



Online Bill Pay User-Guide

www.progbank.com



Accessing Online Bill Pay

After completing the **Online Bill Pay** section of the Online Banking Application, you will be given access to the Bill-Pay Application option/tab.

To begin, go to the Bank's website at www.progbank.com

From our Bank Home Page, Enter your (ID & PIN)* and then click **"Login"**

* A 12-digit numeric (ID) will be assigned to you by the Bank. Your initial PIN is the last 4 digits of the Social Security Number of the first person named on your primary account. You will change your PIN the first time you login.

The accounts selected by you on your application will now be accessible through Online Banking.

Click on the **"Bill Pay"** tab to begin the process of creating your Bill Payments Online.

It will now ask you to begin your Bill Pay session by setting up a payee for your first Bill Pay Transaction.

Please remember, you must set-up the payee, prior to making a payment using Bill Pay.

All Bill Payments will be processed Monday-Friday (excluding holidays) for that processing day at:

(1:00 pm EST)

Payments entered after this time for the current day will be processed on the following business day

Setting Up Payees

When you set up your payees, the system will determine what payment method will be used for each individual payee, either in an **"Electronic"** or **"Check"** payment format.

Select **'Payees'** from the Bill Pay menu.

Next Click the **'Add Payee'** Button

Add Payee

Begin to fill out the payee Information (from your billing statement) in the required marked fields. It is very important that you key your account number information exactly as it is listed on your bill. *(You will need to include any spaces and/or hyphens)*

Next Click on the **"Search"** Button

If the individual payee you keyed/selected has registered with our Bill Payment Processor to accept payments in an electronic format, then the **Payee Type** assigned to the payee will be **"Electronic"**. At this point you can add some additional information into your payee record. (EX: payee phone number)

Setting Up Payments

NetTeller | **Bill Payment** | Options
Main | Payees | Add Payment | Quick Payment

Choose 'Add Payment' to set up a recurring Payment, or 'Quick Payment' to set up multiple, one-time payments.

For Recurring Payments: from the drop-down menus, select your bank Pay from account which the bill will be paid from and then the Payee. Next enter the Amount of the payment and then any Memo information you wish to include. *(Memo info is only transmitted with a check payment)*

Check the box if you want to be alerted when the system processes the payment. Next choose the Frequency of the payment. If you select a Frequency other than One-Time, you will be required to enter an expiration date for when you wish to end this multiple payment transaction.

When the payment information is complete, click 'Submit'

For Quick Payments: choose the payees you want to pay and then enter the payment date, memo, from account and amount. Click 'Submit'

Date	Payee	Memo	Account	Amount
10/31/2003	Verizon		Checking 500	0.00
10/31/2003	Visa Payment		Checking 500	0.00

Once you have added all of the electronic payee information, click on the "Add Payee" Button.

When you complete your initial payee "Type Search" and you see the following message:

* There were no matching electronic payees found. Refine your search criteria or click the "Add Check Payee" button to set up this payee to be paid by check

Now the Payee Type assigned to the payee is "Check". At this point you will need to add the payee information into your payee record. The mailing address you enter here is what will be used to send your check payment to the payee.

After payees are added, they can be viewed by selecting 'Payees' from the Bill Pay menu.

NetTeller | **Bill Payment** | Options
Main | Payees | Add Payment | Quick Payment

Payee	Account Number	Type	Status	Edit	Delete
Verizon	123456789123456789	Electronic	Active	Edit	Delete
Visa Payment	123456	Check	Active	Edit	Delete

Edit and Delete options are available from the "View Payee List"

Once a payee is added, you can only edit the account number and the alias of the payee.

View-Edit-Delete Payments

From the "Main" Tab on Bill Pay, you can View/Edit/Delete any Scheduled Payment prior to the day that you selected to process the payment. Once a payment is processed, you cannot edit or delete that payment.

Status	Date	Payee
<input checked="" type="checkbox"/> Active	10/31/2003	Verizon
<input checked="" type="checkbox"/> Active	10/31/2003	Visa Payment

Quick Edit

Date	Payee	Frequency	Memo	Account	Amount
10/31/2003	Verizon	One-Time		Checking 500	30.00
10/31/2003	Visa Payment	One-Time		Checking 0003	125.00

Submit Cancel

View Payment History

Select 'History' from the Bill Pay menu.

Bill Payment | Options
Quick Payment | **History**

Payments made the last 30 days will display by default. For more history, click the drop down box for days or **Select Range of Payment History** and enter criteria for the search.

Once you have selected a Range of History, you can "Sort" your Payment History by clicking on the Column Headings to change the sorting pattern. Ex: (Payee-Processed Date-Amount)