ALLIED FLEXPAY MOBILE with eBilling

TABLE OF CONTENTS

SUMMARY

The eBilling product is described as centralized payment management. One stop shop to your payment history, statements, and bill details such as due dates, balances, account statuses, and enhanced notification reminders to insure timely payment.

ALLIED FLEXPAY MOBILE with eBilling

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ABOUT THIS DOCUMENT

The *Allied Payment Network Mobile BillPay UI User Guide* is intended to detail Mobile BillPay user interface. This Document is intended as a supplemental resource only and does not supersede or replace any agreements, including agreements between Allied Payment Network and Partners.

Note: Images used in this document are for reference only and are subject to change.

INTENDED AUDIENCE

Allied Payment Network has produced this document for Allied's Partners (Financial Institutions and Partners) for implementing Allied's FlexPay/BillPay product. This document is not intended to be shared with Partners' end users (clubmember/ customers).

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Introducing *eBill*

The new way to pay your bills!

Simply search for your billers, and log into your account.

We'll securely provide access to up-to-date balances, due dates, PDF statements and more! And, pay all of your bills from one convenient place!
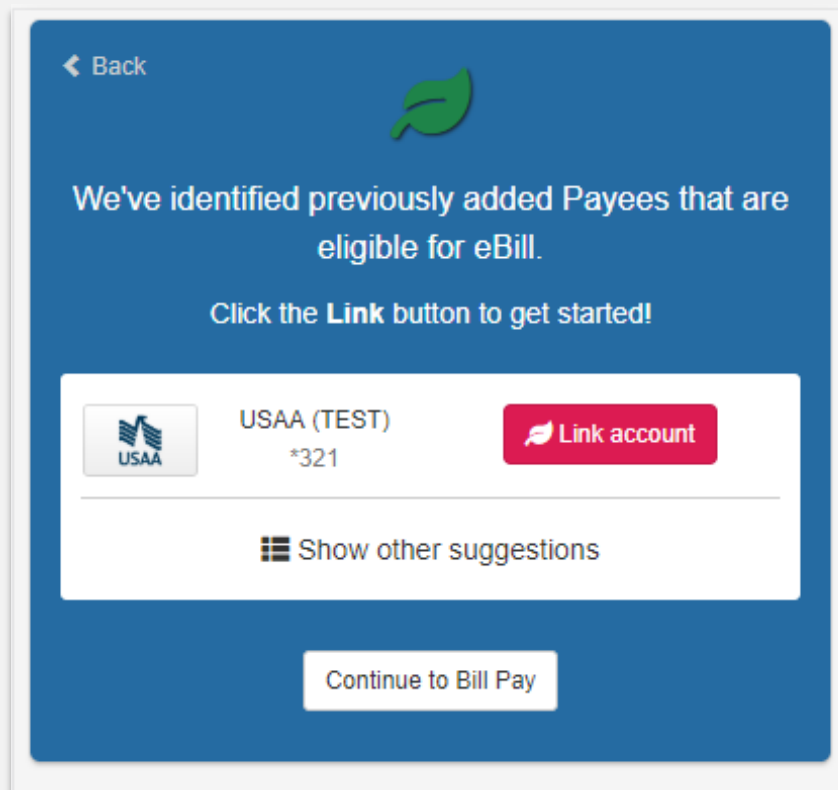
Let's get started!

remind me later

- ◆ When a User with the eBilling role logs into BillPay they will be presented with the "Introducing eBill" page.
- ◆ Tap "Let's Get Started" to link eligible Payees.
- ◆ Tap "Remind Me Later" to skip this process and continue to the Pay Bills page.

INTRODUCING eBILLING

LINKING EBILL ELIGIBLE PAYEES

Let's get started!

⏷⏷

< Back

🌿

We've identified previously added Payees that are eligible for eBill.

Click the **Link** button to get started!

| USAA USAA (TEST) *321 | 🌿 Link account |

☰ Show other suggestions

Continue to Bill Pay

- ♦ This page displays a few examples of the User's existing Payees that are eligible to link with eBilling.
- ♦ Tap "Link Account" next to a Payee to begin the eBill linking process.
- ♦ Tap "Show Other Suggestions" to display more Payees to link.
- ♦ Tap "Continue to Bill Pay "to skip this step.

INTRODUCING eBILLING

- **Tap "Show Other Suggestions" to display more Payees to link.**

Show other suggestions

❮ Back

We noticed that you're missing a few essential payees.

Click the **Link** button to get started!

	Popular Electric billers in your area	
AMERICAN ELECTRIC POWER	American Electric Power	⚡ Link account
INDIANA MICHIGAN POWER	Indiana Michigan Power	⚡ Link account
Northeastern REMC	Northeastern REMC	⚡ Link account
ᴛᴘ	Paulding-Putnam Electric	⚡ Link account

	Popular Water billers in your area

	Popular Waste billers in your area

Continue to Bill Pay

LINK ACCOUNTS TO eBILLING

LINK ACCOUNT

- Click "Link Account" next to a Payee on the Introduction page or click "Sign Up For eBilling" from the Pay Bills page to begin the linking process.
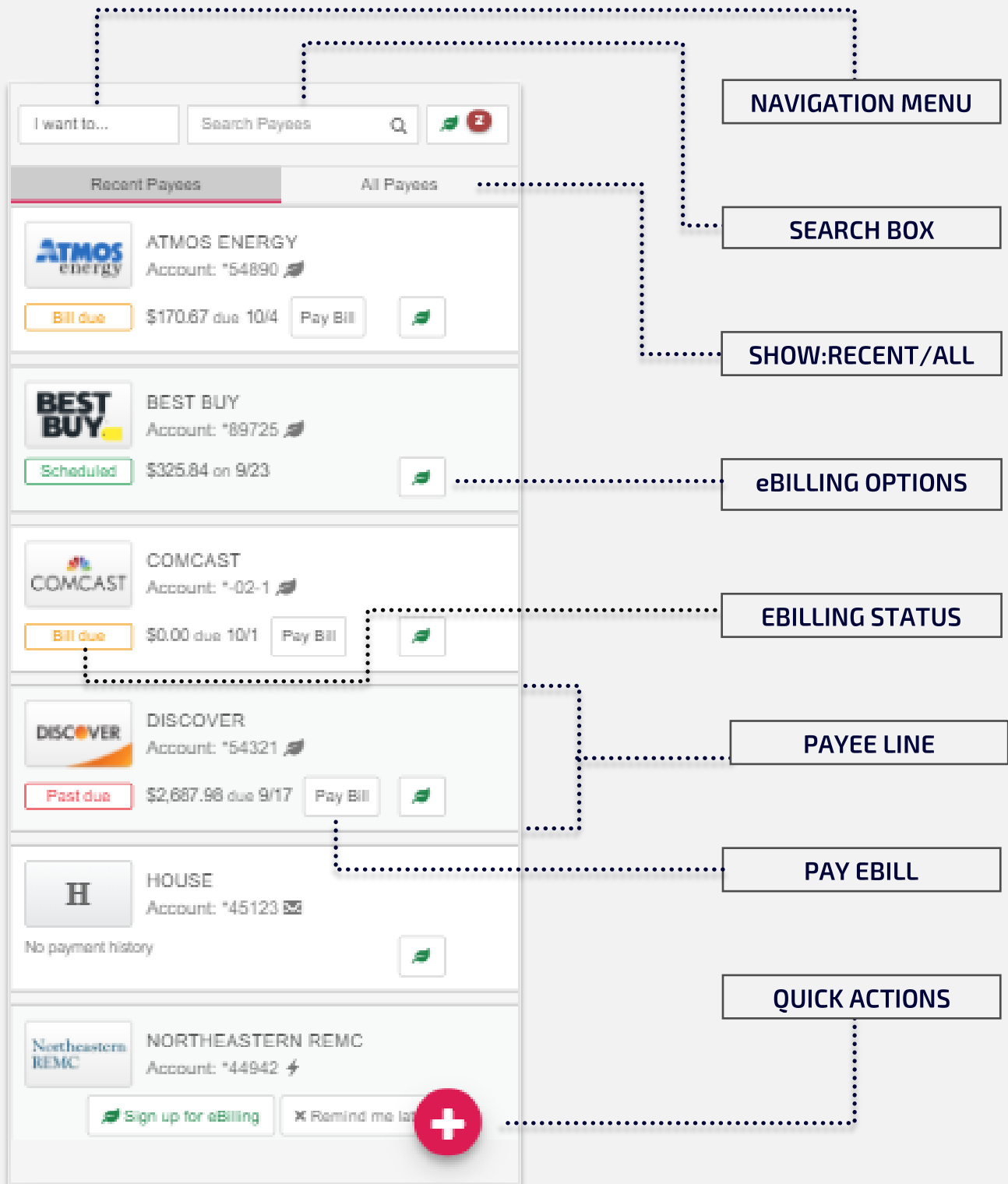

Continued under Add Payee process.

PAY BILLS PAGE

eBILLING MAIN PAGE: OVERVIEW

I want to... | Search Payees 🔍

Recent Payees | All Payees

ATMOS ENERGY
Account: *54890
Bill due $170.67 due 10/4 Pay Bill

BEST BUY
Account: *89725
Scheduled $325.84 on 9/23

COMCAST
Account: *-02-1
Bill due $0.00 due 10/1 Pay Bill

DISCOVER
Account: *54321
Past due $2,687.98 due 9/17 Pay Bill

HOUSE
Account: *45123
No payment history

NORTHEASTERN REMC
Account: *44942
Sign up for eBilling | ✗ Remind me later

NAVIGATION MENU

SEARCH BOX

SHOW: RECENT/ALL

eBILLING OPTIONS

EBILLING STATUS

PAYEE LINE

PAY EBILL

QUICK ACTIONS

ADD PAYEE

TO ADD A PAYEE:

| I want to... | Search Payees | 🔍 |

| Recent Payees | All Payees |

To get started add your first payee.

Add Payee

- ♦ Tap the Add Payee button.

Add Payee

OR

Pay with Picture 📷

Document Vault 📄

Add Payee ➕

➖
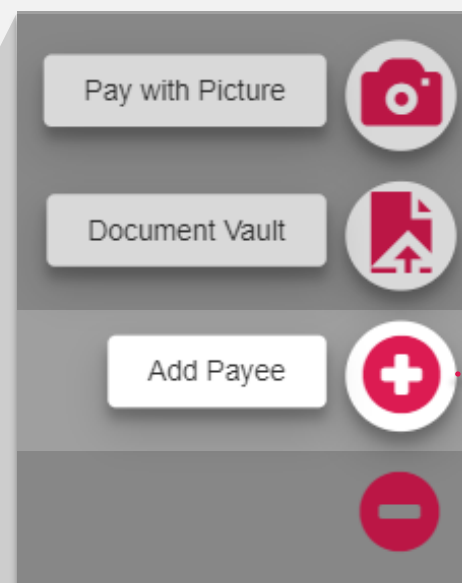
- ♦ Select the Add Payee icon under the Quick Actions from the Pay Bills page.

ADD PAYEE

ADD PAYEE PROCESS

< Back to Pay Bills

Add Payee

Search by payee name 🔍

Popular billers in your area

Capital One	Chase	**AMERICAN EXPRESS**	**citi**
Capital One Cre...	Chase	American Express	Citi
DISCOVER	**BANK OF AMERICA**	**WELLS FARGO**	**USAA**
Discover Card	Bank of America	Wells Fargo	USAA
NETFLIX	**xfinity**	**Time Warner Cable**	**DIRECTV**
Netflix	XFINITY	Time Warner Cable	DirecTV
verizon✓	**AT&T**	**Sprint**	**T··Mobile·**
Verizon Wireless	AT&T	Sprint	T-Mobile
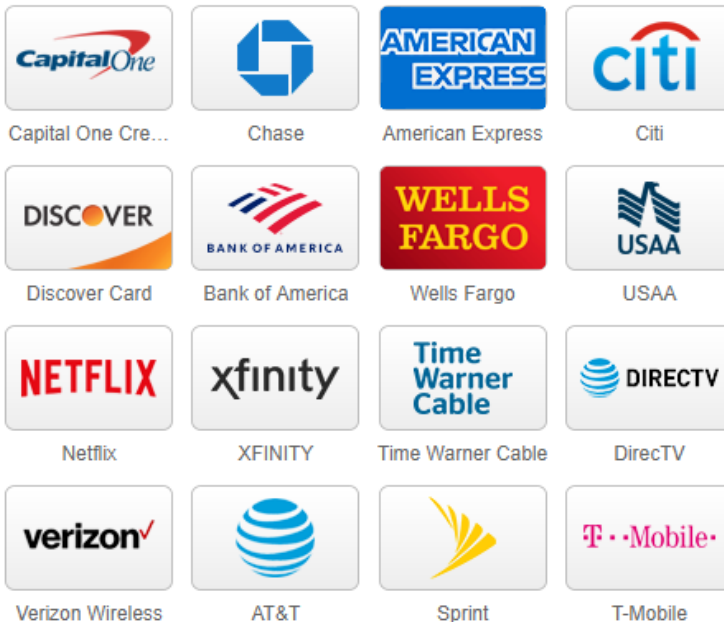
Search by category

📁

Can't find your payee?

You may add it manually.

Add Payee Manually

♦ **Returns to the Pay Bills page.**

♦ **Enter the name of a Payee into the Search box, then select their logo icon from the resulting Payees list.**

♦ **Choose a popular Biller from the list.**

♦ **If your Payee does not appear in the list, tap on Add Payee to enter the Payee information manually.**

♦ **Find a Payee by Category.**

ADD PAYEE

ADD PAYEE PROCESS

Search by category

- ♦ **Click Search by Category.**
- ♦ **Choose a Category.**
- ♦ **This will open a list of Billers filtered by the Category you chose.**

❮ Back to Pay Bills

Add Payee

Search by payee name 🔍

Electric	Water	Gas	Waste
Phone	Internet	Cable	Utility
Credit	Bank	Insurance	Student Loan
Media	Medical	Auto Loan	Mortgage
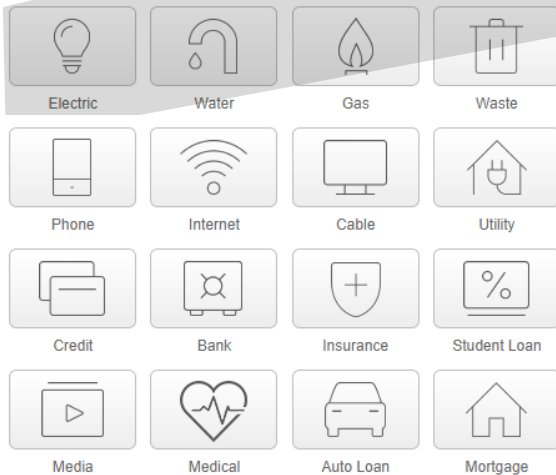
Search by biller

Can't find your payee?
You may add it manually
Add Payee Manually

Electric

Popular billers in **Electric** ⊗ category

INDIANA MICHIGAN POWER	NIPSCO	AMERICAN ELECTRIC POWER	Northeastern REMC
Indiana Michigan...	NIPSCO	American Electri...	Northeastern RE...
TP	NVEnergy	NWP services corporation	
Paulding-Putnam...	NV Energy	NWP Services C...	

ADD PAYEE

LINKING AN ACCOUNT FOR eBILLING

- To link a Payee, choose a Biller from the list. This will open a Log In window.
- Enter the credentials for that Biller.
- Click "Sign in and get my bills!".

*If you have not set up and account with the Biller, click "Create account at ____", this will open a new tab directed at the external website of the Biller.

ADD PAYEE

LINKING AN ACCOUNT FOR eBILLING

Sign in and get my bills!

- ♦ Click "Sign in and get my bills!".
- ♦ The User is presented with a loading screen that provides feedback on the current account linking progress.
- ♦ If the credentials are valid the User can now choose a Pay From Account and give the Biller a Nickname.

Sign up for eBilling ✕

Linking to your account

🏛 ●●●●● xfinity

Sit back, we've got it from here!

[Hide progress]

🔒 Secure

eBilling Account Information ✕

xfinity

We found the following account for you:

Account: 8972364

Account Information

Current bill: $112.09 due 6/20

Pay from Account

Test *56222 ▼

Nickname (optional)

A friendly name for this account

✔ Finish linking account

🔒 Secure

Sign up for eBilling ✕

Linking to your account

🏛 ●●●●● xfinity

Great news!

XFINITY verified your credentials.

[Hide progress]

🔒 Secure

CONTINUE TO FINISH LINKING ACCOUNT »

ADD PAYEE

LINKING AN ACCOUNT FOR eBILLING

✔ **Finish linking account**

- ◆ Click "Finish Linking Account".
- ◆ This will display a confirmation message.
- ◆ The Account is now linked for eBilling User can now set up Notifications or go to the Pay Bills page and start making payments.

🍃 eBilling Account Information　✕

xfinity

We found the following account for you:

Account: **769365489**　🍃 Linked

Current bill: $76.08 due 6/20
Last payment: $79.76 paid on 4/21

Your account has been successfully linked!

🔔 Manage notifications

⊕ Go to Pay Bills

🔒 Secure

🔔 Manage notifications

»

🍃 Manage Notifications　✕

xfinity

🔔 Notification	✉ Email	💬 Text
Payment Due Reminder	☑	☑
Payment Due Today	☑	☑
Payment Past Due	☑	☑
Payment Scheduled	☐	☐
Payment Posted	☐	☐
Balance More Than	☐	☐
$		

Save　Cancel

Email Address: **support@alliedpayment.com**
Phone Number: (　　)

🔒 Secure

- ◆ Click Save to keep the selected Notifications or Cancel to skip this process. *see the Notifications section of this document for more details.

ADD PAYEE

ADD PAYEE PROCESS

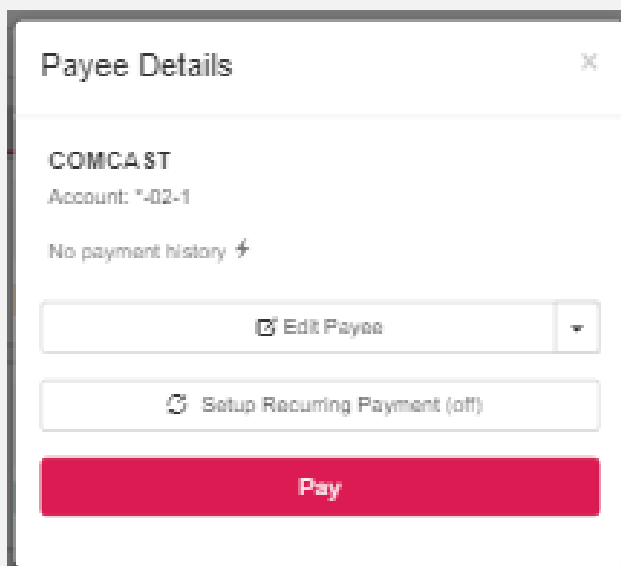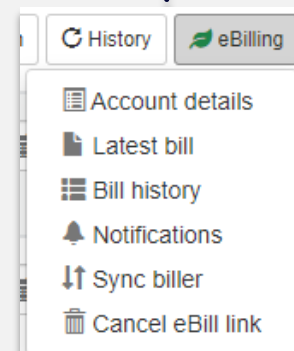- Enter all required information and tap Create Payee.

- **The Address Field uses Google Places to auto-fill addresses, but Payee Address can be expanded to enter it manually.**
- **More payee options can be expanded to enter a Nickname, Email, or Memo.**

COMCAST
Account: *65489 🍃

Due tomorrow $76.12 due 1/22   Pay Bill   🍃

⟳ History   🍃 eBilling

- 📄 Account details
- 📄 Latest bill
- ☰ Bill history
- 🔔 Notifications
- ⇅ Sync biller
- 🗑 Cancel eBill link
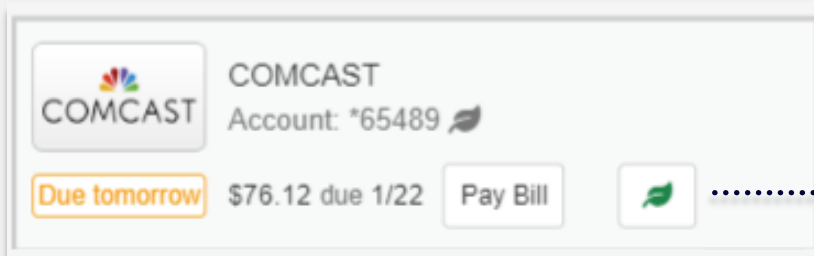
♦ **The eBilling Payee Line consists of:**
  - ♦ **Payee Logo**
  - ♦ **Payee Name / Nickname**
  - ♦ **Account # (last 5 digits)**
  - ♦ **eBilling Icon (leaf)**
  - ♦ **eBill Status**
  - ♦ **Latest Payment History**
  - ♦ **Amount ($xx.xx) due and Date (xx/xx)**
  - ♦ **Pay Bill button**
  - ♦ **eBilling Options drop menu**

Payee Details   ✕

COMCAST
Account: *-02-1

No payment history ✦

☑ Edit Payee   ▾

⟳ Setup Recurring Payment (off)

Pay

♦ **Tapping on an eBilling Payee opens Payee Details which include: Edit Payee button, Setup Recurring Payment button, and Pay button.**

PAY A BILL

COMCAST
Account: *65489

Due tomorrow $76.12 due 1/22   Pay Bill
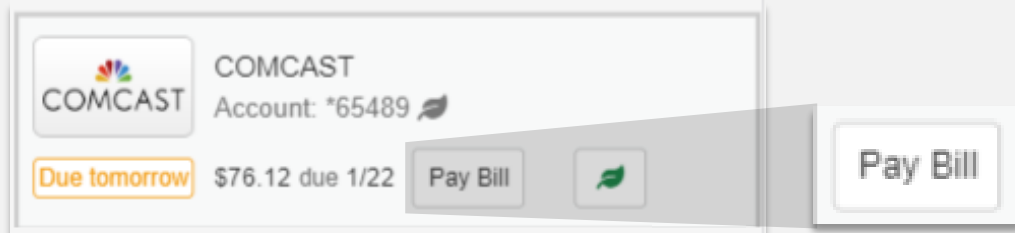
Pay Bill

♦ **From the Pay Bills page: Tap the eBilling Options button next to an eBilling linked Payee and choose Pay Bill.**

Pay Bill   ✕

COMCAST

Account: *65489

How much would you like to pay?

$ | Payment amount

Amount due: $76.12

Cancel   Continue
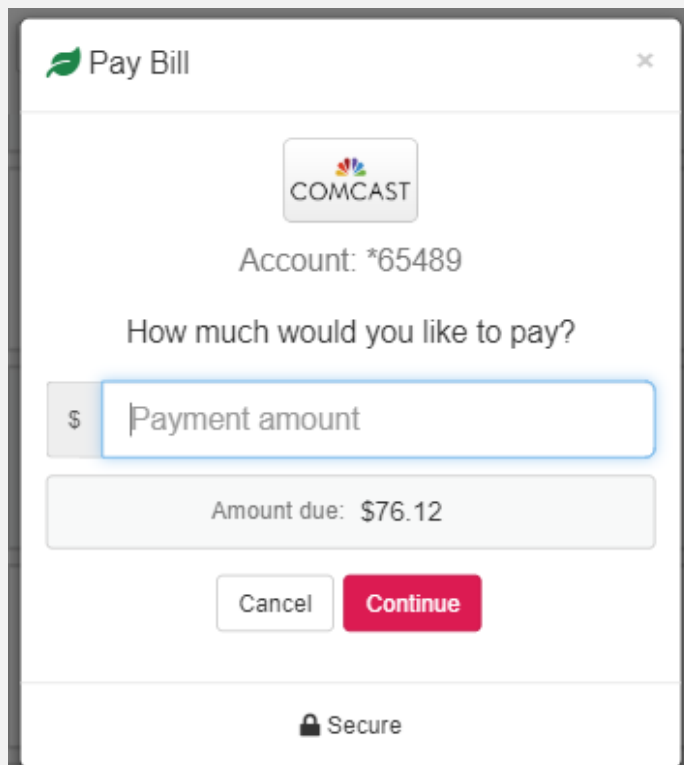
🔒 Secure

♦ **Enter an amount or tap Amount Due.**
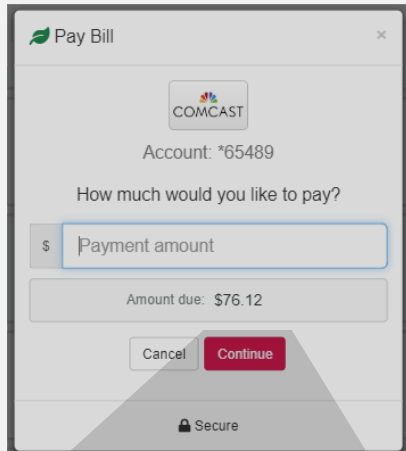
CONTINUE ≫

PAY A BILL

Pay Bill ✕

COMCAST

Account: *65489

How much would you like to pay?

$ | Payment amount
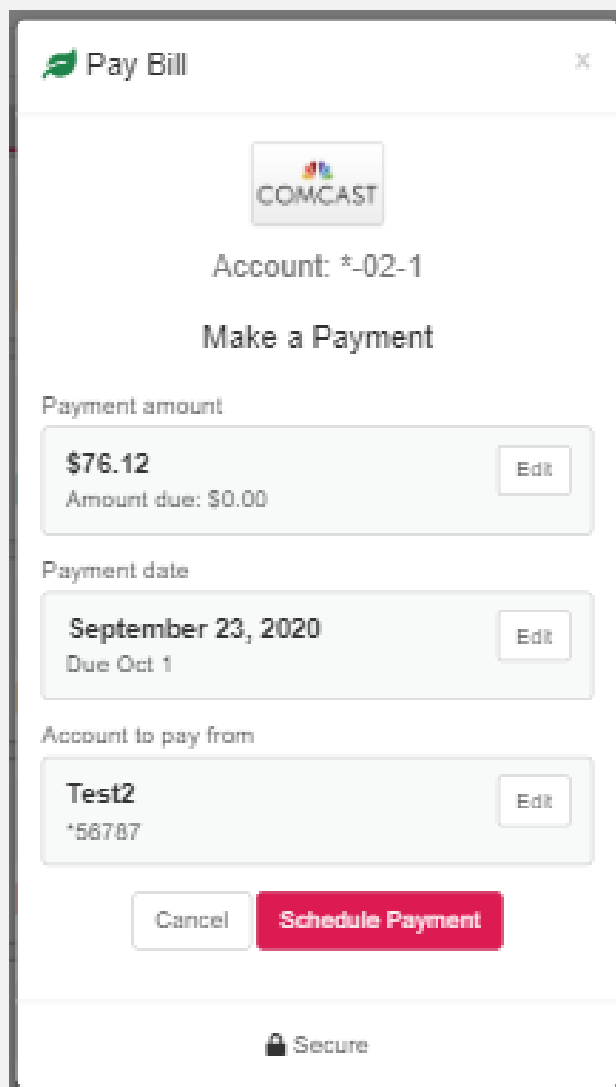
Amount due: $76.12

Cancel | Continue

🔒 Secure

Continue

⟫

♦ **Tap the Continue button.**

Pay Bill ✕

COMCAST

Account: *-02-1

Make a Payment

Payment amount

$76.12
Amount due: $0.00 | Edit

Payment date

September 23, 2020
Due Oct 1 | Edit

Account to pay from

Test2
*56787 | Edit

Cancel | **Schedule Payment**

🔒 Secure

CONTINUE ⟫

PAY A BILL

- **Tap the payment date Edit button.**

Pay Bill ×

COMCAST

Account: *-02-1

Make a Payment

Payment amount

$76.12
Amount due: $0.00 | Edit

Payment date

September 23, 2020
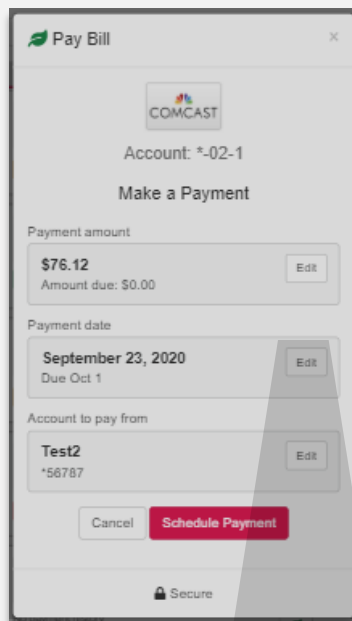Due Oct 1 | Edit

Account to pay from

Test2
*56787 | Edit

Cancel | Schedule Payment

🔒 Secure

Edit

➤➤

- **Choose a Payment Date from the Calendar.**

Pay Bill ×

COMCAST

Account: *65489

When would you like to pay?

		January 2020				»
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	**22**	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Continue

🔒 Secure

CONTINUE ➤➤

PAY A BILL

- Tap the Continue button then tap the Account to Pay From Edit button.

- Choose an Account from which to send the funds.

PAY A BILL

♦ Tap the Continue button then review the Payment information.

Pay Bill ×

COMCAST

Account: *65489

Which account would you like to use?
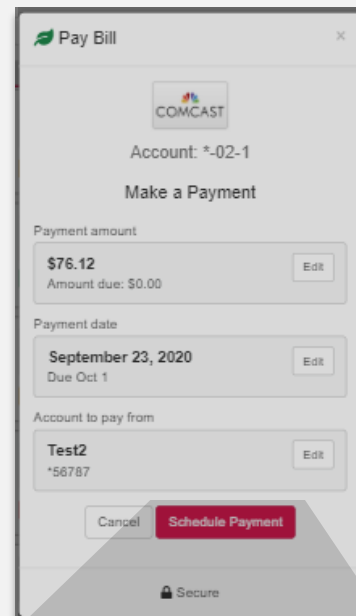
Select an account to pay from ▼

Continue

🔒 Secure

Continue

>> >> >>

Pay Bill ×

COMCAST

Account: *-02-1

Make a Payment

Payment amount

$76.12
Amount due: $0.00

Edit

Payment date

September 23, 2020
Due Oct 1

Edit
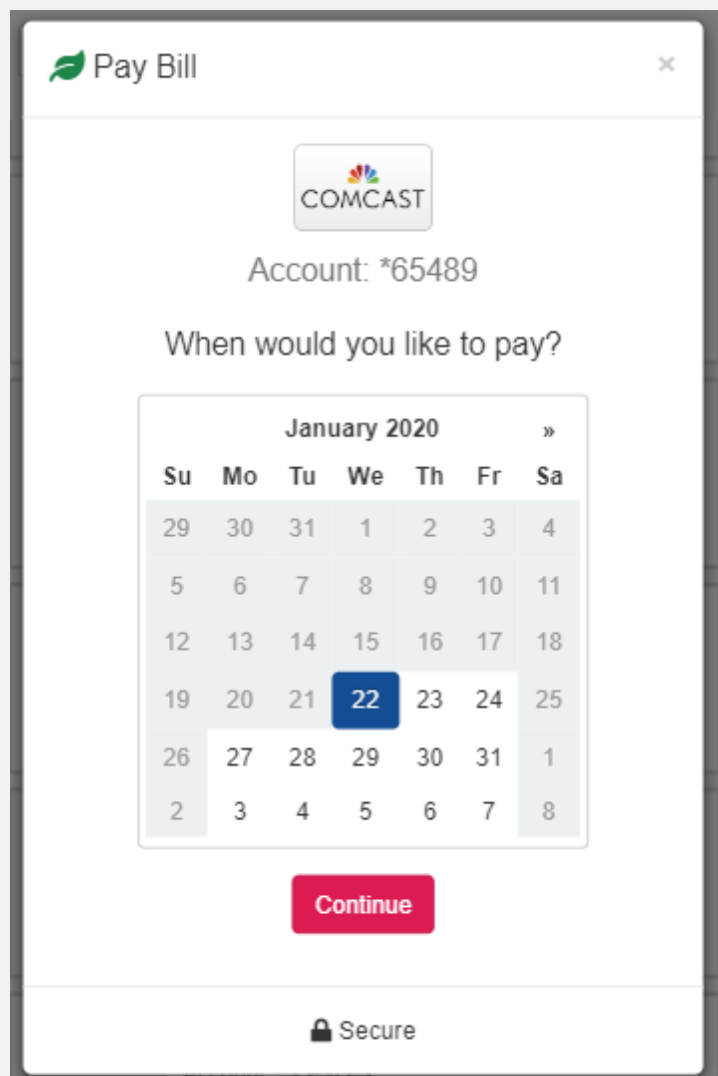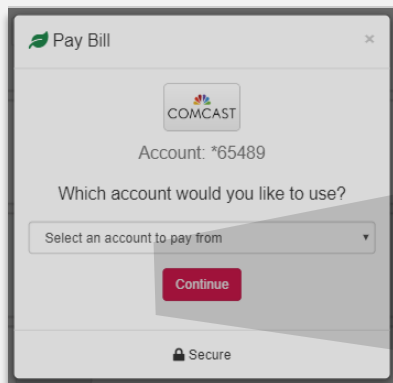
Account to pay from

Test2
*56787

Edit
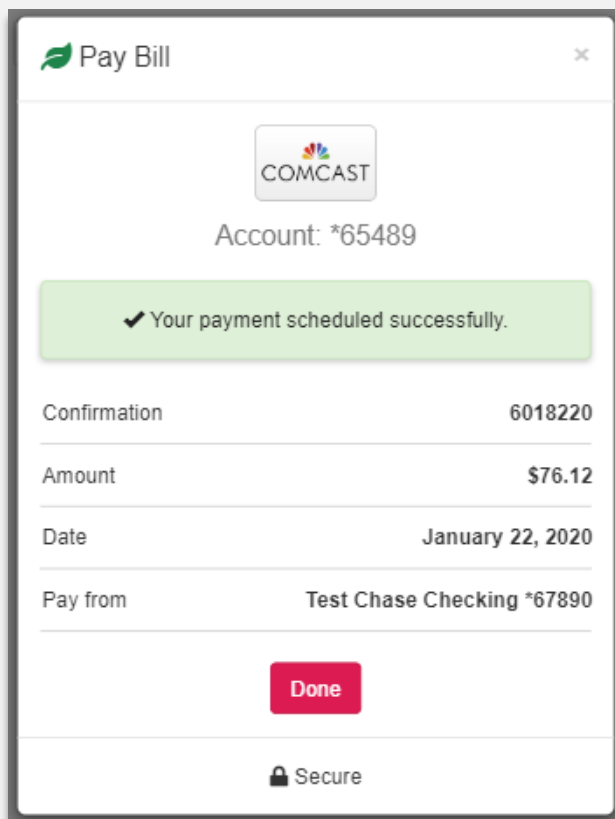
Cancel   Schedule Payment

🔒 Secure

Schedule Payment

Pay Bill ×

COMCAST

Account: *65489

✔ Your payment scheduled successfully.

Confirmation	6018220
Amount	$76.12
Date	January 22, 2020
Pay from	Test Chase Checking *67890

Done

🔒 Secure

«

♦ When you are satisfied with the Amount, Payment Date, and Pay From Account tap Scheduled Payment to Confirm.

♦ Tap Done when you are finished.

PAY A BILL

♦ **Select a Payee.**

COMCAST
Account: *65489
Due tomorrow $76.12 due 1/22 Pay Bill

COMCAST
Account: *65489
Due tomorrow $76.12 due 1/22 Pay Bill

♦ **Under Payee Details, tap Pay.**

Payee Details ×

COMCAST
Account: *-02-1

No payment history ⚡

Pay

Pay

< Back

Payment Information

Amount	Send On	Est. Delivery
$ 0.00	09/23/2020	09/25/2020

Notes

Test

Attach a Picture

📷 Take Picture

Delivery Method	Send Date	Est. Delivery
⦿ Standard (Fee: $0)	09/23/2020	09/25/2020

Payee Information

Name COMCAST

Account 09574 825729-02-1

Address PO BOX 69
NEWARK, NJ 07101-0069

Discard Changes   **Make Payment**

♦ **Enter an amount and choose a Delivery Date.**

♦ **Enter Note / Memo for the Payment. (optional)**

♦ **Add a Picture to the Payment. (optional)**

♦ **Select a Delivery Method.**

♦ **Tap the Make Payment button.**

CONTINUE »

PAY A BILL

CREATING A PAYMENT: BREAKDOWN

- Review the Payment.

Review Payment ✕

Payee: COMCAST

Amount: $35.00

Date: 09/23/2020

Notes: Test

Make Changes | Submit Payment

- Confirm and Submit Payment.

Submit Payment

- Make changes to Payment. (optional).
- Takes the User back to the Payment page to make changes.

Review Payment

Payee: COMCAST

Amount: $35.00

Date: 09/23/2020

Notes: Test

✔ Your payment was scheduled.
Your confirmation number is 6482664.

Done

ℹ Please note: In order to post your payment as quickly and securely as possible, we sometimes make payments over secure virtual card networks. This means you may occasionally see unfamiliar card numbers in payment confirmation communications you receive.

Done

- Close Payment confirmation.

MULTIPLE PAYMENTS

CREATING MULTIPLE PAYMENTS

♦ **Rotate your Mobile Device to display landscape orientation.**

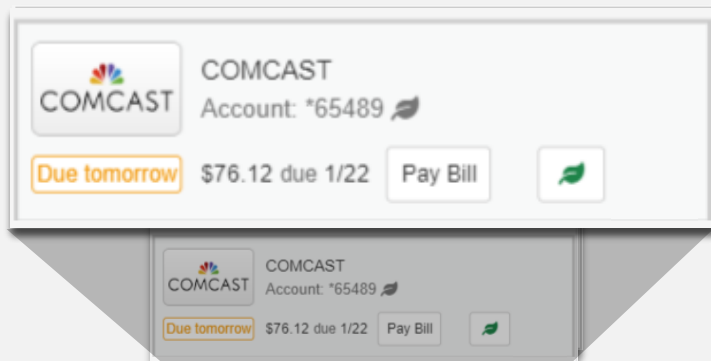♦ **Follow the same Process as setting up Payments in the Desktop view.**
♦ **The Payment Queue will reflect all added Payments.**

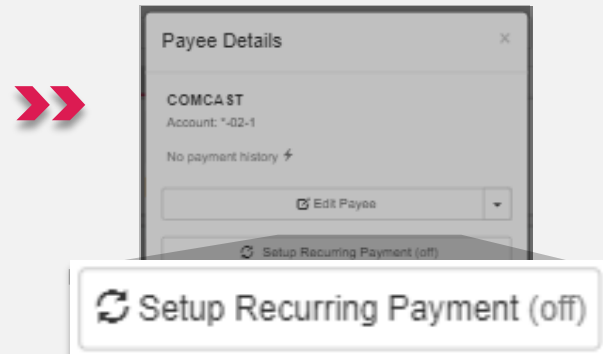# *RECURRING SHEDULE*

CREATING A RECURRING SCHEDULE

♦ **Select a Payee.**

COMCAST
Account: *65489 🍃
Due tomorrow | $76.12 due 1/22 | Pay Bill | 🍃

COMCAST
Account: *65489 🍃
Due tomorrow | $76.12 due 1/22 | Pay Bill | 🍃

♦ **Under Payee Details, tap**

Payee Details ✕

COMCAST
Account: *-02-1

No payment history ⚡

☑ Edit Payee ▾

🔄 Setup Recurring Payment (off)

🔄 Setup Recurring Payment (off)

❮ Back

Recurring Payment COMCAST

Payment Details

Payment Amount
$ | 0.00

Send On
9/23/2020 📅

Est. Delivery
9/25/2020

Pay From Account
Test2 *56787 ▾

Delivery Options

Payment Frequency
Once Every Month ▾

Non-Business Day Option
Pay Previous Business Day ▾

Send Payments

🔘 Until I cancel this schedule

⚪ Until this date | mm/dd/yyyy 📅

⚪ Until | 0 | payments are made

Discard Changes | Save

♦ **Enter Amount.**

♦ **Enter Payment Dates or choose from the Calendar.**

♦ **Select a Pay From Account from the drop menu.**

♦ **Select a Payment Frequency from the drop menu.**

♦ **Select a Non-Business Day option.**

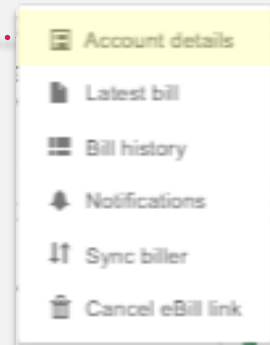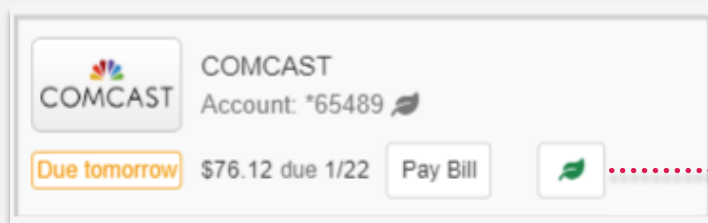♦ **Select a "Send Payments Until" option.**

♦ **Tap Save.**

Save

BILL HISTORY

VIEWING BILL HISTORY

COMCAST
Account: *65489

Due tomorrow | $76.12 due 1/22 | Pay Bill

Account details
Latest bill
Bill history
Notifications
Sync biller
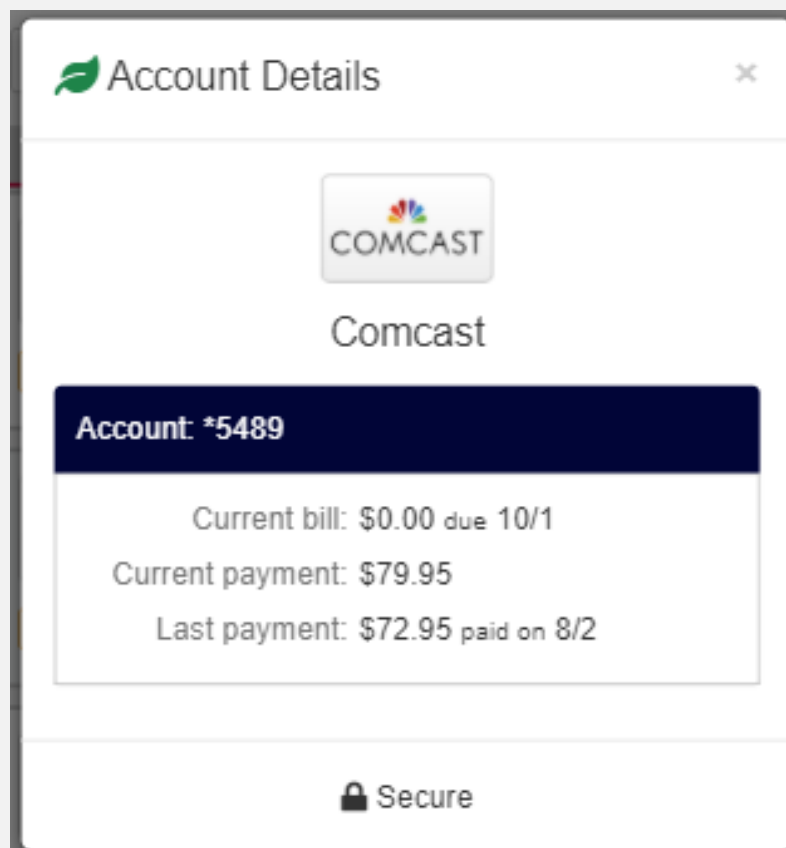Cancel eBill link

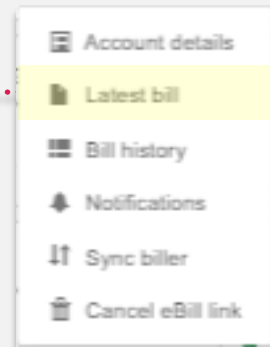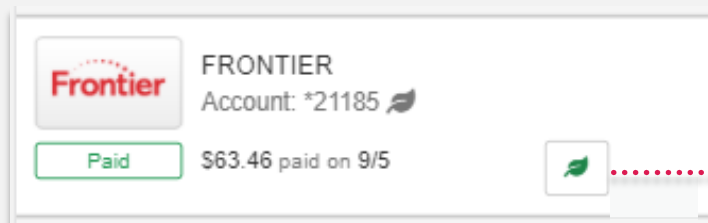- Tap on the Account Details button from the eBilling Options next to an eBill linked Payee.

- Account Details displays info like the Current Bill, Account Balance, Current Payment, Minimum Payment, and Last Payment.
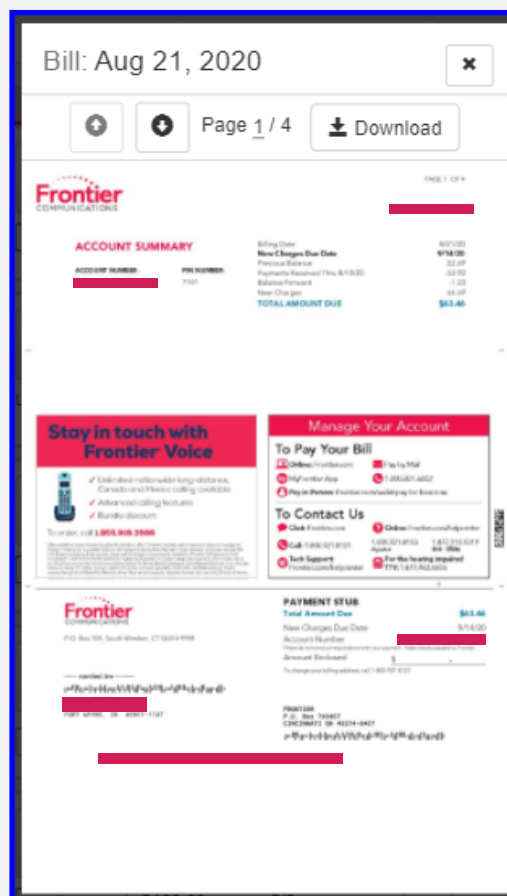
Account Details ×

Comcast

Account: *5489

Current bill: $0.00 due 10/1
Current payment: $79.95
Last payment: $72.95 paid on 8/2

🔒 Secure

BILL HISTORY

VIEWING BILL HISTORY

FRONTIER
Account: *21185

Paid $63.46 paid on 9/5

- Account details
- Latest bill
- Bill history
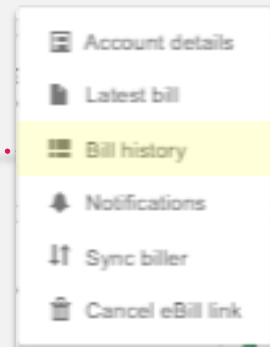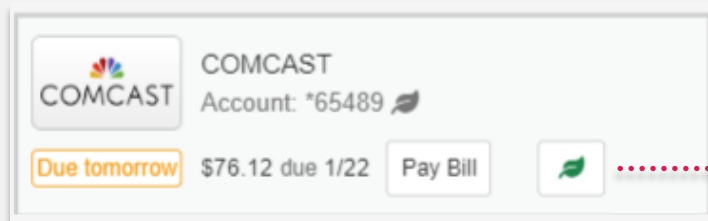- Notifications
- Sync biller
- Cancel eBill link

- ◆ Tap on the Latest BIll button from the eBilling Options next to an eBill linked Payee.

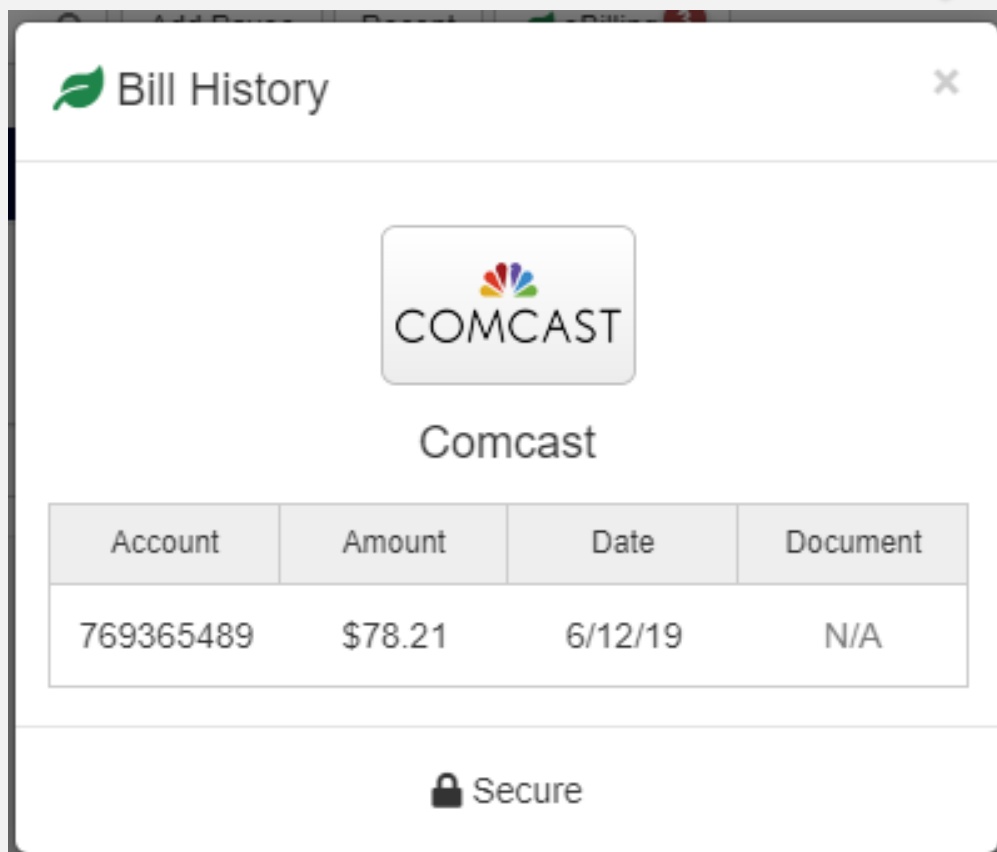- ◆ Latest Bills allows the User to View and Download a PDF of actual biller (if available).

Bill: Aug 21, 2020 ✕

Page 1 / 4 ⬇ Download

BILL HISTORY

VIEWING BILL HISTORY

COMCAST
Account: *65489

Due tomorrow $76.12 due 1/22   Pay Bill

Account details
Latest bill
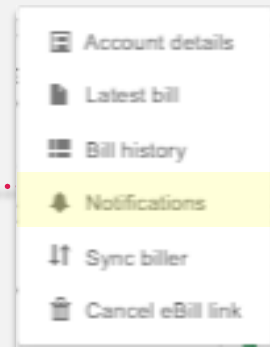Bill history
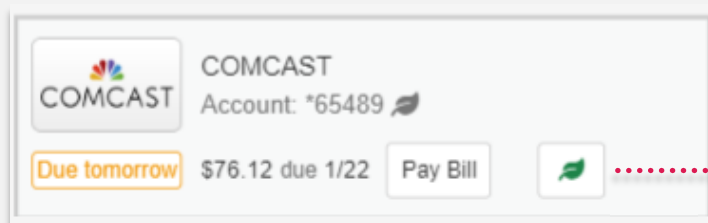Notifications
Sync biller
Cancel eBill link

- Tap on the Bill History button from the eBilling Options next to an eBill linked Payee.
- Bill History displays a list of Bills the User has access to after linking with eBilling.

Bill History ✕

COMCAST

Comcast

Account	Amount	Date	Document
769365489	$78.21	6/12/19	N/A

🔒 Secure

eBILLING NOTIFICATIONS

MANAGING NOTIFICATIONS

COMCAST
Account: *65489

Due tomorrow $76.12 due 1/22 Pay Bill

Account details
Latest bill
Bill history
Notifications
Sync biller
Cancel eBill link

• **Tap on the Notifications button from the eBilling Options next to an eBill linked Payee.**

Manage Notifications

COMCAST

Notification	Email	Text
Payment Due Reminder	☑	☑
Payment Due Today	☑	☑
Payment Past Due	☑	☑
Payment Scheduled	☐	☐
Payment Posted	☐	☐
Balance More Than	☐	☐
$		

Save Cancel

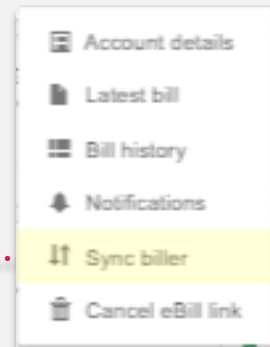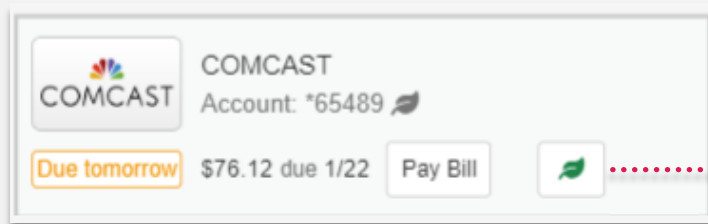Email Address:
Phone Number: (

🔒 Secure

• **The User can check the Email / Text boxes next to any Notifications which they would like to receive.**

• **If the User enters an Amount into the "Balance is More Than" field they will only receive Notifications for Bills and Payments over that Amount.**
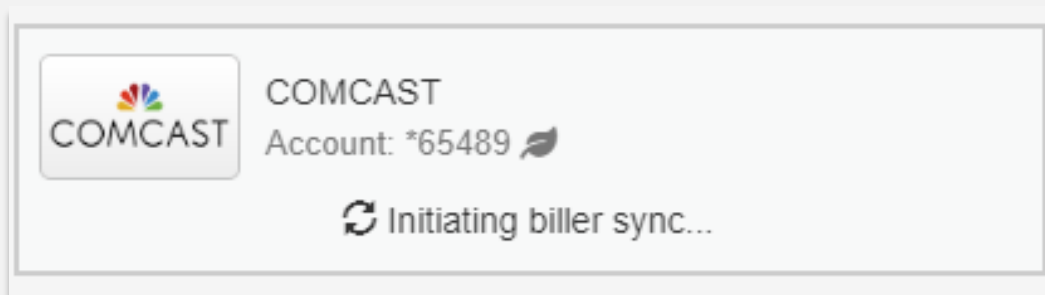
SYNC BILLER

COMCAST
Account: *65489

Due tomorrow $76.12 due 1/22 Pay Bill

Account details
Latest bill
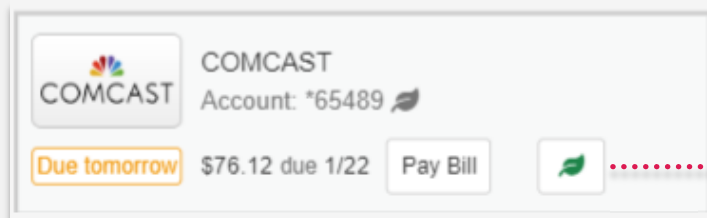Bill history
Notifications
Sync biller
Cancel eBill link

♦ Tap on the Sync Biller button from the eBilling Options next to an eBill linked Payee.

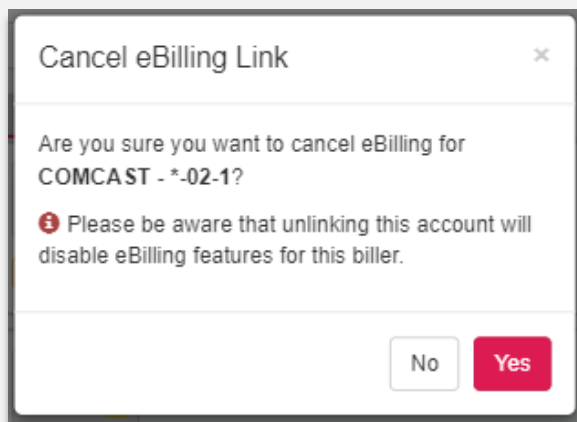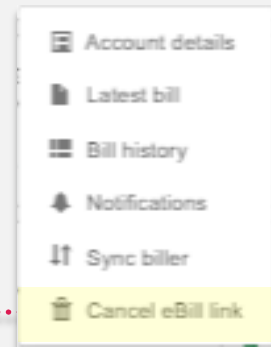♦ The Payee Line will display information about the current status of as your Biller updates.

COMCAST
Account: *65489
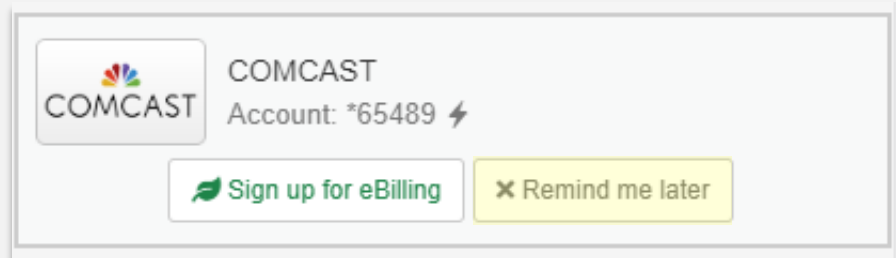
↻ Initiating biller sync...

CANCEL eBILL LINK

CANCELING eBILLING LINK

COMCAST
Account: *65489

Due tomorrow $76.12 due 1/22 Pay Bill

- Account details
- Latest bill
- Bill history
- Notifications
- Sync biller
- Cancel eBill link

♦ **Tap on the Cancel eBill Link button from the eBilling Options next to an eBill linked Payee.**

Cancel eBilling Link ✕

Are you sure you want to cancel eBilling for **COMCAST - *-02-1?**

ⓘ Please be aware that unlinking this account will disable eBilling features for this biller.

No   Yes

♦ **Tap YES to confirm unlinking from eBilling.**

COMCAST
Account: *65489 ⚡

🍃 Sign up for eBilling   ✕ Remind me later

♦ **Tap Remind me later. The Biller will no longer be linked.**

COMCAST
Account: *65489 ⚡

Next payment: $76.12 on 1/22