

## Step 1

When paying a company, select the company you want to pay and type the amount in the box with the dollar sign.

The screenshot shows the 'Payment Center' interface. At the top right, there are navigation links for 'Payment Center', 'Activity', 'Accounts', and 'Help Center'. A 'PAYMENTS GUARANTEED' logo is also present. The main section is titled 'Send Money' and includes a button to 'Add a Company or Person'. Below this, there are four bill entries, each with a 'Pay From' dropdown set to 'CHECK NICK \*4755' and an 'Amount' input field with a dollar sign. The first entry is for 'COMCAST - RIC...' (Internet bill) with an available balance of \$5.00. The second is for 'DOMINION VIRG...' (Power company). The third is for 'Fred Jones'. The fourth is for 'VIRGINIA CREDI...' (Cell Bill). Each entry has links for 'Activity', 'Reminders', and 'AutoPay'. A 'Send Money' button is located at the bottom right of the list. On the right side of the interface, there are three sections: 'Reminders' (helping track due payments), 'Pending Payments' (scheduled payments), and 'Recent Payments' (completed payments for 45 days).

## Step 2

Select the date that you want the payment to be delivered. This is the date that the company will receive your payment. For certain companies, you can request a “Rush Delivery” option if you need it to be received the same or next day.

The screenshot shows the 'Payment Center' interface. At the top, there are navigation links: 'Payment Center' (highlighted), 'Activity', 'Accounts', and 'Help Center'. A 'PAYMENTS GUARANTEED' logo is visible in the top right. The main heading is 'Payment Center'. Below it is a 'Send Money' section with an 'Add a Company or Person' button. A dropdown menu is open, showing a bill for 'COMCAST - RIC... Internet bill \*6038'. Below the bill, a calendar is displayed for 'Today is Thursday, Jul 20'. The calendar shows July 2017 and August 2017. A mouse cursor is hovering over the date '1' in August. At the bottom of the calendar, there is a 'Delivery Dates' checkbox and a 'Total: \$25.00' label. A 'Send Money' button is located at the bottom right of the calendar area. On the right side of the interface, there are three sections: 'Reminders', 'Pending Payments', and 'Recent Payments', each with a brief description of its function.

July 2017							August 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

Delivery Dates

Total: \$25.00

## Step 3

Once you have typed in your billing amount and deliver by date on all the payments you want to pay, select “Send Money.”

The screenshot displays the 'Payment Center' interface with a 'Send Money' section. At the top right, there are navigation links for 'Payment Center', 'Activity', 'Accounts', and 'Help Center'. A 'PAYMENTS GUARANTEED' logo is also present. The 'Send Money' section includes an 'Add a Company or Person' button and a list of bills. The first bill is for 'COMCAST - RIC...' (Internet bill, \*8038) with a payment amount of \$25.00 and a deliver by date of 08/01/2017. Below this are bills for 'DOMINION VIRG...' (Power company, \*3788), 'Fred Jones', and 'VIRGINIA CREDI...' (Cell Bill, \*ILLS). Each bill has a 'Pay From' dropdown set to 'CHECK NICK \*4755' and an 'Amount' field. The 'Total: \$25.00' is displayed at the bottom left. A green 'Send Money' button is highlighted with a red box and a mouse cursor at the bottom right.

Payment Center Activity Accounts Help Center

**Payment Center**

**Send Money**

Add a Company or Person

COMCAST - RIC...  
Internet bill  
\*8038  
Details

Pay From: CHECK NICK \*4755  
Amount: \$ 25.00  
Deliver By: 08/01/2017  
Available Balance: \$5.00

Activity Reminders AutoPay

DOMINION VIRG...  
Power company  
\*3788

Get eBills

Activity Reminders AutoPay eBills

Fred Jones

Activity Reminders AutoPay Rush Delivery

VIRGINIA CREDI...  
Cell Bill  
\*ILLS

Activity Reminders AutoPay Rush Delivery

Total: \$25.00

Send Money

Reminders  
Reminders help you track when a payment is due.

Pending Payments  
Scheduled payments are listed here.

Recent Payments  
Completed payments are listed here for 45 days.

## Step 4

On the next screen, select “Submit Payments.” Your payment will be scheduled to come out of your account on the deliver by date you selected. The payment will be deducted from your account and received by the billing company on the deliver by date.

Payment Center | Activity | Accounts | Help Center

### Review Payments

COMCAST - RICHMON...  
Internet bill  
\*6038

Pay From CHECK NICK \*4755  
Amount \$25.00  
Withdraw On Aug 1, 2017

ELECTRONIC  
DELIVER BY  
Aug 1

Payment Total \$25.00

**Submit Payments** [Make Changes](#) [Cancel](#)