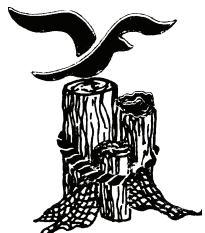




*Welcome to an even better
online bill pay experience*

**Announcing Our New Online Bill Pay Services
Quick Reference Guide**

100 Years



1911-2011

Union State Bank

www.unionstatebank.org

A Quick Look at New Features

How to Add a New Bill:

1. Grab the bill you want to add.
2. Click **“Add a Bill.”**
3. Select Quick Add or Custom Add to set up your bill.
4. Enter the requested bill information and click **“Add”**

How To Pay a Bill:

Once you’ve set up a biller, you can schedule payments. Remember, you can pay anyone – companies or individuals.

1. Find the biller you want to pay on the Payment Center page.
2. Enter the amount and select a payment date by using the new calendar tool.
3. Click **“Send Payments.”**
4. Review the information and click **“Confirm Payments.”**

How to Add an eBill:

eBills are electronic versions of your paper bills sent directly to our online bill pay system. eBills contain the same information as your paper bill.

1. Click **“Manage My Bills.”**
2. Select the biller for which you want to set up an e-bill.
3. Click **“Add an electronic version of my bill”** and enter the requested information.

Online Bill Pay Payment

Receiving and paying your bills a whole lot easier with our Online Bill Pay, Payment Center.

This document will help familiarize you with our Payment Centers' features and answer any questions you might have.

- ▶ **Streamlined Payment Center** - view and manage all your payment activity on one page.
- ▶ **Faster Payment Processing** - many bills can be paid within one day of their due date.
- ▶ **Payment Calendar** - just click on the calendar to see the earliest available payment date.
- ▶ **Quick Add** - add a bill by simply entering a phone number.
- ▶ **Automatic Bill Reminders** - set up email notification for important due dates.

The Payment Center

The Payment Center is the single point of access for most bill payment activities. Here, you can make payments, view and pay eBills and review your outgoing payments and bill history.

The screenshot displays the 'Payment Center' interface. At the top, it shows 'Pay Bills' and 'Pay From Checking *54321'. Below this, there are sections for 'Cell Phones', 'Home Maintenance', 'Utilities', and 'Unassigned Bills'. Each section contains a table of bills with columns for 'Features', 'Bill Name', 'Amount', and 'Pay Date'. The 'Utilities' section includes bills for American Natural Gas, AT&T Local and Long Distance, and National Power Company. The 'Unassigned Bills' section shows a bill for Marie Kern with an amount of \$200.00 and a pay date of 11/02/2010, with a \$14.95 fee. A 'Make Payments' button is located at the bottom right of the main interface.

ONE PLACE. ONE PASSWORD. ALL YOUR BILLS. LEARN MORE

Payment Assistant

November 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Pay Date is the date the biller receives a payment check. The money is withdrawn from your payment account on the Pay Date or when the biller cashes the check. [Tell me more...](#)

* We can deliver your payment on 11/02 for a \$14.95 Fee.

Make Payments