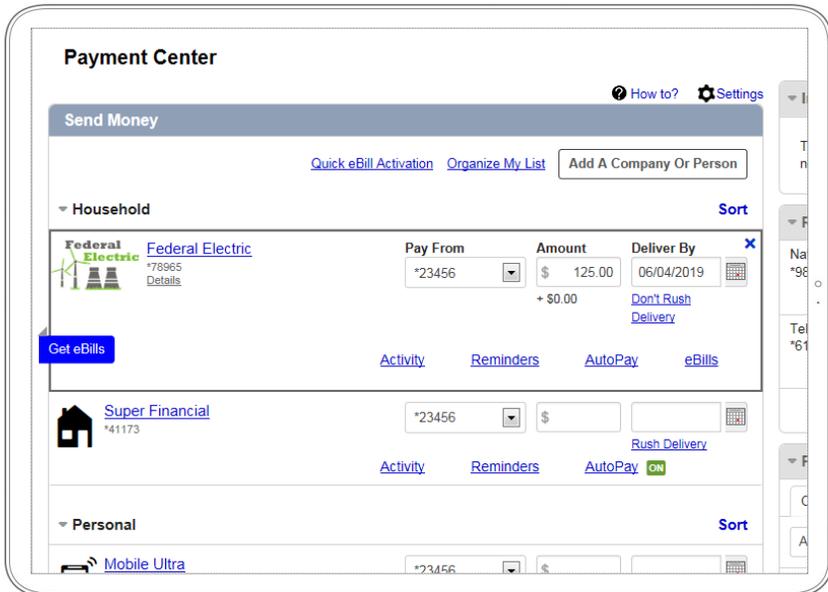


Note: The earliest standard delivery is added automatically.

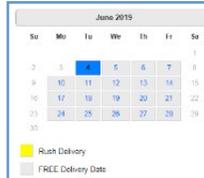
Step 2 ▶

If you need your payment made quicker, you can choose the **Rush Delivery** link and the next day will be entered into the **Deliver By** field.

The link will change to Don't Rush Delivery, click cancel Rush Delivery.



Note: You can also select the **Rush Delivery** option by clicking the highlighted date within the expanded calendar.

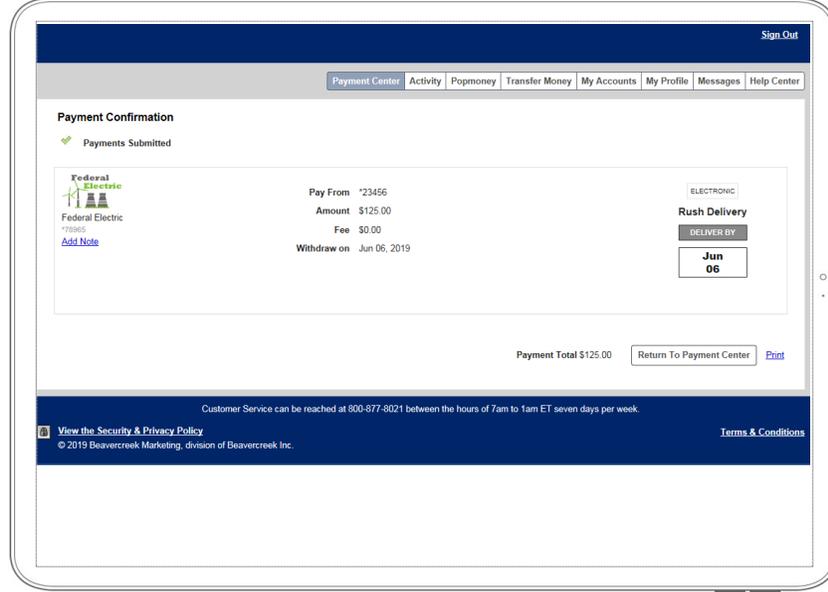


Step 3 ▶

Once you enter the amount to be paid, select the date for your payment to arrive, click **Send Money**.



Review your bill information and **Submit Payment**. Next, you will receive a payment confirmation.



Note: You can change the amount date due or cancel the payment up until the payment is processed.

Bill Pay: Request an eBill

Step 1 ▶

More and more billers offer the eBill option. eBills are electronic statements that you request and will arrive directly in your Payment Center each month.

With eBills, you can receive, pay, print, file your bills each month all without visiting a mailbox!

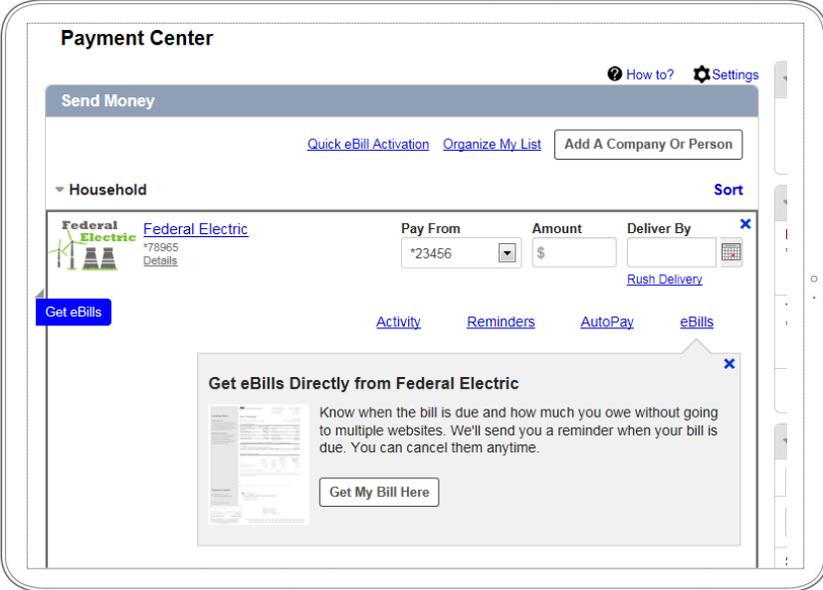
Step 2 ▶

eBills are easy to set up. Provide the verification information that your biller requires, accept the Terms and Conditions and click **Add**.

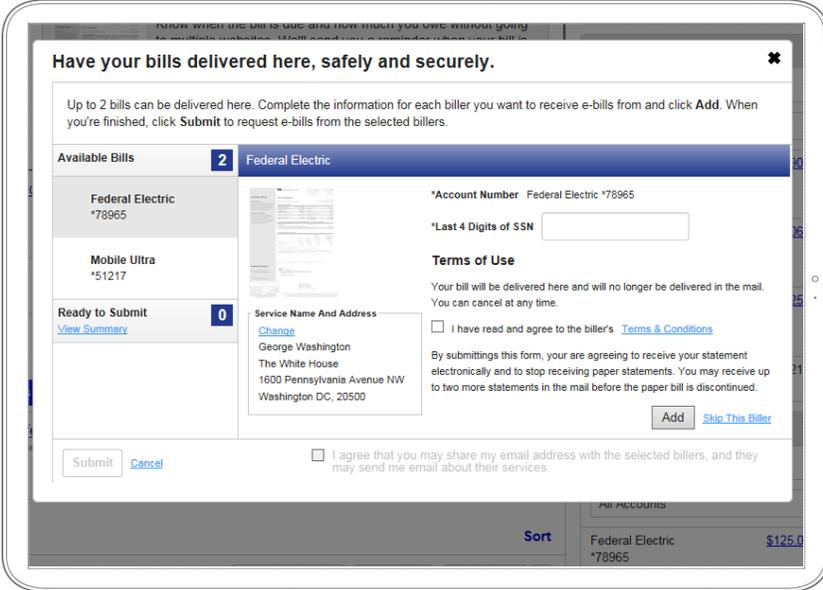
Other available eBills will display; you may request all of them at the same time.

Step 3 ▶

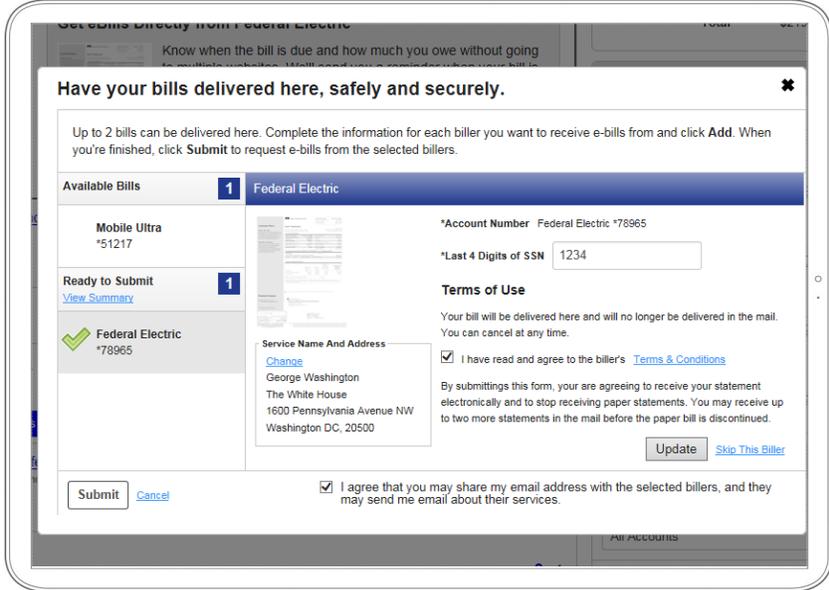
Review your information and **Submit**.



If your biller offers eBills (electronic statements), you will see the **Get My eBill Here** link. Click on the link or click on the **Get eBills** flag.



Note: Depending on the biller, it may take one or two billing cycles to show up in your Payment Center.

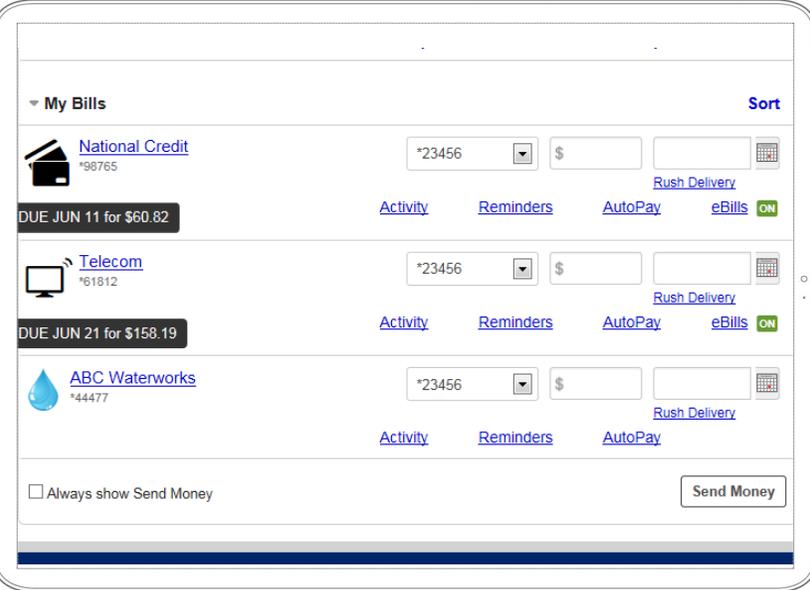


Bill Pay: Pay an eBill

Step 1 ▶

Once your eBill is activated, a small ON icon will display next to the eBill link in your Biller's listing. When your bill is ready, you will see the DUE date and amount flag display.

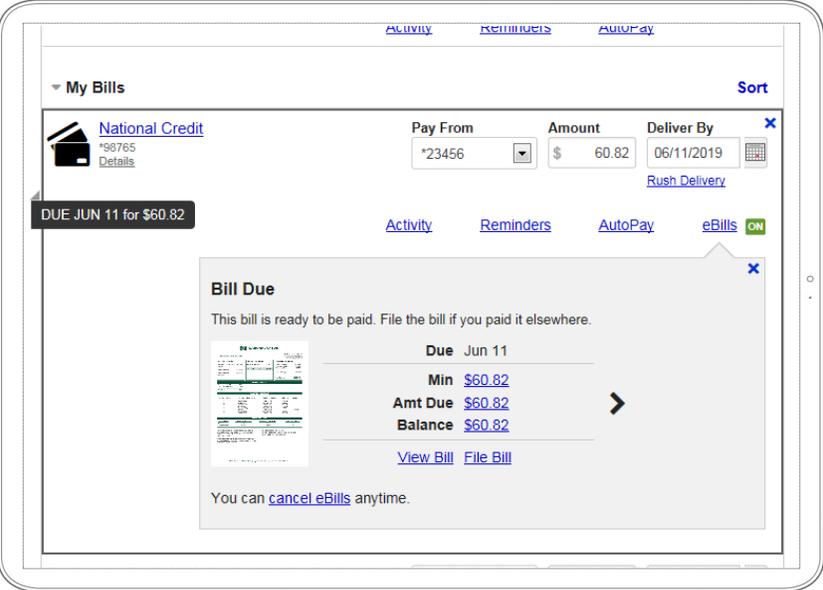
Simply click the **eBill** link next to the ON icon.



Step 2 ▶

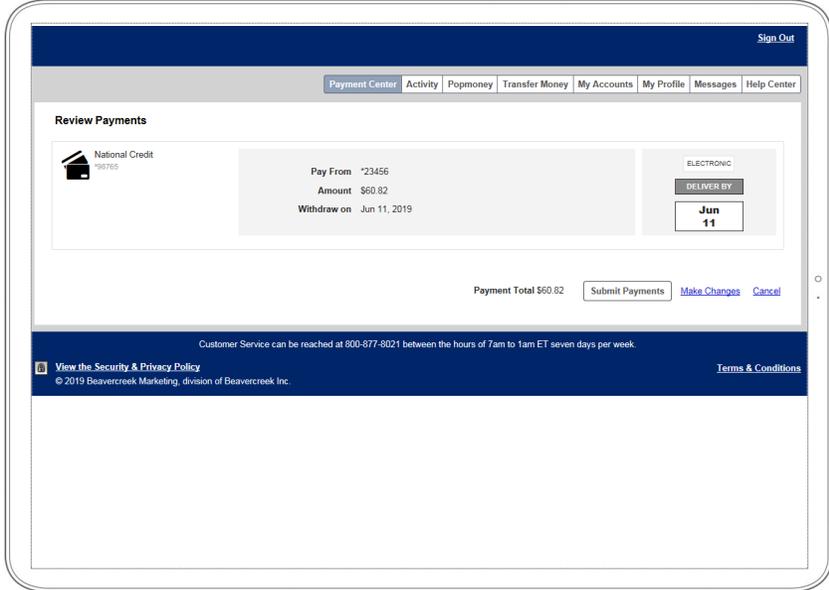
Clicking the flag or the eBill link will display your payment information.

To make a payment, just select from the list (Min, Amt Due or Balance) or enter the **Amount**, the **Pay From** account and **Delivery Date**.



Step 3 ▶

Review your information and **Submit**.



Note: With eBills you are in control. You can update or cancel your eBill at any time.

Bill Pay: AutoPay

Step 1 ▶

Select the AutoPay link within the selected Biller area. This will expand the dialogue box. Click on the **Set Up AutoPay** link.

Step 2 ▶

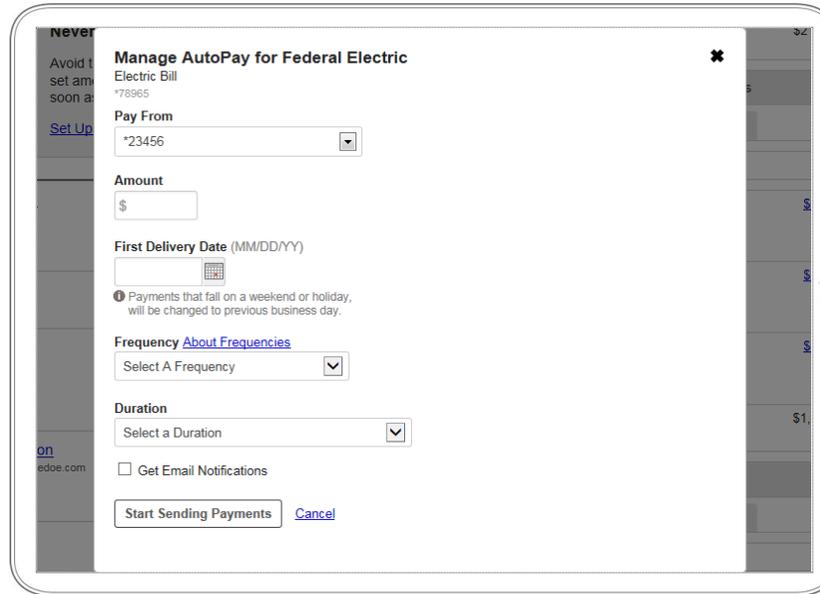
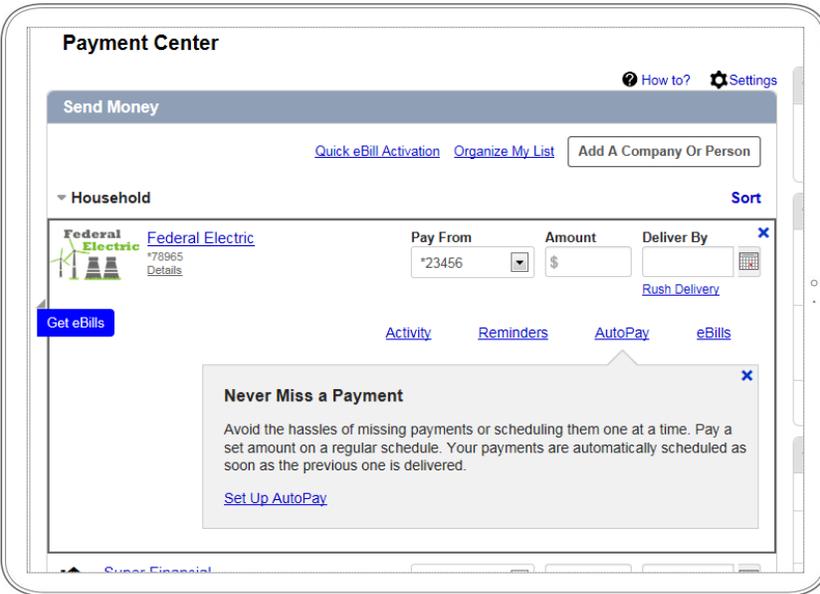
Enter the following information to manage your new auto payment (Recurring Payment):

- Select the **Pay From** account
- Enter the **Amount** of payment
- Enter **First Delivery Date**

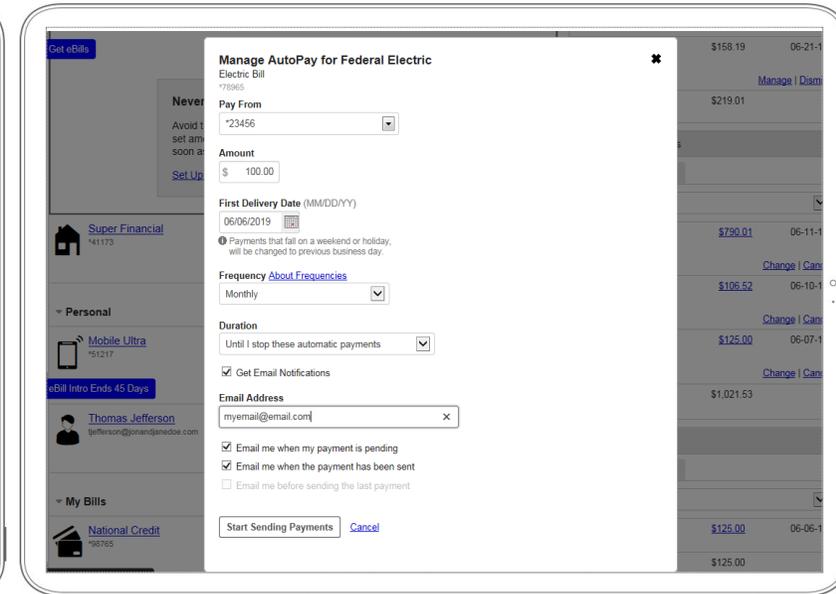
Step 3 ▶

The **Frequency** dropdown will allow you to select how often payments are sent.

The **Duration** dropdown will allow additional fields to display based on the option selected.



- Select **Frequency** of delivery
- Select the **Duration** of payments
- Get notified by selecting Email Notifications



Once all of your options are selected, Click **Start Sending Payments**

Bill Pay: Setting up a Reminder

Step 1 ▶

Select the Reminders link within the selected Biller area. This will expand the dialogue box. Click on the **Set Up Reminder** link.

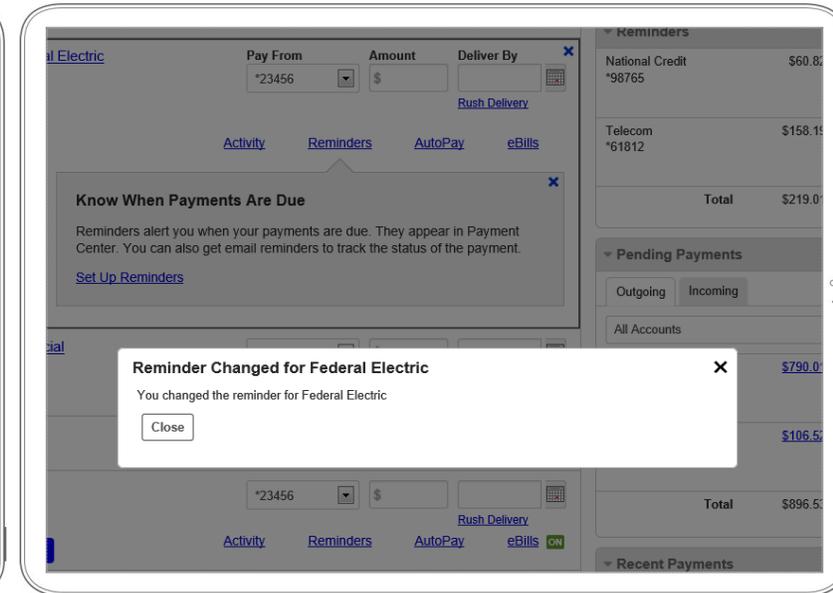
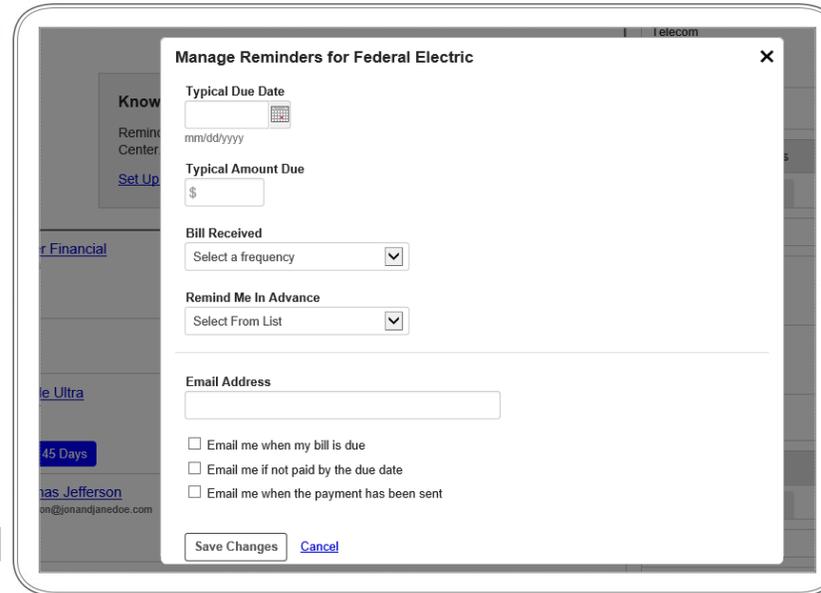
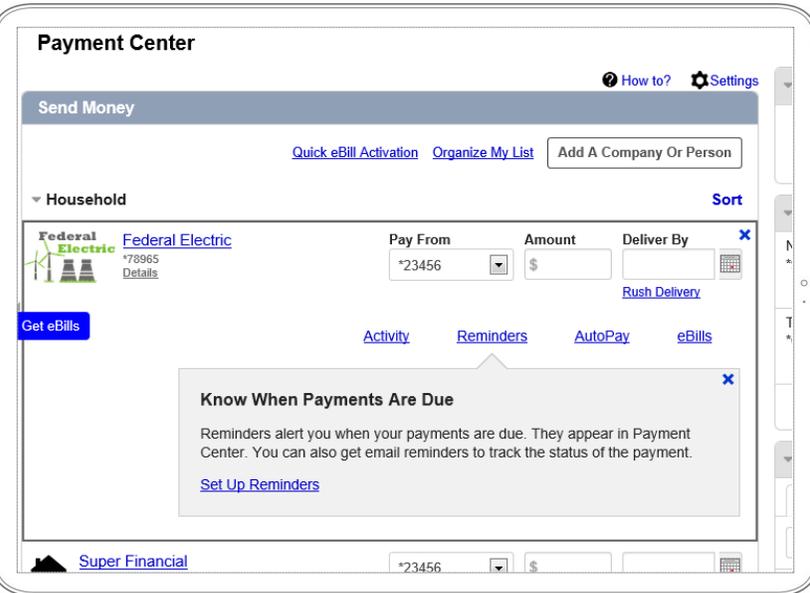
Step 2 ▶

Enter the following information to manage your new Reminder.

- Select **Typical Due Date**
- Enter **Typical Amount Due**
- Select **Frequency** of Bill Received

Step 3 ▶

You will receive a confirmation for your new Reminder.



- Enter your **Email Address**
- Select email notification options
- Click **Save Changes**