Accessing Bill Payment

Visit www.BFirst.bank and choose Online Banking. Enter your ID & Password in the appropriate fields and click Submit.

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.

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.

Select Bill Payment from the Menu Bar.

Accept the Enrollment/Transactions fees to complete the enrollment process. You may also choose the starting number of checks submitted in Bill Payment.

Payees display on the Payees Page of Bill Payment.

www.BFirst.bank
574.825.2166
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.

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.

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.

Bill Payment – Payment History from 02/12/2006 to 02/27/2006

View Payment History For:

- **Begin Amount**
- **End Amount**
- **Sort By** Date
- **Sort Order** Ascending

Bill Payment – Select Payment History Options

**Payee**

- **From** 1/1/2006
- **To** 1/31/2006

**Begin Amount**

- **End Amount**

**Sort By**

- **Then By**
- **Sort Order** Ascending

Submit | Cancel