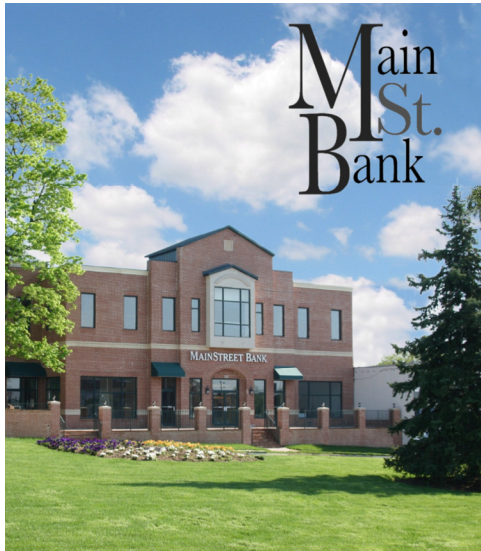


# Bill Payment Guide

(703) 481-4567

[www.mstreetbank.com](http://www.mstreetbank.com)



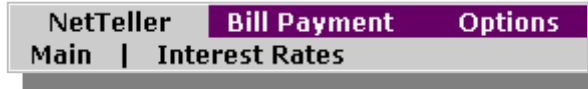
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## Setting Up Your Account To Pay Bills

Access [www.mstreetbank.com](http://www.mstreetbank.com) and Log on to NetTeller

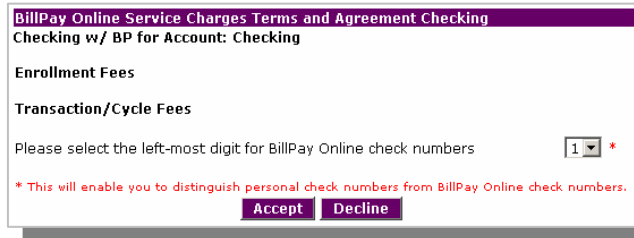
Click on the Bill Payment Tab



Click 'Add Account'



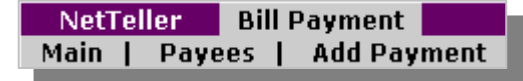
Review the Fee Schedule and select the left-most digit for bill payment check numbers.



After selecting 'Accept' a green message will appear indicating that your account has successfully been setup for bill pay.

## Setting Up Payees Electronic

Select 'Payees' from the Bill Pay menu.



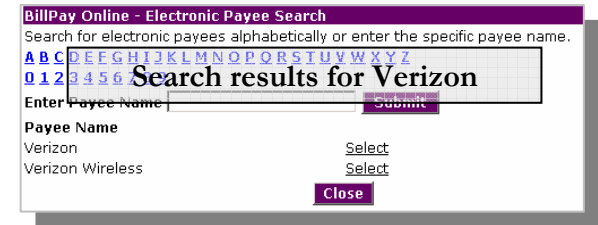
Click 'Add Payee'

**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



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.)

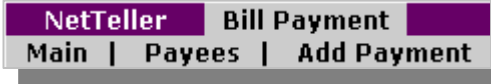


If no specific address is required, simply complete the remaining fields and select 'Submit'.

(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.



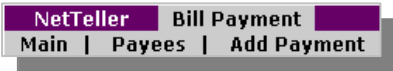
Click 'Add Payee'

**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)

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



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.

## Setting Up Payments



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

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'

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

## Editing Payments

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.

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**

## Viewing Payment History

Select 'History' from the Bill Pay menu.



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.