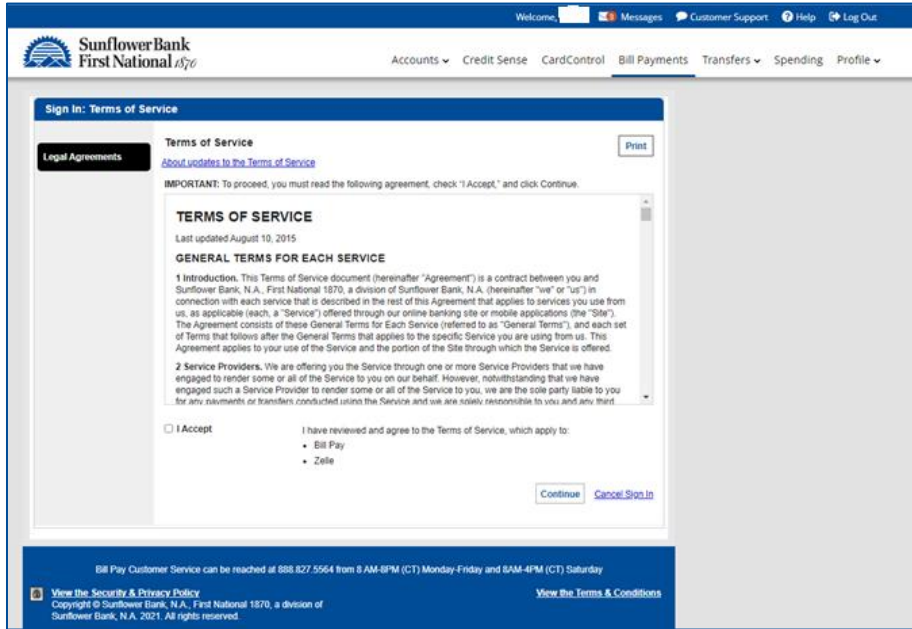
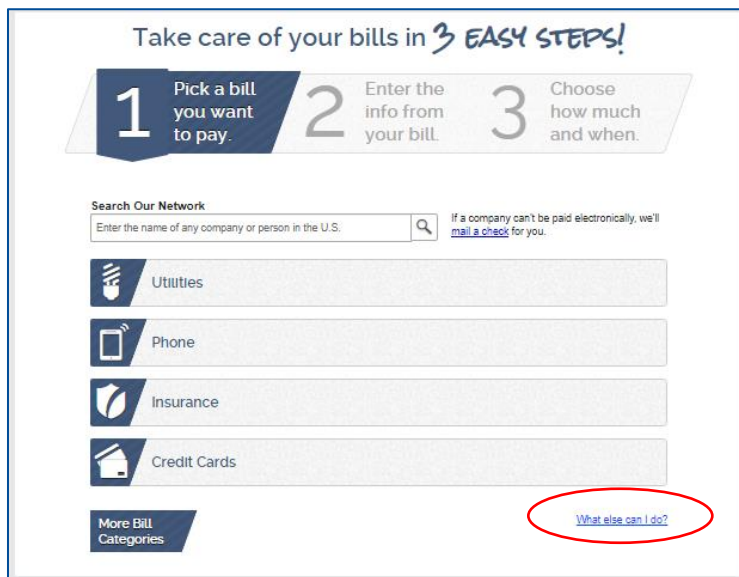


## Bill Payments Setup Guide

1. If you are using the Bill Payments service for the first time, a Terms of Service disclosure will be presented for acceptance at the beginning of the enrollment process. Review the terms, and click **Continue** to get started.



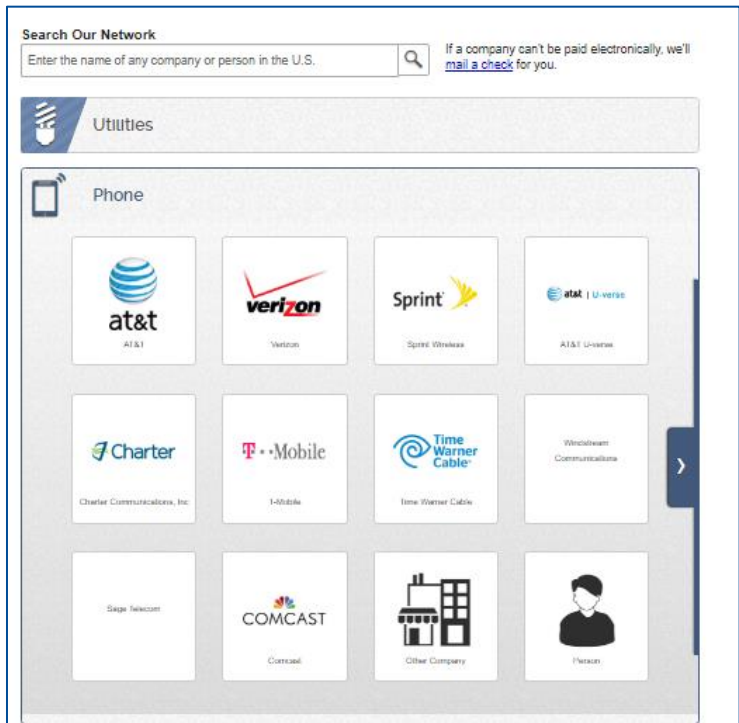
2. Next, choose the type of bill you want to pay, and follow the prompts.
  - On this page, you can also enroll in Zelle<sup>®1,2</sup> to send money to friends and family by clicking [What else can I do?](#) – located in the lower right corner of the screen. Follow the prompts.



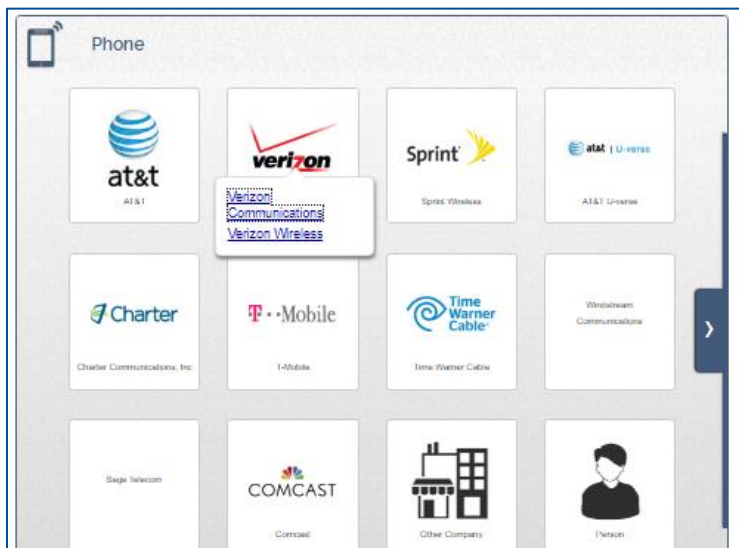
<sup>1</sup>Message and data rates and charges may apply from your mobile carrier. Please check with your mobile carrier for details.

<sup>2</sup>Transactions typically occur in minutes when the recipient's email address or U.S. mobile number is already enrolled with Zelle. Must have a bank account in the U.S. to use Zelle.

In the example below, the Phone category was selected.



- The next step would be to choose your phone carrier. Please note that some carriers have multiple options to choose from as show below. If applicable, click the link that applies to your payment type.




4. Next, enter the **account number** associated with the company you've selected. Your account number can typically be found on your billing invoice.
  - The **Nickname** is an optional field; however, you can enter a description that helps you easily identify this bill.
  - Enter the **zip code** for the company you're paying. The zip code typically appears on your bill or statement.
  - Click **Next Step**.

**Take care of your bills in 3 EASY STEPS!**

**1** Pick a bill you want to pay.

**2** Enter the info from your bill.

**3** Choose how much and when.



**Verizon Wireless Account Number**

**Nickname** (Optional)

**Verizon Wireless ZIP Code**  
 -

5. Enter the payment **amount**.
  - Select the **date** you would like the payment to be delivered.
    - **Carefully read the instructions to the left of the calendars. Details vary by whether the payment will be delivered electronically or by check.**
  - Click **Make Payment**.

**Take care of your bills in 3 EASY STEPS!**

**1** Pick a bill you want to pay.

**2** Enter the info from your bill.

**3** Choose how much and when.

**Cell Phone**  
\*8789

**Pay From** FOUNDATION \*0384  
 Available Balance: \$15,826.42

\$

Select the date you want the payment to be delivered electronically. We'll withdraw the money from your account the same day.

Blue dates are available.  
 Today's date is **bold**.

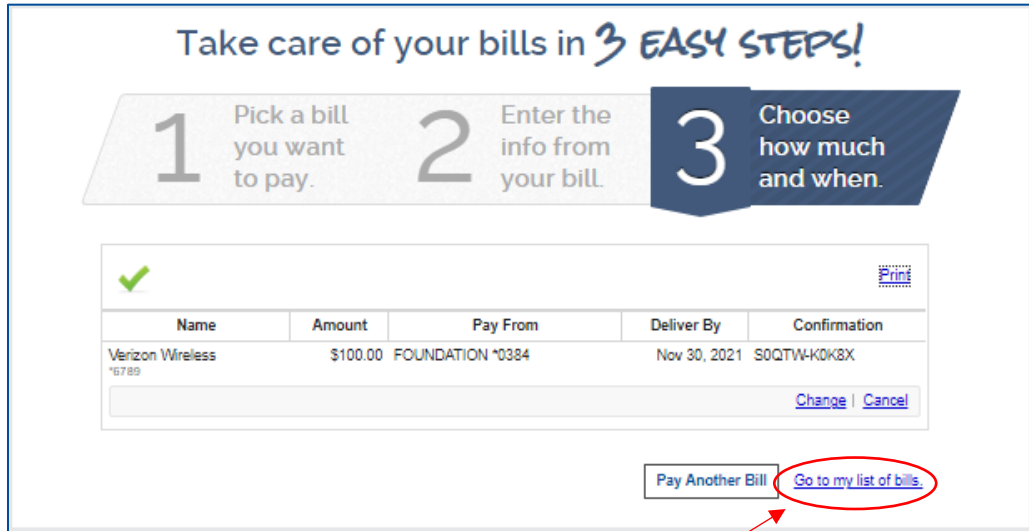
October 2021							November 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Bill Pay Customer: FOUNDATION \*0384

[View the Security & Privacy Policy](#)  
 Copyright © Sunflower Bank, N.A. 2021

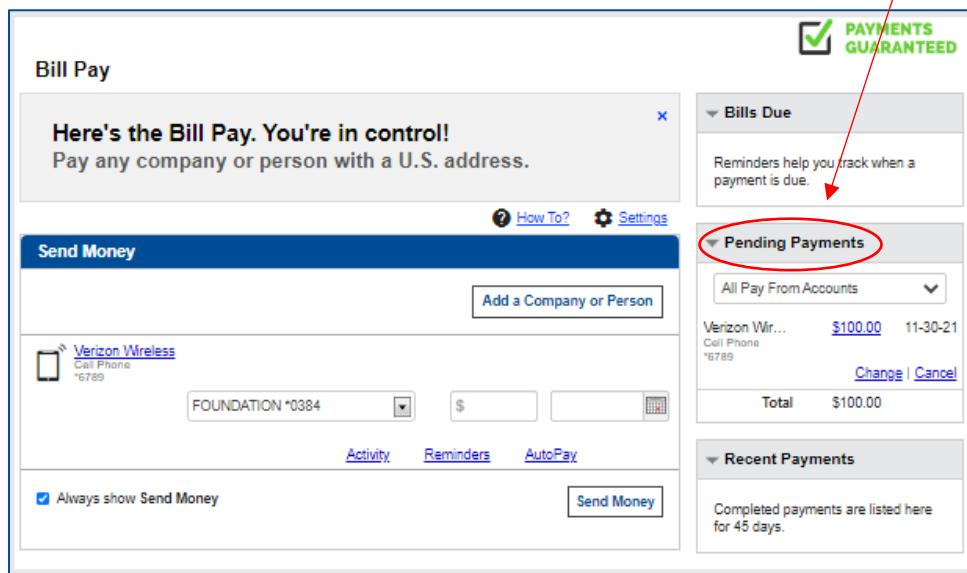
[Terms & Conditions](#)

6. After you submit your payment, a confirmation screen will appear.



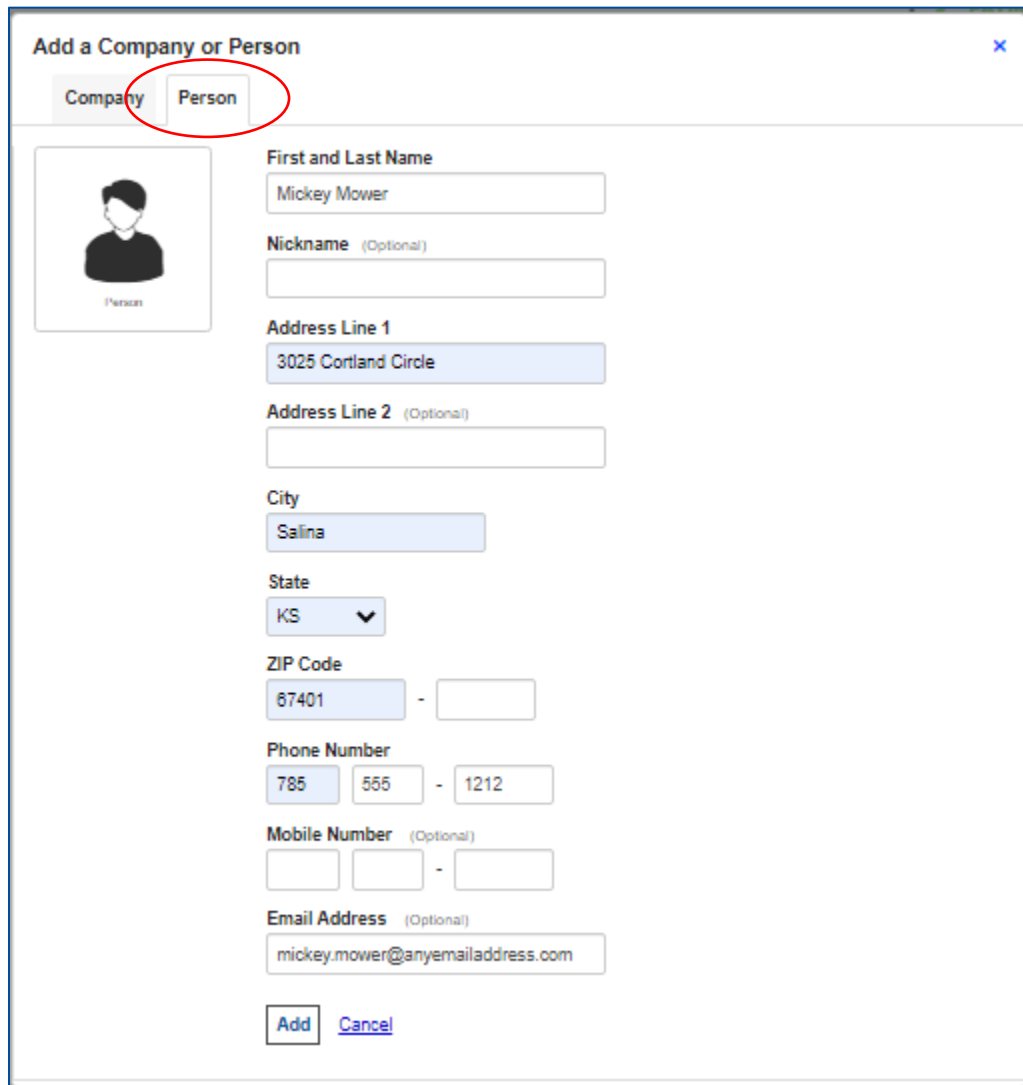
7. To review the payment, click [Go to my list of bills.](#)

- The payment you just created will appear in the Pending Payments area.



8. To pay a person, click **Add a Company or Person**. For example, the individual who mows your lawn, a friend, or family member.

Click the **Person** tab and complete the fields. Next, click **Add**.

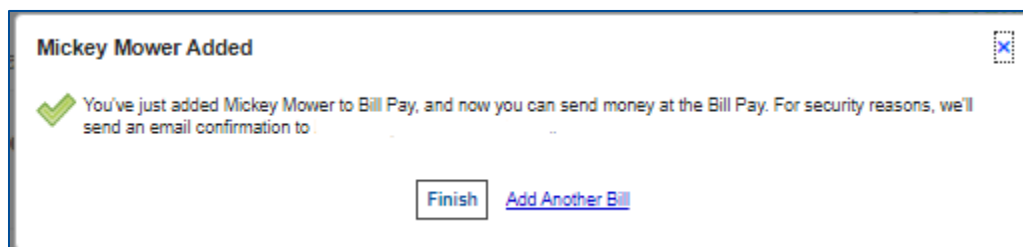


The screenshot shows a web form titled "Add a Company or Person" with two tabs: "Company" and "Person". The "Person" tab is selected and circled in red. The form contains the following fields:

- First and Last Name:** Mickey Mower
- Nickname (Optional):** (Empty)
- Address Line 1:** 3025 Cortland Circle
- Address Line 2 (Optional):** (Empty)
- City:** Salina
- State:** KS (dropdown menu)
- ZIP Code:** 67401 - (Empty)
- Phone Number:** 785 555 - 1212
- Mobile Number (Optional):** (Empty)
- Email Address (Optional):** mickey.mower@anyemailaddress.com

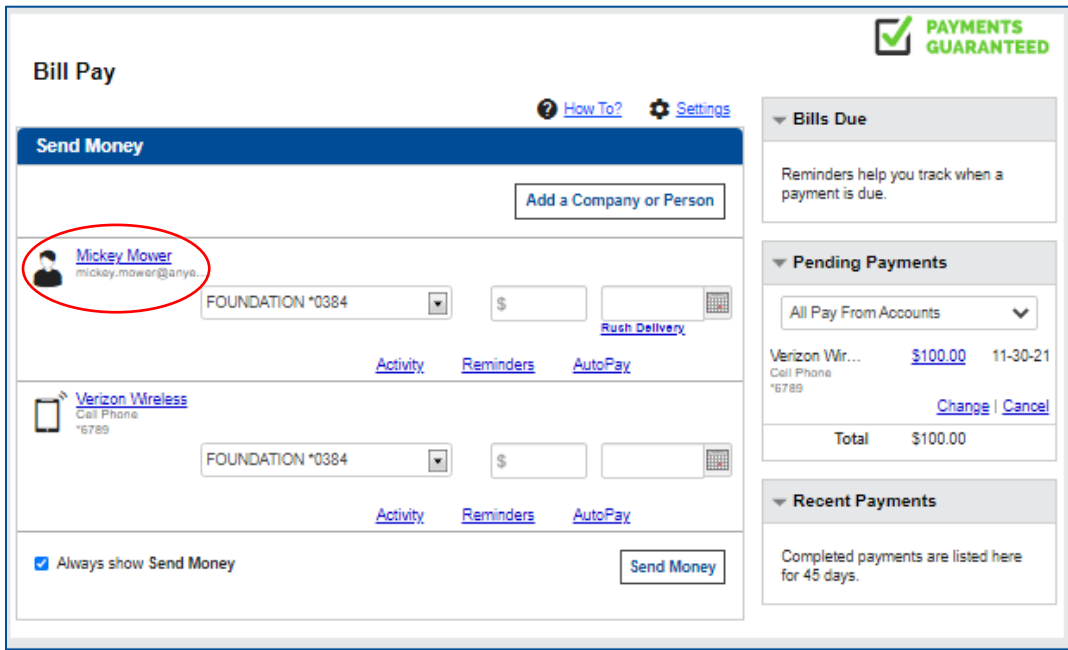
At the bottom of the form are two buttons: "Add" and "Cancel".

9. A confirmation screen will appear letting you know that the person was added. Click **Finish**.



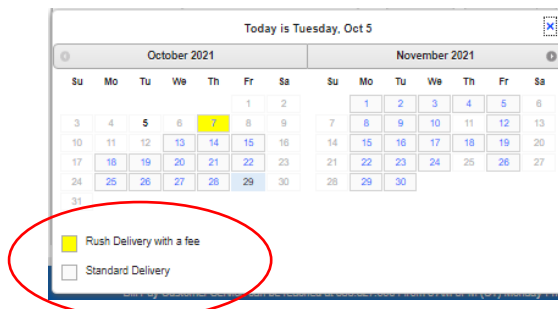
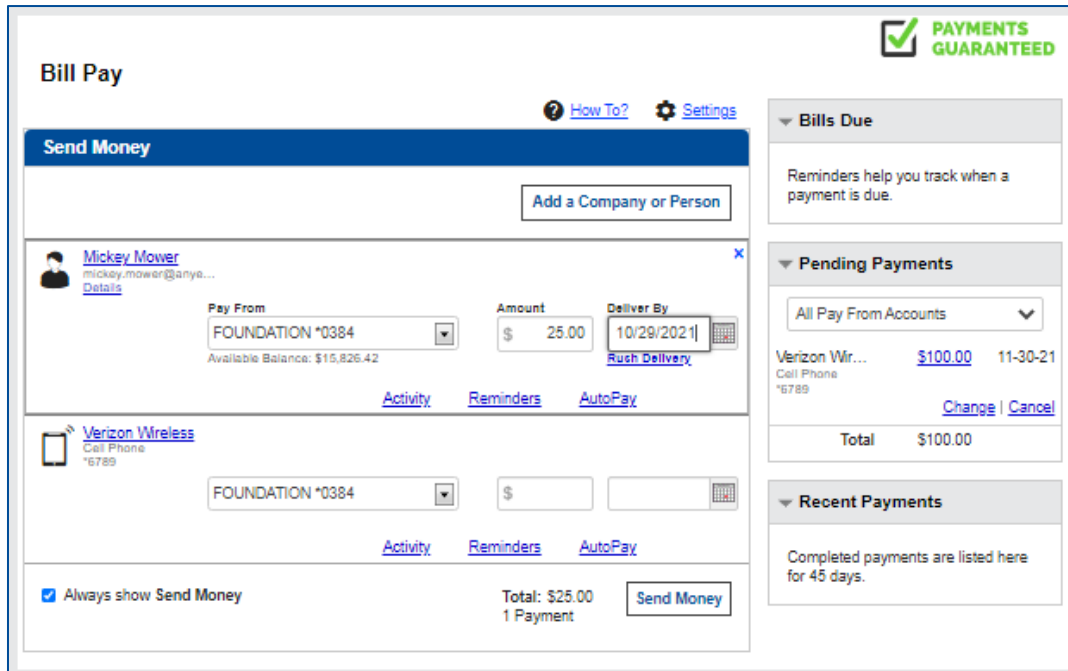
The screenshot shows a confirmation message box titled "Mickey Mower Added". It contains a green checkmark icon and the text: "You've just added Mickey Mower to Bill Pay, and now you can send money at the Bill Pay. For security reasons, we'll send an email confirmation to". At the bottom of the box are two buttons: "Finish" and "Add Another Bill".

10. The person you added will now appear in your list of payees on the left.



11. To pay this person, enter the **amount** you would like to send and the **Deliver By** date.

- Remember to review the important information noted on the calendar page for delivery times.



12. When you're ready to make the payment, click **Send Money**.

- You can add an optional Memo to be printed on the check. Be sure to review any important notes that appear.

**Important! Checks are estimated to arrive by the date selected, but since they are sent via the USPS, they may be cashed and the money withdrawn from your account before, on, or after the date selected.**

13. Click **Submit Payments**.

**Review Payments**

Mickey Mower  
mickay.mower@anyemailaddress

Pay From FOUNDATION \*0384  
Amount \$25.00

DELIVER BY  
Oct 29  
(Estimated)

Your check may be cashed, and the money withdrawn, before, on, or after Oct 29, 2021.

Memo  
Printed on Check  
October lawn care  
15 characters remaining

Payment Total \$25.00 **Submit Payments** [Make Changes](#) [Cancel](#)

A Payment Confirmation page will appear.

**Payment Confirmation**

✓ Payments Submitted

Mickey Mower  
mickay.mower@anyemailaddress  
[Add a Note](#)

✓ Your \$25.00 payment has been submitted.  
[View Details](#)

MEMO  
October lawn care

CONFIRMATION  
S0QW7-F4TYL

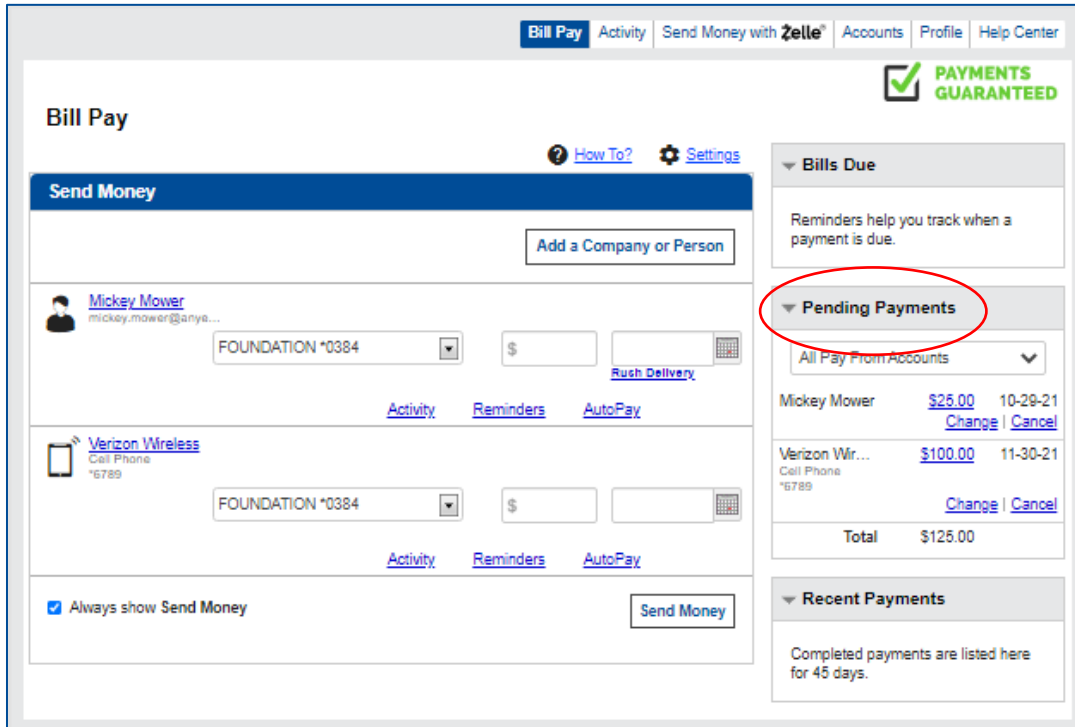
DELIVER BY  
Oct 29  
(Estimated)

Your check may be cashed, and the money withdrawn, before, on, or after Oct 29, 2021.

Payment Total \$25.00 [Return to Bill Pay](#) [Print](#)

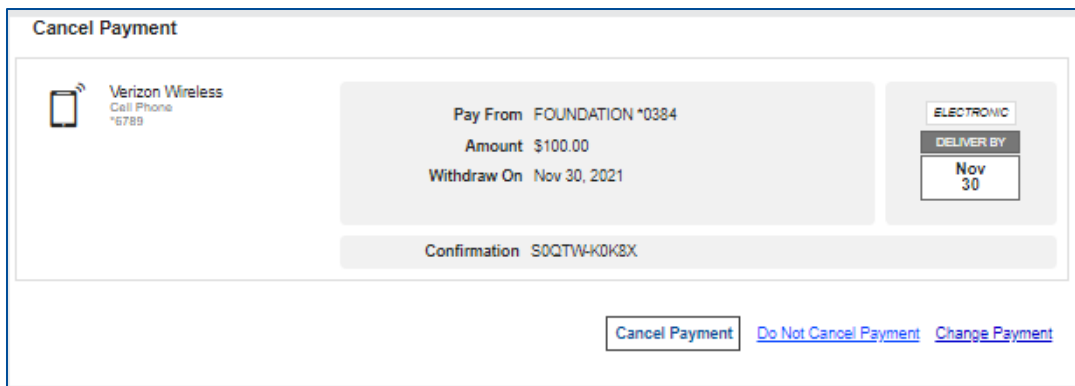
14. Click **Return to Bill Pay**.

The payment should now appear in the Pending Payments area.



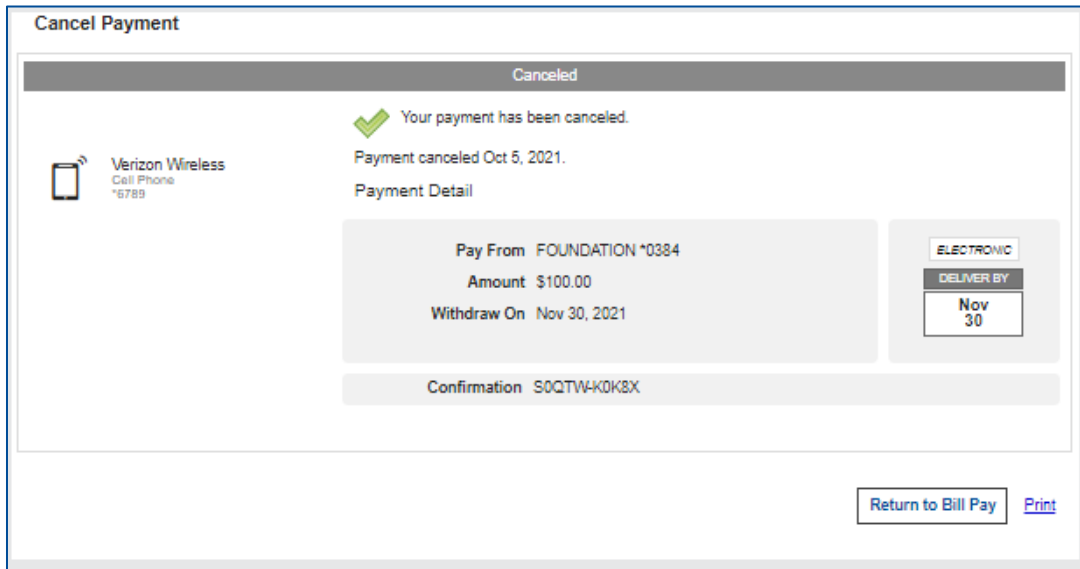
15. You may change or cancel a payment prior to it being processed. If the change or cancel options are not visible in the Pending Payments area, the payment has already been processed. This means it is no longer able to be changed or canceled.

- To cancel a payment, click **Cancel** in the Pending Payments area.
- The Cancel Payment screen will appear. Verify that it's the payment you wish to cancel. If it's correct, click **Cancel Payment**.

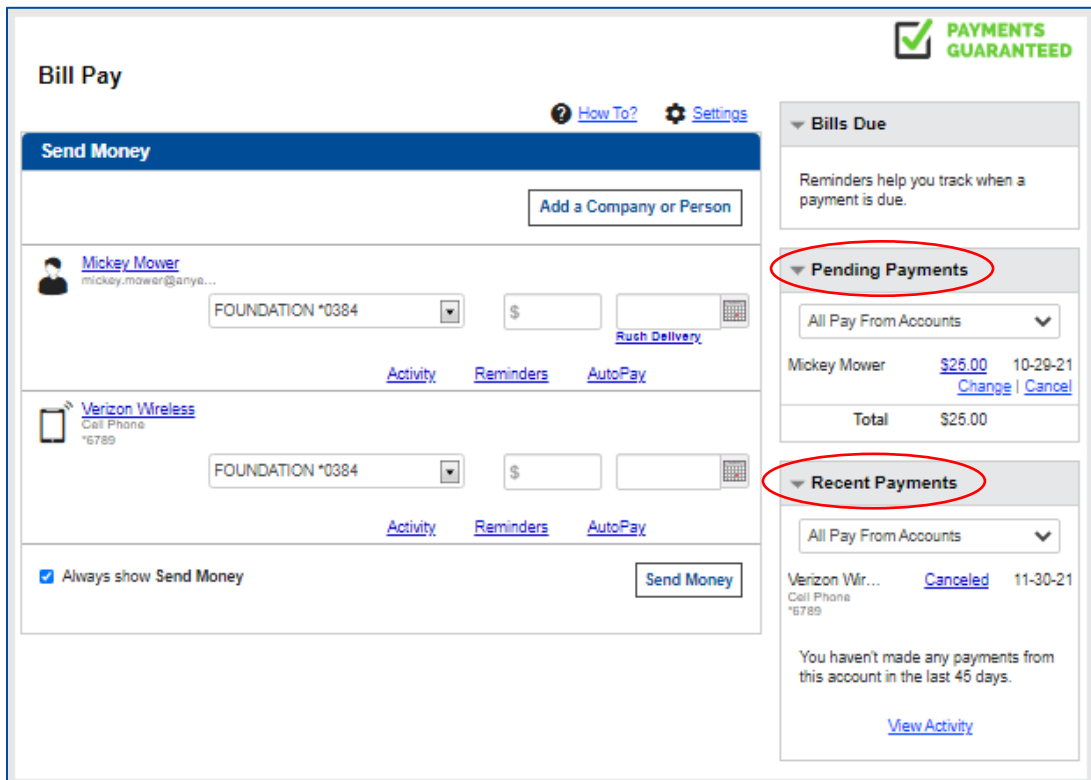




16. If you choose to cancel a payment, make sure you receive the Cancel Payment confirmation page.



17. Click **Return to Bill Pay** to verify that it no longer appears in the Pending Payments area and has moved to the Recent Payments area reflecting that it has been canceled.



18. To change a payment, click **Change** in the Pending Payments area.

- Make the necessary changes in the following fields: Pay From, Amount, Deliver By, and/or Memo. Click **Save Changes**.

The screenshot shows the 'Change Payment' page for a user named Mickey Mower. At the top, there are navigation links: 'Bill Pay', 'Activity', 'Send Money with Zelle', 'Accounts', 'Profile', and 'Help Center'. The main content area includes a confirmation number 'S0QW7-F4TYL' and a note: 'Your check may be cashed, and the money withdrawn, before, on, or after Oct 29, 2021.' Below this, there are several input fields: 'Pay From' (FOUNDATION \*0384), 'Amount' (\$ 50.00), 'Deliver By' (10/29/2021), and 'Memo' (Oct & Nov lawn care). A 'CHECK' button and a 'DELIVER BY' box showing 'Oct 29 (Estimated)' are also present. At the bottom right, there are three buttons: 'Save Changes', 'Don't Save Changes', and 'Cancel Payment'.

Ensure you receive the Change Confirmation page and click **Return to Bill Pay**.

The screenshot shows the 'Change Confirmation' page for Mickey Mower. A green checkmark icon is followed by the text 'Your payment has been changed.' and a 'View Details' link. Below this, there are two summary boxes: 'Memo Oct & Nov lawn care' and 'Confirmation S0QW7-F4TYL'. A note at the bottom states: 'Your check may be cashed, and the money withdrawn, before, on, or after Oct 29, 2021.' On the right side, there is a 'CHECK' button and a 'DELIVER BY' box showing 'Oct 29 (Estimated)'. At the bottom right, there are two buttons: 'Return to Bill Pay' and 'Print'.

View the changes to the **date** and **amount** in the Pending Payments area.

The screenshot shows the 'Bill Pay' interface. On the right side, there are three sections: 'Bills Due', 'Pending Payments', and 'Recent Payments'. The 'Pending Payments' section is circled in red and contains a table with the following data:

Pending Payments		
All Pay From Accounts		
Mickey Mower	\$50.00	10-29-21
		<a href="#">Change</a>   <a href="#">Cancel</a>
<b>Total</b>	<b>\$50.00</b>	

Below the 'Pending Payments' section is the 'Recent Payments' section, which shows a canceled payment for Verizon Wireless on 11-30-21.

You can view the Payment History by clicking the Activity tab.

The screenshot shows the 'Activity' tab selected in the Bill Pay interface. It displays a table of payment history with the following data:

Description	Category	Amount	Deliver By	Status
Verizon Wireless Cell Phone *6789	FOUNDATION *0384	\$100.00	11-30-21	Canceled Cfm # S0Q7W-K0K8X
Mickey Mower	FOUNDATION *0384	\$50.00	10-29-21	Canceled Cfm # S0QW7-F4TYL
<b>Total</b>		<b>\$0.00</b>	<i>Pending, Processing, and Processed payments only, including any fees</i>	

The 'Activity' tab is circled in red in the top navigation bar. The table also includes a 'Filter By' section and pagination controls.

19. If you have other Bill Pay questions, you can refer to the Help Center for a comprehensive list of frequently asked questions.

Bill Pay Activity Send Money with Zelle® Accounts Profile **Help Center**

## Help Center

### Bill Pay FAQs

Info about Bill Pay. How does it work? Is it secure?

**Overview**

**What is Bill Pay?**

[How does Bill Pay work?](#)

[Who can I pay using Bill Pay?](#)

[Who can't I pay with Bill Pay?](#)

[Is my info secure?](#)

[Is my personal info kept private?](#)

[Can I use assistive technologies to access Bill Pay?](#)

**Adding and Managing Your Accounts**

**Managing Your Personal Profile**

**Troubleshooting**

**Overview**

**What is Bill Pay?**

With Bill Pay you can pay any company or person you owe.

**Quick Facts**

- Pay anyone in the United States that you would normally pay by check, automatic debit, or cash. We send the money electronically whenever we can. If the person or company can't accept electronic payments, we print a check and mail it for you.
- Review your payments and bills for the past 84 months in Activity. You can download your payment info to a comma-separated values (CSV) file. You can import the file into a number of different personal financial software applications.
- Send money electronically to people. They receive notification by email or text message.

**More Convenience**

- **eBills.** Save a trip to the mailbox or another website to get your bills. Some of your bills can be delivered right in Bill Pay. You can view your eBills in Bill Pay and pay them with a few simple clicks. You decide how much you want to pay and when you want to send the payment.
- **AutoPay.** You can set up automatic payments to be sent according to a schedule you set. You can change or cancel AutoPay at any time.
- **AutoPay for eBills.** You can set up some eBills to be paid automatically according to options you set. You can change or cancel AutoPay for eBills at any time.

Did we answer your question?