

Bill Payment Guide



Scott County State Bank
 125 McClain Ave
 Scottsburg, IN 47170
 812-752-4501

www.scottcountystatebank.com

Equal Housing Lender | Member FDIC

Accessing Bill Pay

Visit www.scottcountystatebank.com

Enter your login ID & Password in the appropriate fields and click Sign In.

(The bank will assign initial Login ID and Password. You will be prompted to change your Password on your first login.)

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 Online Banking.

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

Adding Electronic Payees

Click the **Add Payee** button to the right, and 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 you searched for is listed, click the Payee Name to select. If none of the Payees listed are your payee, or you want to pay by check, click the link to the right of 'None of the results above are my Payee'

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.

The Payee will be listed on the Payees screen.

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

Adding Check Payees

Click the **Add Payee** button to the right, and 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, the Add Payee screen will display with **Check** as the Payee Type.

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'.

The Payee will be listed on the Payees screen.

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

Adding Payments

There are two ways to add payments: Add Payment or Quick Payment.

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 3-5 business days for Electronic Payees to receive their payment, and 5-7 business 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 View

Bill Payment history is available for 19 months.