



## Options

- Change **Personal, Account, and Display** Settings.
  - Set up **Alerts**.



### Personal

- Update E-Mail Address
  - Update ID\*
- \*create an ID to use instead of 12-digit ID
  - Change PIN/Password

### Account

- Change Account Pseudo Names (nicknames).
- Edit order in which accounts are displayed.

### Display

- Edit Number of Accounts displayed per page.
- Edit no. of transactions displayed by default.

### Alerts

#### Event Alerts

- Incoming Direct Deposits
- Funds Transfer Information
- Statement Notifications

#### Balance Alerts

- Notification of Account Balances

#### Item Alerts

- Notification of Cleared Checks

#### Personal Alerts

- Alerts delivered on chosen date.



## Security

One of the first times you access your accounts online, we'll ask you to choose and answer three (3)

### Personal Verification Questions.

During future online sessions, we'll ask you some of these questions if we feel there is a possibility that someone other than you is attempting to access your information.

Please choose answers that you will remember. Incorrectly answering questions can lead to your account access being disabled.

### Security Reminders

- ◆ NEVER respond to an unsolicited email that requests your personal information, such as your Social Security number, online banking ID or password, or account numbers.
- ◆ Do not write your password down.
- ◆ Use a different password to access your online accounts than ones you use for other applications.
- ◆ Always exit your online banking session before leaving your computer.



**MIDDLETON**  
*Community Bank*

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Member FDIC Rev. 8/2011

## Bill Pay User Guide



**MIDDLETON**

*Community Bank*

**BELLEVILLE**

*Community Bank*

A branch of Middleton Community Bank

**BROOKLYN**

*Community Bank*

A branch of Middleton Community Bank

**SAUK PRAIRIE**

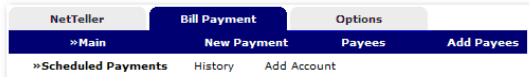
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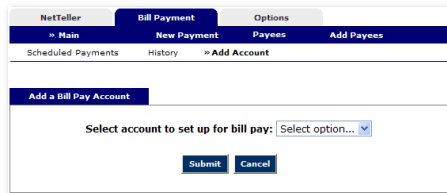
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## Account Access

Log in to Online Banking and select the Bill Pay tab.



## Adding Accounts



Select **Add Account** from the Bill Pay sub-menu, choose the account you want to add to bill pay and click **Submit**. You must review and agree to the terms for bill pay to set up the account.

## Payees

There are two types of Payees – **Company** and **Individual**. **Company** payees receive their payments electronically, if available, or by check; while **Individual** payees receive their payments in the form of a check.

### Payment Funding

Funds for payments made to Electronic payees will debit your account on the payment date.

Funds for payments made to Check payees will debit your account when the check clears.

## Adding Electronic Payees

Select **Add Payee > Pay a Company** to add a new electronic payee.



Fill in the payee fields and click Search. If the Company you entered is available as an Electronic Payee a link with Payee Type Electronic displays.

A screenshot of the 'Bill Payment - Add Payee' form. It contains fields for Payee Name, Payee Account Number, Address Line 1, Address Line 2, City, State, and Payee Zip Code. There are 'Search' and 'Cancel' buttons at the bottom.

If the payee is not available as electronic, select the Add Check Payee button at the bottom of the page.

Add Check Payee

## Adding Check Payees

To add a payee without searching for available electronic payees, select **Add Payee > Pay an Individual**.

A screenshot of the 'Add Check Payee' form. It contains fields for Payee Name, Payee Type (with a 'Check' link), Payee Alias, Account Number, Address Line 1, Address Line 2, City, State, Zip Code, and Phone Number.

## Adding Payments

Payments can be added in one of two ways:

### Quick Payment

Quick Payment allows you to add up to 10 one-time payments on the same screen.

A screenshot of the Quick Payment form. It shows a list of checkboxes for payment types: CABLE, CAR LOAN, CELL PHONE, CREDIT CARD, GYM MEMBERSHIP, LAWN SERVICE, and MORTGAGE COMPANY. Below is a table for adding multiple payments with columns for Payee, Amount, Pay On, Pay From, and Memo.

### Add Payment

Use Add Payment for payments that happen on a regularly scheduled basis.

A screenshot of the Add Payment form. It includes fields for Pay from account, Payee, Amount, Memo, Alert when payment is processed, Frequency, Payment Date, and Payment Description.

## Viewing History

Select **Main > History** under the Bill Payment Tab.

A screenshot of the Payment History form. It shows filters for Payees, From, To, Begin Amount, End Amount, Sort By, Then By, and Sort Order (Ascending/Descending).

Bill Payment history is available for 19 months.