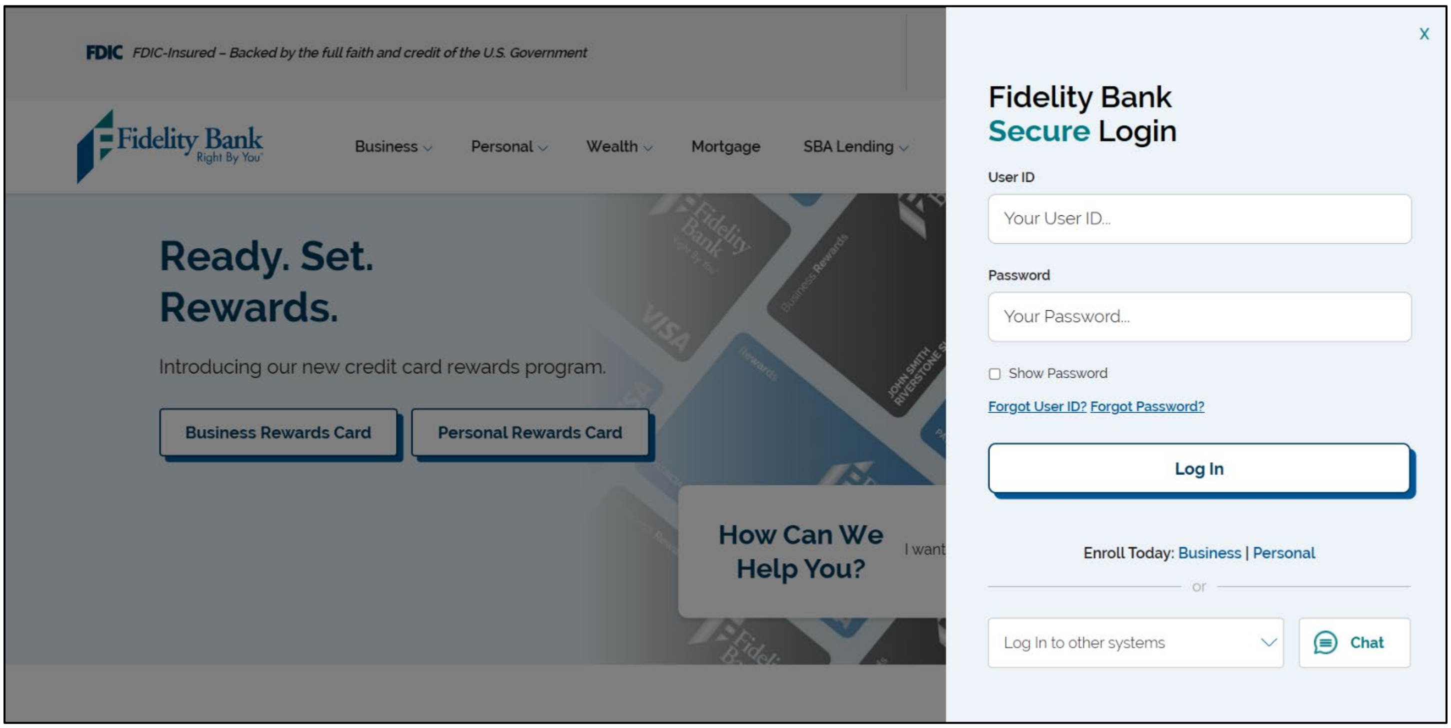
Pay & Get Paid
Settings

The Settings area allows you to manage administrative tasks and is accessed by selecting the Settings tab.

First, 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.

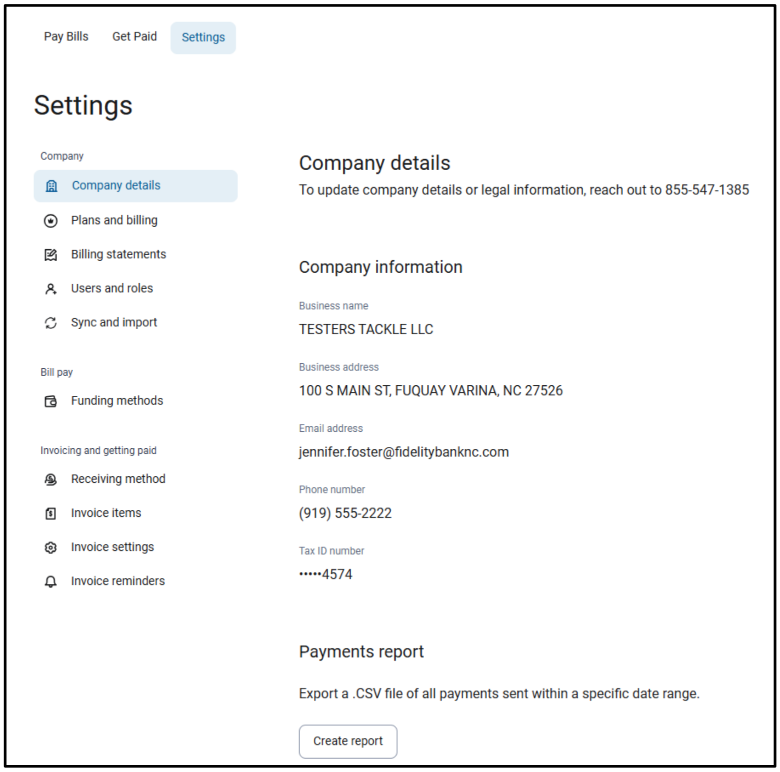


Then, select the **Pay & Get Paid** from the main navigation menu.

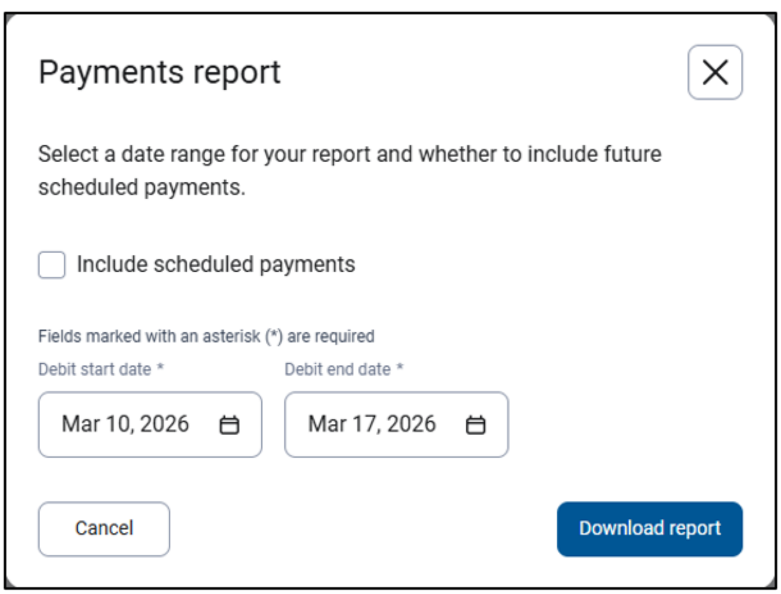
Once Pay & Get Paid loads, click the **Settings** tab.

Payments Report

The Payments report lets you view your payment totals in one convenient document.



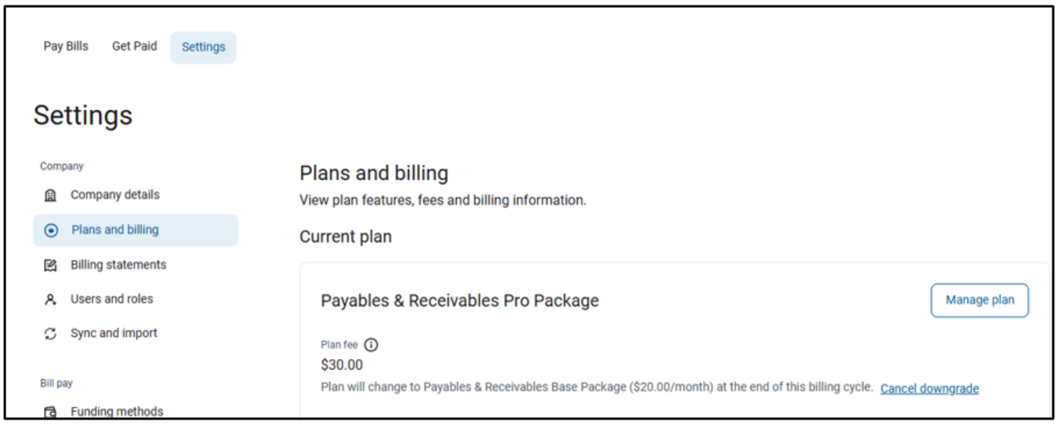
To download a Payments Report, click the **Company Details** menu option under the Settings tab. Then, click the **Create report** button.



In the Payments report dialog box, select a date range, choose whether to include future scheduled payments, then select **Download report** to save the report as a .csv file.

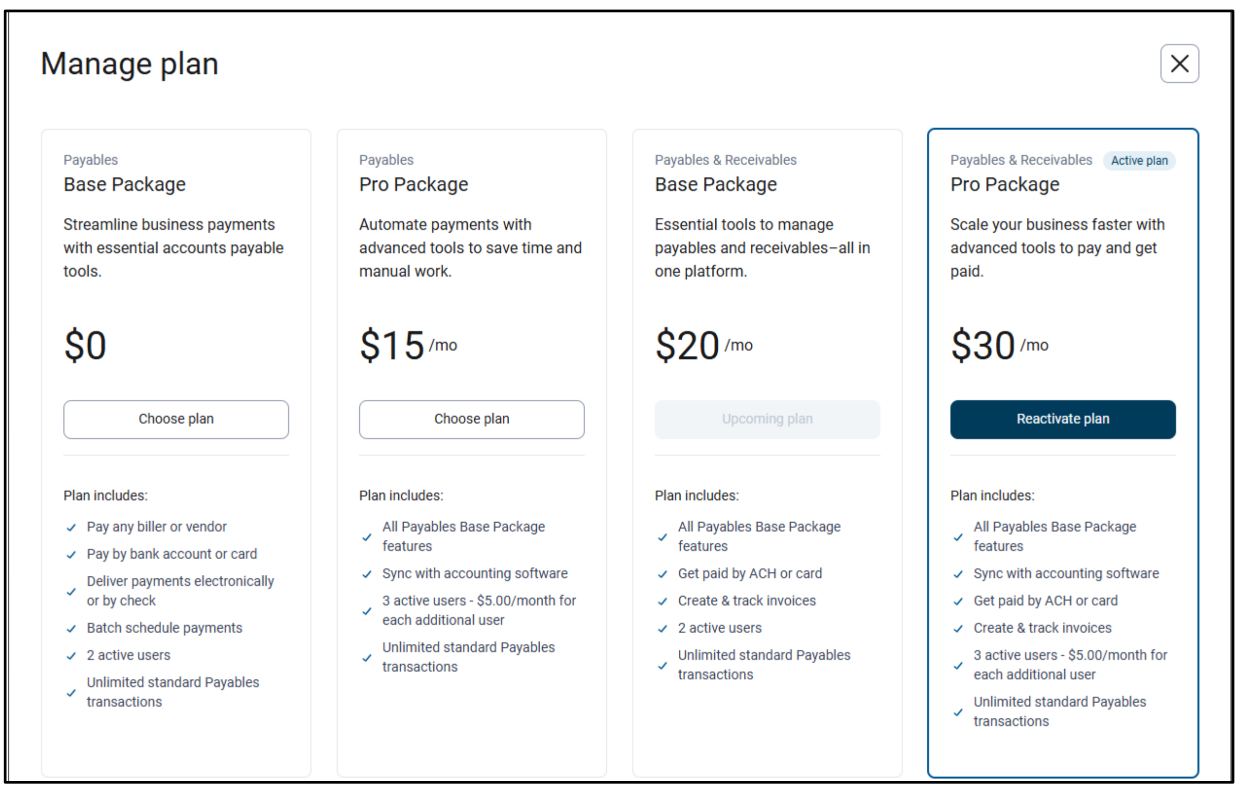
Plans and Billing

Pay & Get Paid offers packages for Accounts Payable and Accounts Receivable. Within these packages, Level 1 users can choose from four plans: Accounts Payable Base, Accounts Payable Pro, Accounts Payable & Receivable Base, and Accounts Payable & Receivable Pro.



To manage Pay & Get Paid plans, the Level 1 user should select **Plans and billing** under the Settings tab. Then, click the **Manage plan** button.

The Manage plan screen will display, select the desired plan by clicking the **Choose plan** button under the plan you would like to enroll in. **Note:** Only Level 1 users can select, change, or edit plans.



Billing Statements

Billing statements can be viewed by navigating to **Billing statements** under the Settings tab. Statements appear once issued and are generated on the third business day of each month. Billing statements are available to Level 1 users for up to 18 months and can be downloaded as a PDF. Statements are created even if the billing amount is $0.