

# How to Use Online Bill Pay

Welcome to the ultimate in convenience and security.

This is where  
**you want to be.**

Sign up for the  
convenience of  
**Denali's Online Bill Pay.**

Manage your financial  
life with a few clicks.

**At home or on the go.**



Welcome to Online Bill Pay where you can view, pay and track bills online with confidence. And you can do it all in one secure place. When you set up Online Bill Pay, you'll receive bill summaries right on your payments dashboard. That means you can see the payment amount and due date at a glance.

**Now let's get started. Simply follow the steps below.**

## How to set up Online Bill Pay

It only takes a few moments to set up Online Bill Pay. Here's how to do it.

1. Go to the payments dashboard and select "Set up eBill" (A) under the payee's name
2. Enter your login credentials for the payee
3. Accept the terms and conditions and submit

Pay To	Pay from	Amount	Payment date	Actions
Sprint ****2999 Electronic Set up eBill	Primary Acco.. ****0123	\$		Rush Delivery Make it Recurring Add Comment

## How to know when an eBill is due

When you set up Online Bill Pay, it's easy to keep track of when your bills are due.

1. You will see an "eBill due" (B) notice on your dashboard when your payee has a new eBill

AT&T ****1234 Electronic Last paid: \$112.45 on 3/3/2013 eBill due	Primary Acco.. ****0123	\$	Amt Due: \$100.00	Due by: 04/15/2013	Rush Delivery Edit Recurring Add Comment File eBill
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2. At this time, you can **view the amount due and due date**

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## How to set up automated recurring eBill payments

When you set up recurring payments, you'll never worry about missing a payment.

1. From the dashboard, select "Make it Recurring" (C) under the "Actions" column
2. Select the payment schedule (D) you want
3. Select your pay from account, amount and send date (E)

Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/11/2013  
eBill due

Primary Acco... \*\*\*\*0123

\$  
Min Due: \$25.00  
Bal: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring (C)  
Add Comment  
File eBill

### Set up recurring payment

Schedule payments:

Using a frequency I create

When my new eBill arrives (D)

Cancel Next

### Set up recurring payment

Pay to: Best Buy  
\*\*\*\*1234  
Electronic

Pay from: Primary Account

Amount:

Always pay full balance (E)

Always pay minimum due

Only pay the amount due if it is less than or equal to \$

Pay an amount that I specify \$

Send Payment:

To be delivered by the due date

When bill arrives

Cancel Submit

## How to view eBill history

Once an eBill is paid, you can view it in your "eBill History" for 18 months.

1. Select a payee on your payments dashboard (F)
2. On the "Payee details" page, select "eBill History" (G)
3. Now you can view the details of your past eBills

Best Buy (F)  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/4/2013  
eBill due

Primary Acco... \*\*\*\*0123

\$  
Min Due: \$25.00  
Bal: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring  
Add Comment  
File eBill

### Payee details for Best Buy

eBills			Additional actions
Date	Amount	Additional items	
Due by: 04/15/2013	Due: \$25.00	Status: Unpaid	<a href="#">Edit page</a>
Statement close: 04/01/2013	Statement balance: \$500.00	Pay	<a href="#">Pending transactions</a>
		File eBill (G)	<a href="#">History</a>
			<a href="#">eBill History</a>
			<a href="#">Add reminder</a>

## How to file an eBill

If you pay a bill by cash, check or through your payee's website, here's how to remove the "eBill due" notice on your dashboard.

1. To file an eBill, select "File eBill" (H) to the right of your payee on your dashboard
2. Once it's filed, the eBill will appear in your eBill History

Best Buy  
\*\*\*\*1337  
Electronic  
Last paid: \$50.00 on 3/4/2013  
eBill due

Primary Acco... \*\*\*\*0123

\$  
Min Due: \$25.00  
Bal: \$500.00

Due by: 04/15/2013

Rush Delivery  
Make it Recurring  
Add Comment  
File eBill (H)