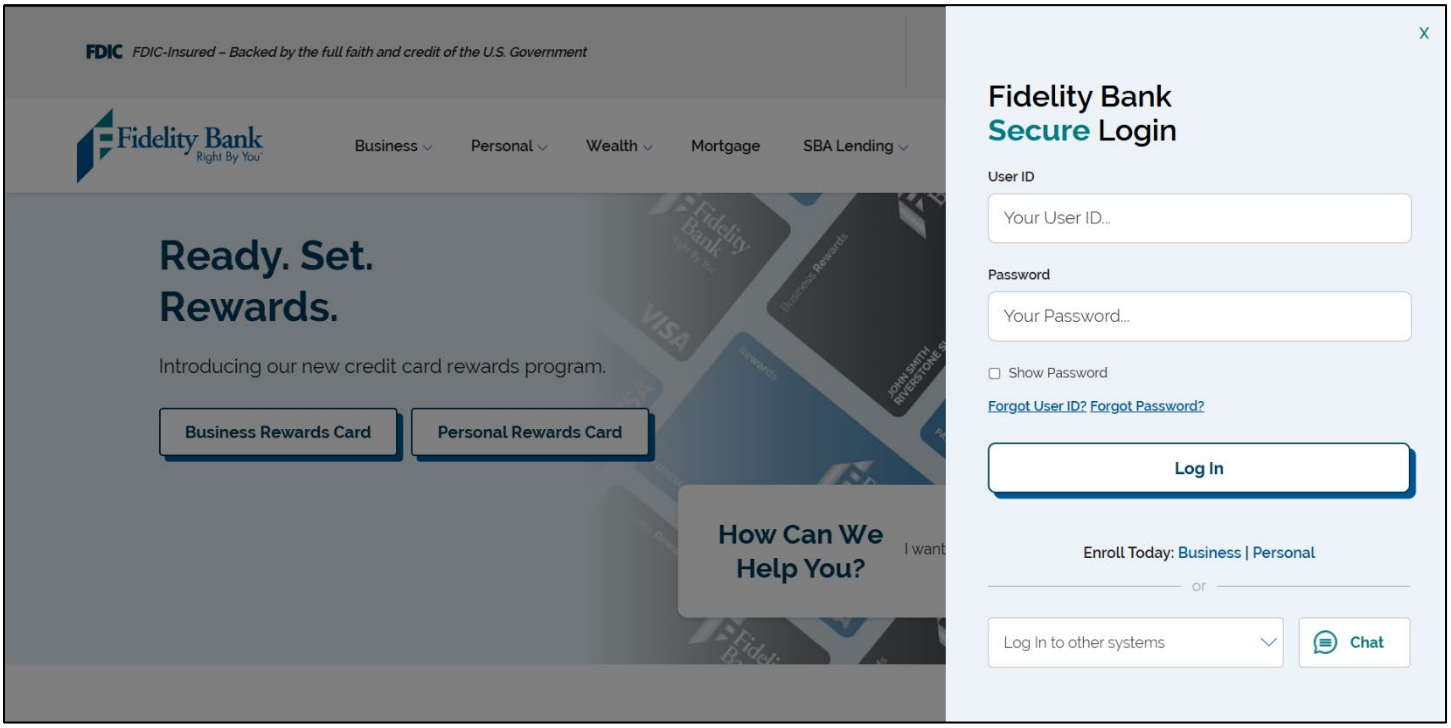
Pay & Get Paid
Pay and Manage Bills

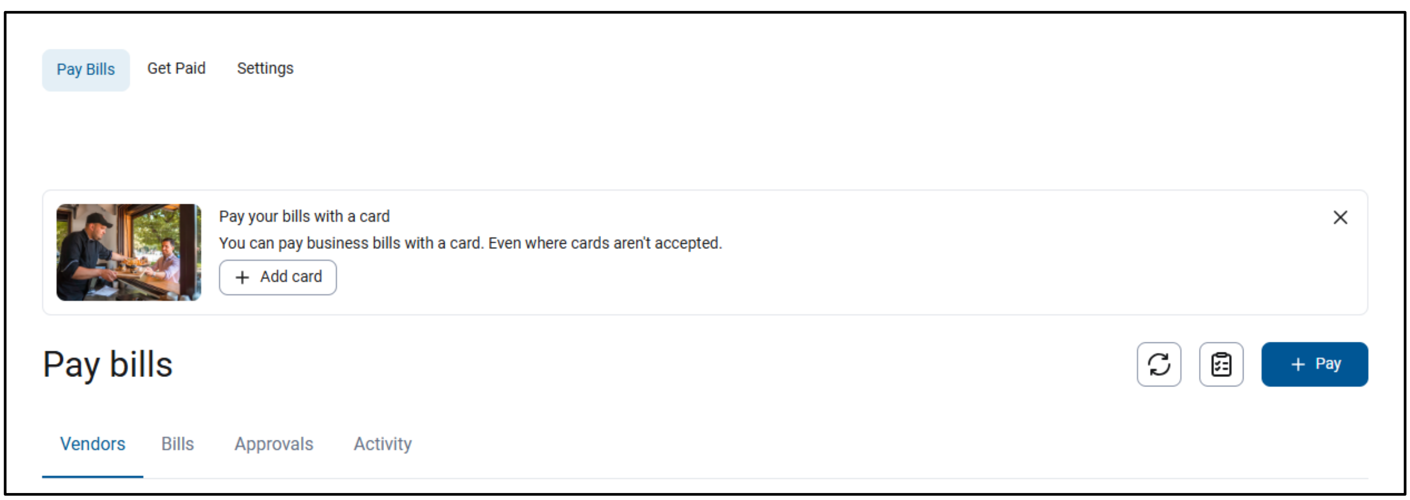
Log in to Fidelity Bank Online Banking from a computer or mobile device.

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.



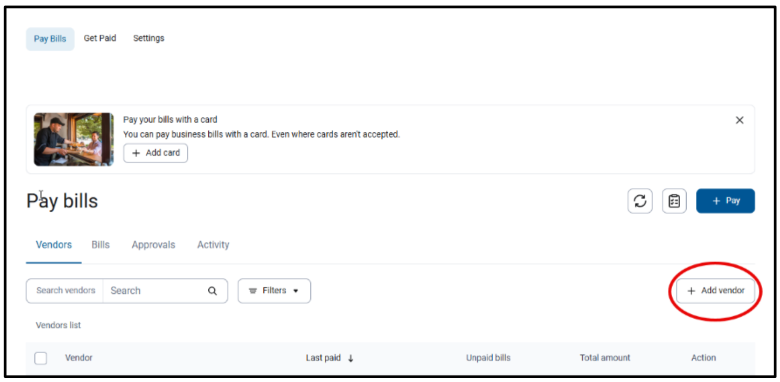
Then, select the **Pay & Get Paid** from the main navigation menu.

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

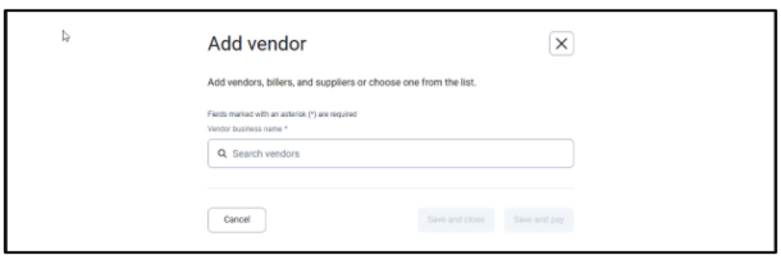


On the Pay Bill tab you can quickly add vendors, pay bills, or review recent activity.

Add and Manage Vendors



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



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**.

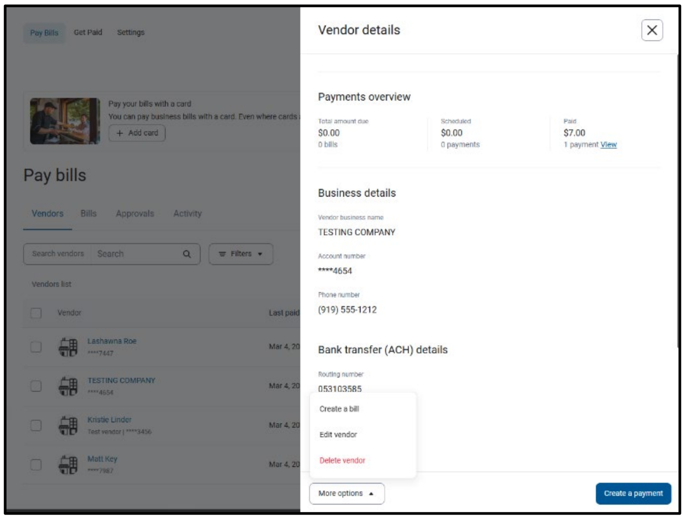
If electronic delivery isn't available, payments can be sent by check.

Edit or Delete a Vendor

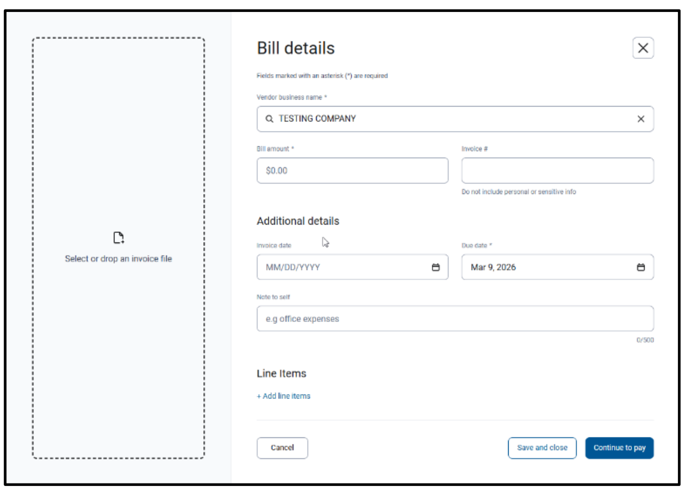
To edit or delete a vendor, select the vendor in your vendor list that you would like to remove. Then,

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.



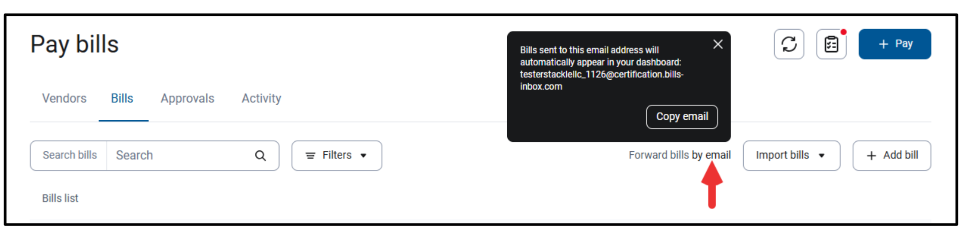
The vendor's business name field is prepopulated with the selected vendor. From here, enter the amount of the bill and additional information including the invoice number, invoice date, due date, and note to self.

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.

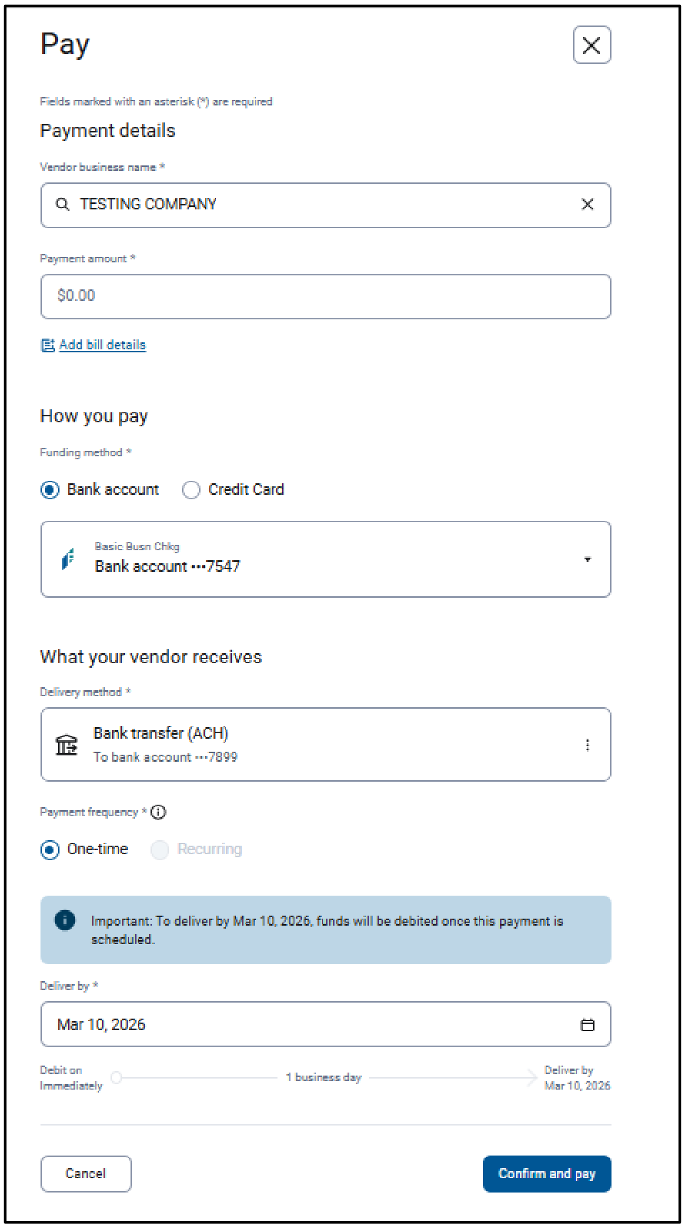
Bills Inbox



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.

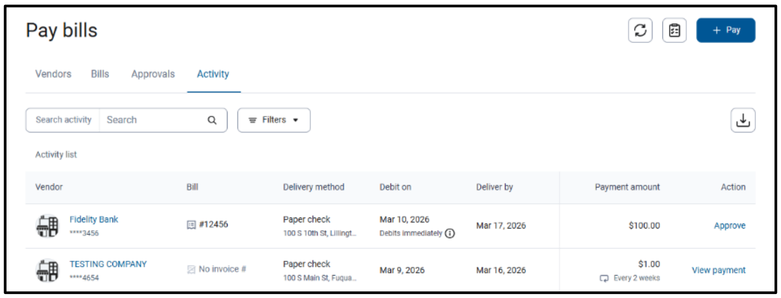


Next, review the Payment details, including the Debit on and Deliver by dates, and enter any necessary information.

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.



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

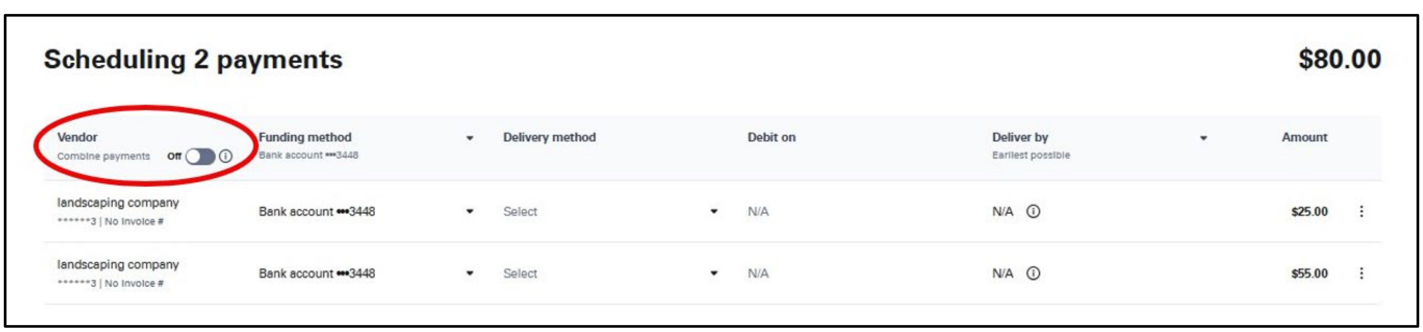
After **Cancel payment** is selected, a message box will appear that confirms the payment will be cancelled. The canceled payment will be visible on the Activity tab. If the payment was an eBill, the eBill will be returned to the Bills tab as an unpaid eBill.

Paying Multiple Bills

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

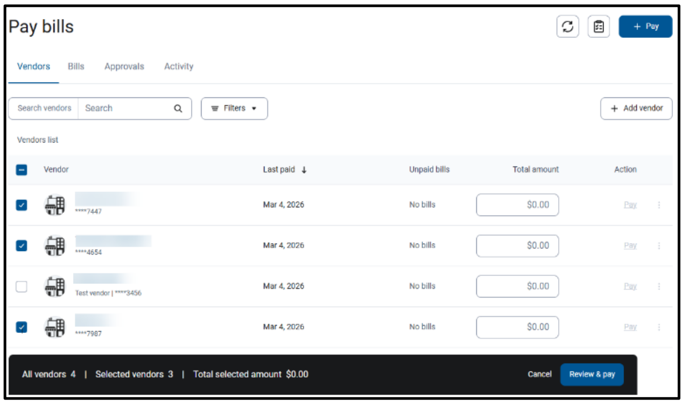
Combine Payments

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.



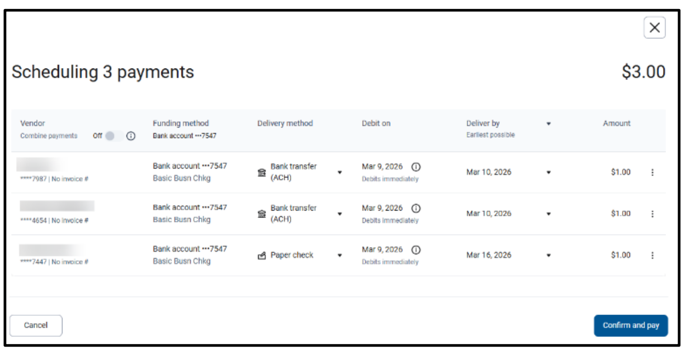
Turn the **Combine payments** toggle to the on position to combine the payments. Then, select the delivery method and date for the combined payment. **Note:** if you leave the **Combine payments** toggle off, each bill must be paid individually and a delivery method and date must be selected for each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

<u>Pay Multiple Vendors</u>
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.



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

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



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

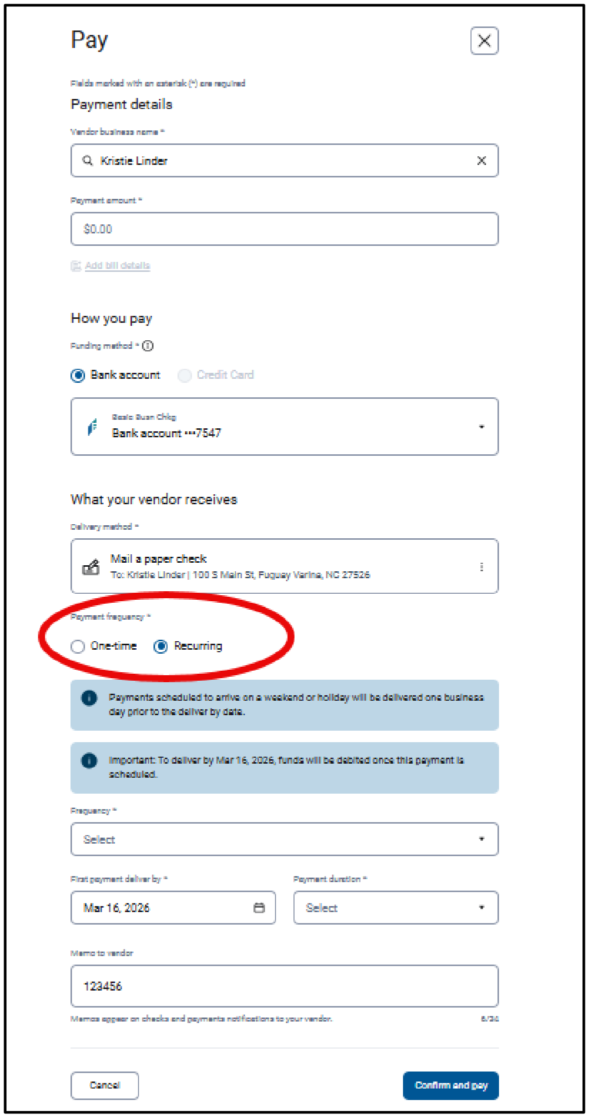
Click the **Confirm and pay** button.

Note: Multiplay 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.

<u>Set Up Recurring Payments</u>
On the **Vendor** tab, select **Pay** next to the vendor you want to set up for recurring payments. The Pay screen will display.



Enter the **Payment amount**.

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

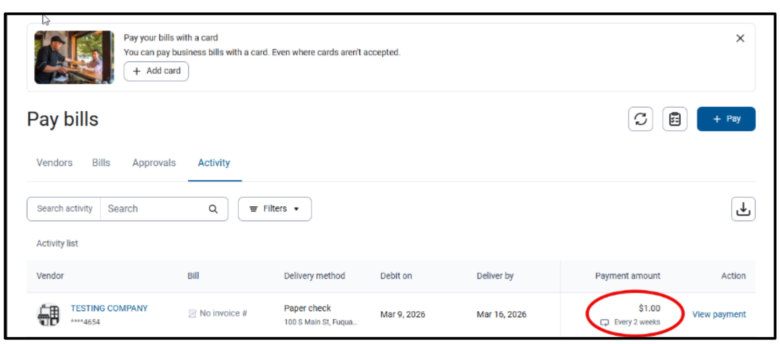
Then, in the Payment frequency section, select **Recurring**.

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.

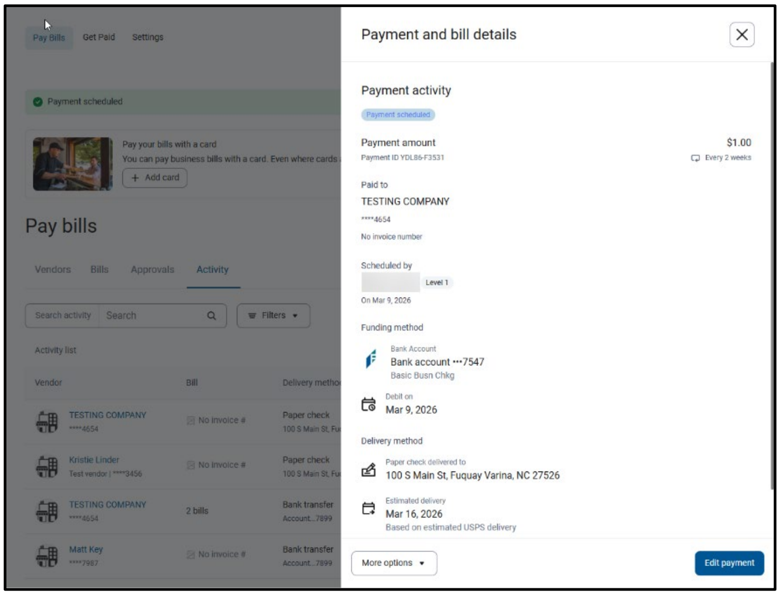
Next, select your **Payment duration**. Options include, until I decide to cancel, until number of payments made, or until an end date.

(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



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



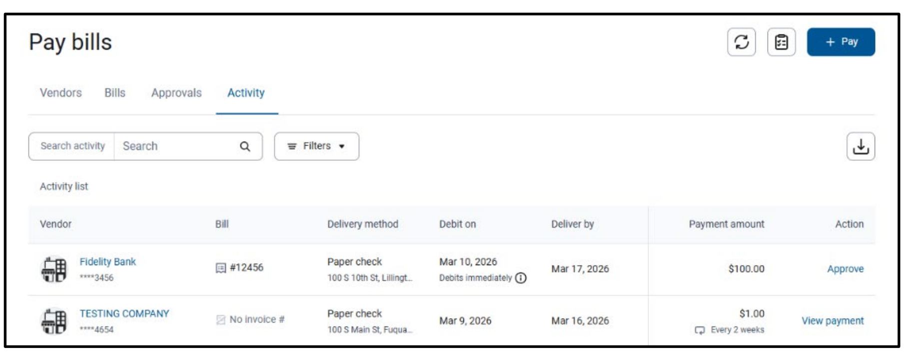
The Payment and bill details screen will appear. Click the **Edit payment** button to make changes to the current payment.

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



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