

Web BillPay Guide

NAPUS Federal Credit Union
www.napusfcu.org



Where tradition meets technologysm
jack henry
& ASSOCIATES INC.

Setting Up Your Account To Pay Bills

Access NAPUS FCU Internet Teller and Log on
Click on the **Web BillPay** and then select **Web BillPay Enrollment** link

The screenshot shows a web browser window with the URL <https://hb.napusfcu.org/cgi-bin/mcw000.cgi?TRANMISCINQUIRY04474812AB>. The page content includes the following text and form fields:

You may select up to 2 bill payment share accounts.

Bill Pay Share ID 1:

Bill Pay Share ID 2:

Fee Share ID:

To CANCEL bill payment [Click Here](#)

You may select up to 2 share accounts to tie together with BillPay and 1 additional for fees. Click 'Continue' and you are enrolled with BillPay*.

*If enrolled before 12pm eastern time, BillPay service will be available after 12pm. If enrolled after 12pm eastern time, BillPay service will be available next business day.

BillPay service uses Pop-up windows. Please enable pop-ups on your web browser.

Setting Up Payees Electronic

Select 'Payees' from the Bill Pay menu.

The screenshot shows a navigation menu with the following items: **NetTeller**, **Bill Payment**, **Main**, **Payees**, and **Add Payment**. The 'Payees' item is highlighted.

Click 'Add Payee'

Add Payee

Next to the Payee Type click on Search Electronic Payee List

(An electronic payee cannot be added without performing a search. If the requested payee is not a result of a search, it must be added as a check payee)

Enter the name of the payee you want to add

The screenshot shows the 'BillPay Online - Electronic Payee Search' page. It includes a search bar with the text 'Search for electronic payees alphabetically or enter the specific payee name.' and a dropdown menu showing 'Search results for Verizon'. Below the search bar is a 'Submit' button. The search results list 'Verizon' and 'Verizon Wireless', each with a 'Select' button. A 'Close' button is at the bottom right.

Click Select next to the payee.

(If the selected payee requires you to choose a specific billing address, you will see a screen similar to the image below.)

The screenshot shows the 'Billing Addresses for Verizon' page. It displays a table with the following data:

Billing Addresses for Verizon				
PO BOX 1100	ALBANY	NY	12250-0000	Select
PO BOX 1100	ALBANY	NY	12250-0001	Select

If no specific address is required, simply complete the remaining fields and select 'Submit'.

(If your account number does not match the required format of the Payee, a message will display with an option to set up as a check payee.)

Setting Up Payees

Check

Select 'Payees' from the Bill Pay menu.

NetTeller Bill Payment
Main | Payees | Add Payment

Click 'Add Payee'

Add Payee

To add a check payee, enter the payee information in the required fields and click 'Submit'

(A check payee is any payee that is not in the Electronic Payee Database)

BillPay Online - Add Payee

Payee Name

Payee Type Check [Search Electronic Payee List](#)

Payee Alias

Account Number

Address Line 1

Address Line 2

City

State

Zip Code Example: 12345-1234

Phone Number Example: (913)555-1212

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

NetTeller Bill Payment
Main | Payees | Add Payment

BillPay Online - View Payee List

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

Setting Up Payments

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

Choose 'Add Payment' to set up a recurring payment.

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

Choose 'Quick Payment' to set up multiple one-time payments.

For Recurring Payments: from the drop-down menus, select the account from which the bill will be paid and the payee. Enter the dollar amount of the payment and any memo information.

(Memo information is transmitted with Check payments only.)

Pay from account Checking 500

Payee Select Payee ...

Amount

Memo

Alert when payment is processed

Frequency One-Time

Payment Date 10/31/2003

Payment Description

Choose the frequency of the payment. The default is set to One-Time Payment. Enter the expiration date of the payment and whether or not the amount is different for each payment.

When the payment information is complete, click 'Submit'

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

BillPay Online - Quick Payment Select Payee(s)

Verizon Visa Payment

BillPay Online - Quick Payment

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

Click the 'Quick Edit' box for each payment you want to edit. Then select the 'Quick Edit' button. You can change the amount, memo, and account from which the bill is paid. Changes will affect the next payment date.

BillPay Online - Scheduled Payments

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

BillPay Online - 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

Viewing Payment History

Select 'History' from the Bill Pay menu.

Bill Payment Options
Quick Payment | History

Payments made in the last 30 days will display by default. To view more history, click Select Range of Payment History and enter the criteria for the search.

BillPay Online - Select Payment History Options

Payee All

From 9/01/2003

To 9/30/2003

Begin Amount

End Amount

Sort By Date

Then By

Then By

Sort Order Ascending Descending