

Pay & Get Paid

Pay and Manage Bills



Log in to Fidelity Bank Online Banking from a computer or mobile device.

Note: the step-by-step instructions in the Pay & Get Paid Quick References Guides are taken from a desktop computer. The process is nearly identical from your mobile device.

Then, select the **Pay & Get Paid** from the main navigation menu.

Once Pay & Get Paid loads, click **Pay Bills** tab.



On the Pay Bill tab you can quickly add vendors, pay bills, or review recent activity.

Add and Manage Vendors

The screenshot shows the 'Pay bills' section with tabs for 'Pay Bills', 'Get Paid', and 'Settings'. Below these is a card for paying bills with a card. The 'Pay bills' section has sub-tabs: 'Vendors', 'Bills', 'Approvals', and 'Activity'. The 'Vendors' tab is active, showing a search bar, a filters dropdown, and a '+ Add vendor' button circled in red. Below is a table with columns: Vendor, Last paid, Unpaid bills, Total amount, and Action.

Click the **Vendors** tab, and then select the **+Add vendor** button. The Add vendor screen will display.

The 'Add vendor' form has a title bar with a close button. The main text says 'Add vendors, billers, and suppliers or choose one from the list.' Below this is a note: 'Fields marked with an asterisk (*) are required'. The form has a label 'Vendor business name *' and a search bar with the placeholder 'Search vendors'. At the bottom are three buttons: 'Cancel', 'Save and close', and 'Save and pay'.

In the **Search vendors** box, type a vendor name. If the vendor is found, the vendor's name will automatically display. If the vendor is not found, enter the biller information manually.

Select **Save and Close** or **Save and pay**.

If electronic delivery isn't available, payments can be sent by check.

Edit or Delete a Vendor

To edit or delete a vendor, select the vendor in your vendor list that you would like to remove. Then,

1. Click on the vertical ellipsis menu (⋮) to view more options.
2. Click **Edit** to update information.
3. Select **Delete** to remove the vendor. **Note:** this also removes unpaid bills and scheduled payments.



Add a Bill

From the **Vendor** tab, select a vendor. The vendor details screen will display. To add a bill for this vendor, click **More options** and then **Create a bill**. This Bills details screen will display.

The vendor's business name field is prepopulated with the selected vendor. From here, enter the amount of the bill and additional information including the invoice number, invoice date, due date, and note to self.

Add an image of the bill by browsing your computer or dragging and dropping the file.

Click **Continue** to pay.

A success message will show to indicate that a new bill has been added.

Bills Inbox

Pay & Get Paid also enables businesses to receive emailed invoices sent by vendors or people to the Bills Inbox. Each business has a unique Bill Inbox email address. To locate your bills email address, click the link in Forward bills by email.



Pay a Bill

From the **Vendor** tab, click **Pay** next to the vendor or bill you would like to pay.

☐	 TESTING COMPANY ****4654	Mar 4, 2026	No bills	\$0.00	Pay ⋮
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Pay

Fields marked with an asterisk (*) are required

Payment details

Vendor business name *

Q TESTING COMPANY X

Payment amount *

\$0.00

[Add bill details](#)

How you pay

Funding method *

☒ Bank account ☐ Credit Card

Basic Busn Chkg
Bank account ***7547

What your vendor receives

Delivery method *

Bank transfer (ACH)
To bank account ***7899

Payment frequency * ⓘ

☒ One-time ☐ Recurring

Important: To deliver by Mar 10, 2026, funds will be debited once this payment is scheduled.

Deliver by *

Mar 10, 2026

Debit on ☐ Immediately ☐ 1 business day ☐ Deliver by Mar 10, 2026

Next, review the Payment details, including the Debit on and Deliver by dates, and enter any necessary information.

Select **Confirm and pay**.



Edit or Cancel a Payment

You can edit or cancel a scheduled payment that has been manually added, uploaded, or has come in through the bill mailbox.

Vendor	Bill	Delivery method	Debit on	Deliver by	Payment amount	Action
Fidelity Bank ****3456	#12456	Paper check 100 S 10th St, Lilling...	Mar 10, 2026 Debits immediately ⓘ	Mar 17, 2026	\$100.00	Approve
TESTING COMPANY ****4534	No Invoice #	Paper check 100 S Main St, Fergus...	Mar 9, 2026	Mar 16, 2026	\$1.00 Every 2 weeks	View payment

Click the **Activity** tab, then click **View payment** next to the scheduled payment you'd like to edit or cancel.

The Payment and bill details screen will display. Click **Edit payment** or **Cancel payment** depending on your needs.

Edit Payment

The **Edit payment** function allows you to change the payment amount, the funding account, the delivery date, and the memo to vendor.

Cancel Payment

After **Cancel payment** is selected, a message box will appear that confirms the payment will be cancelled. The canceled payment will be visible on the Activity tab. If the payment was an eBill, the eBill will be returned to the Bills tab as an unpaid eBill.

Paying Multiple Bills

The Pay & Get Paid system allows you to pay multiple bills at one time.

Combine Payments

When you have multiple bills from the same vendor, you can combine them into one payment. This option is only available when the bills are for the same vendor and account number.

Vendor	Funding method	Delivery method	Debit on	Deliver by	Amount
landscaping company *****3 No Invoice #	Bank account ***3448	Select	N/A	N/A ⓘ	\$25.00
landscaping company *****3 No Invoice #	Bank account ***3448	Select	N/A	N/A ⓘ	\$55.00



Turn the **Combine payments** toggle to the on position to combine the payments. Then, select the delivery method and date for the combined payment. **Note:** if you leave the **Combine payments** toggle off, each bill must be paid individually and a delivery method and date must be selected for each bill.

Pay Multiple Vendors

Multipay enables you to select multiple bills and/or vendors. Payments are submitted sequentially for authorization in batch mode. A payment confirmation summary screen contains details for each payment.

The screenshot shows the 'Pay bills' interface. At the top, there are tabs for 'Vendors', 'Bills', 'Approvals', and 'Activity'. Below the tabs is a search bar and a '+ Add vendor' button. The main section is titled 'Vendors list' and contains a table with columns: Vendor, Last paid, Unpaid bills, Total amount, and Action. There are four rows of vendors, each with a checkbox, a vendor icon, a vendor name, a last paid date of 'Mar 4, 2026', 'No bills' under 'Unpaid bills', '\$0.00' under 'Total amount', and a 'Pay' button. At the bottom, there is a summary bar showing 'All vendors 4 | Selected vendors 3 | Total selected amount \$0.00' and buttons for 'Cancel' and 'Review & pay'.

Select the bills or vendors you want to pay under the **Vendors** or **Bills** tab.

Then, click the **Review and pay** button.

The screenshot shows the 'Scheduling 3 payments' screen. At the top, it says 'Scheduling 3 payments' and '\$3.00'. Below this is a table with columns: Vendor, Combine payments, Funding method, Delivery method, Debit on, Deliver by, and Amount. There are three rows of payment details. Each row has a 'Vendor' section with a checkbox and a vendor name, a 'Funding method' section with a dropdown menu, a 'Delivery method' section with a dropdown menu, a 'Debit on' section with a date and a dropdown menu, a 'Deliver by' section with a date and a dropdown menu, and an 'Amount' section with a value and a dropdown menu. At the bottom, there are buttons for 'Cancel' and 'Confirm and pay'.

The Scheduling payments screen will display. Next, select the funding account and delivery for each vendor.

Click the **Confirm and pay** button.

Note: Multipay can be performed only on devices with a larger screen.

Recurring Payments and AutoPay

Autopay enables users to set up recurring payments and to specify the frequency and duration of those payments.

Set Up Recurring Payments

On the **Vendor** tab, select **Pay** next to the vendor you want to set up for recurring payments. The Pay screen will display.



Pay [X]

Fields marked with an asterisk (*) are required

Payment details

Vendor business name *

Q Kristie Linder X

Payment amount *

\$0.00

[Add bill details](#)

How you pay

Funding method *

☒ Bank account ☐ Credit Card

Basic Bank Chg
Bank account ****7547

What your vendor receives

Delivery method *

Mail a paper check
To: Kristie Linder | 100 S Main St, Fuquay Varina, NC 27526

Payment frequency *

☐ One-time ☒ Recurring

Payments scheduled to arrive on a weekend or holiday will be delivered one business day prior to the deliver by date.

Important: To deliver by Mar 16, 2026, funds will be debited once this payment is scheduled.

Frequency *

Select

First payment deliver by *

Mar 16, 2026

Payment duration *

Select

Memo to vendor

123456

Memos appear on checks and payments notifications to your vendor. 8/36

[Cancel](#) [Confirm and pay](#)

Enter the **Payment amount**.

In the How you pay section, select the **Funding method**.

Then, in the Payment frequency section, select **Recurring**.

Select your payment **Frequency**. Options include, weekly, every 2 weeks, every 4 weeks, twice a month, monthly, every 2 months, every 3 months, every 4 months, every 6 months, and yearly.

Next, select your **Payment duration**. Options include, until I decide to cancel, until number of payments made, or until an end date.

(Optional) Enter a **Memo to vendor**. The memo will be printed on the check in the Memo to vendor field.

Edit a Recurring Payment Series

Pay your bills with a card
You can pay business bills with a card. Even where cards aren't accepted.
[+ Add card](#)

Pay bills [Refresh] [Print] [+ Pay](#)

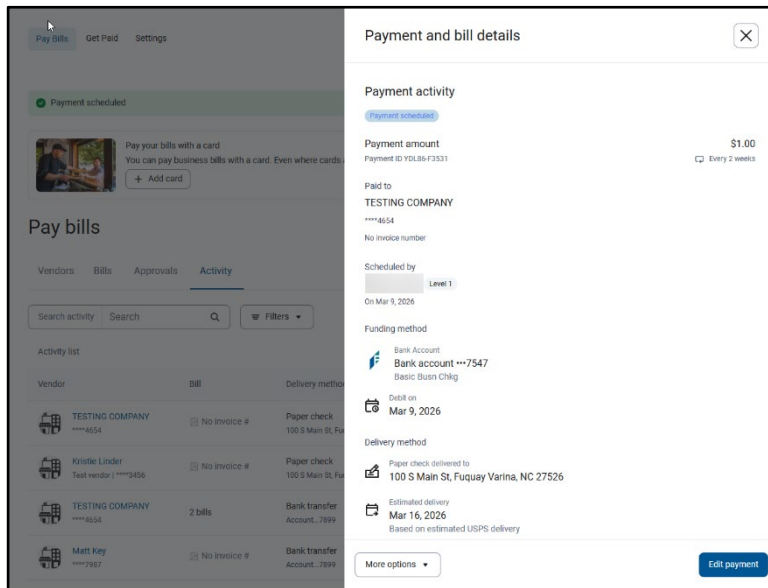
Vendors Bills Approvals **Activity**

Search activity Search [X] Filters [v]

Activity list

Vendor	Bill	Delivery method	Debit on	Deliver by	Payment amount	Action
TESTING COMPANY ****4654	No invoice #	Paper check 100 S Main St, Fuqua	Mar 9, 2026	Mar 16, 2026	\$1.00 Every 2 weeks	View payment

On the **Activity** tab, click the recurring payment series symbol (🔄) under the payment account.



The Payment and bill details screen will appear. Click the **Edit payment** button to make changes to the current payment.

Click **More options** to edit all payments, cancel the payment, or cancel all payments.

Activate, Manage, and Set Up Autopay for eBills



eBills service enables allows you to receive, view, and pay electronic versions of bills or statements, which usually contain the same information as a paper version. To identify if a vendor is eBill capable, look for the eBill icon next to the vendor's name.

View Payment Activity

Pay bills

+ Pay

Vendors

Bills

Approvals

Activity

Search activity

Search

Filters

Activity list

Vendor	Bill	Delivery method	Debit on	Deliver by	Payment amount	Action
Fidelity Bank ****3456	#12456	Paper check 100 S 10th St, Lilling...	Mar 10, 2026 Debits immediately	Mar 17, 2026	\$100.00	Approve
TESTING COMPANY ****4654	No invoice #	Paper check 100 S Main St, Fuqua...	Mar 9, 2026	Mar 16, 2026	\$1.00 Every 2 weeks	View payment

On the **Activity** tab, view scheduled, processing, and completed payments. You can filter results by vendor, date or status, and download payment details.