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# STAR BILL PAY

## Get Started Guide

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FOR CONSUMER ONLINE BILL PAY



# YOUR UPGRADED ONLINE BILL PAY

## HOW TO USE eBILL

WELCOME TO THE ULTIMATE IN CONVENIENCE AND SECURITY:

Your upgraded online bill pay has eBill so you can view, pay and track bills online. And you can do it all in one secure place.

When you set up eBill, you'll receive bill summaries right on your payments dashboard. That means you can see the payment amount and due date at a glance.

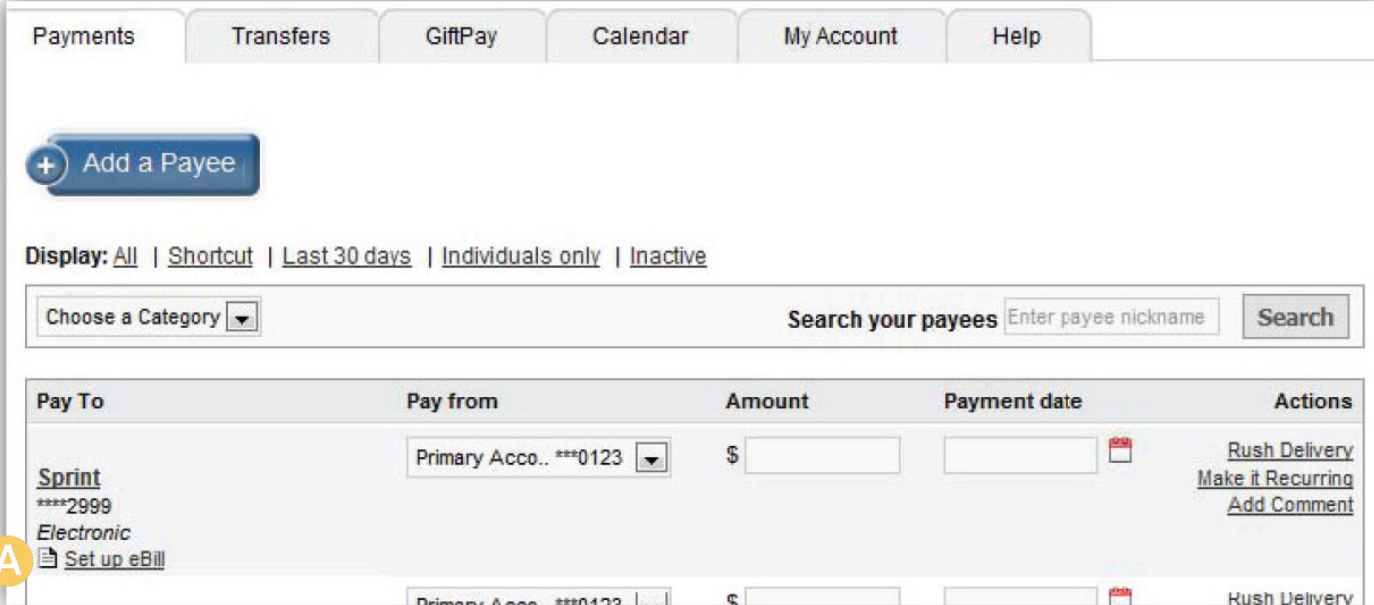
Now let's get started. Simply follow the steps below to use the upgraded eBill features.



# HOW TO SET UP eBILL

IT ONLY TAKES A FEW MINUTES TO SET UP AN eBILL.  
HERE'S HOW TO DO IT.

- 1 Go to the payments dashboard and select “Set up a Bill” (A) under the payee’s name.
- 2 Enter your **login credentials** for the payee’s website.
- 3 Accept the **terms and conditions** and submit.



The screenshot shows a payment dashboard with a navigation bar at the top containing tabs for Payments, Transfers, GiftPay, Calendar, My Account, and Help. Below the navigation bar is a blue button labeled '+ Add a Payee'. Underneath is a filter section with the text 'Display: All | Shortcut | Last 30 days | Individuals only | Inactive'. Below the filter is a search bar with a dropdown menu labeled 'Choose a Category', a search input field labeled 'Search your payees' with a placeholder 'Enter payee nickname', and a 'Search' button. The main content area is a table with the following columns: Pay To, Pay from, Amount, Payment date, and Actions. The first row shows a payee named 'Sprint' with account number '\*\*\*\*2999' and the payment method 'Electronic'. Under the 'Pay To' column, there is a yellow circle with the letter 'A' and a link labeled 'Set up eBill'. The 'Pay from' column shows 'Primary Acco.. \*\*\*0123'. The 'Amount' and 'Payment date' columns have input fields. The 'Actions' column contains links for 'Rush Delivery', 'Make it Recurring', and 'Add Comment'. A second row is partially visible below the first.

Pay To	Pay from	Amount	Payment date	Actions
<b>Sprint</b> ****2999 Electronic Set up eBill	Primary Acco.. ***0123	\$		<a href="#">Rush Delivery</a> <a href="#">Make it Recurring</a> <a href="#">Add Comment</a>
	Primary Acco.. ***0123	\$		Rush Delivery

# HOW TO KNOW WHEN AN eBILL IS DUE

WHEN YOU SET UP AN eBILL, 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.
- 2 At this time, you can **view the amount due and due date**.

The screenshot shows a notification for an eBill due. On the left, it displays the payee name "AT&T" with account number "\*\*\*\*1234" and the word "Electronic". Below this, it states "Last paid: \$112.45 on 3/3/2013". A yellow box highlights the text "eBill due" next to a small "B" icon. In the center, a dropdown menu shows "Primary Acco.. \*\*\*\*0123". To the right, there are two input fields for currency, with a yellow box highlighting the text "Amt Due: \$100.00" and "Due by: 04/15/2013". On the far right, there are links for "Rush Delivery", "Edit Recurring", "Add Comment", and "File eBill". A yellow box also highlights the text "amt due: \$100.00, due by 04/15/2013" in a separate box.

# 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

\$ [input]  
Min Due: \$25.00  
Bal: \$500.00

[input] [input] [input]  
Due by: 04/15/2013

Rush Delivery  
C **Make it Recurring**  
Add Comment  
File eBill

Set up recurring payment

Schedule payments:

Using a frequency I create

D  When my new eBill arrives

X Cancel Next

Set up recurring payment

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

Pay from Primary Account

Amount

E  Always pay full balance

Always pay minimum due

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

Pay an amount that I specify \$ [input]

Send Payment

To be delivered by the due date

When bill arrives

X 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.

The screenshot shows the 'Payee details for Best Buy' page. At the top, there is a header for 'Best Buy' with account details: 'Primary Acco.. \*\*\*0123', a balance of '\$500.00', and a due date of '04/15/2013'. Below this, there is a table of eBills with columns for 'Date', 'Amount', and 'Additional items'. The table shows a due date of '04/15/2013' and a statement balance of '\$500.00'. To the right of the table, there are 'Additional actions' including 'Edit payee', 'Pending transactions', 'History', 'eBill History' (highlighted with a yellow box and a 'G' icon), and 'Add reminder'.

**Best Buy** Primary Acco.. \*\*\*0123 \$      
\*\*\*\*1337 Min Due: \$25.00 Due by: 04/15/2013 [Rush Delivery](#)  
Electronic Last paid: \$50.00 on 3/4/2013 Bal: \$500.00 [Make it Recurring](#)  
[eBill due](#) [Add Comment](#)  
[File eBill](#)

### Payee details for Best Buy

eBills			Additional actions
Date	Amount	Additional items	<a href="#">Edit payee</a>
Due by: 04/15/2013	Due: \$25.00	Status: Unpaid	<a href="#">Pending transactions</a>
Statement close: 04/01/2013	Statement balance: \$500.00	<a href="#">Pay</a>	<a href="#">History</a>
		<a href="#">File eB</a>	<a href="#">eBill History</a> <b>G</b>
			<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**.

