

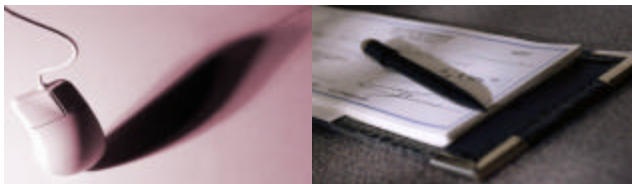
# Online Banking Guide

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## Bill Pay



Member F.D.I.C.  
 6301 Beach Blvd. # 100  
 Buena Park, CA 90621  
 Ph. 714 736 5700



## Setting Up Your Account To Pay Bills

Access [unitibank.com](http://unitibank.com) and Log on to Online Banking

Next to the account you want to pay bills from select 'Set Up As Bill Pay Account'



Review the Fee Schedule and select the left-most digit for bill payment check numbers. (please choose a number different from that of the checks in your checkbook)  
 Select 'Accept'

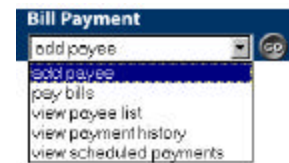


After selecting 'Accept' a green message will appear indicating that your account has successfully been setup for bill pay.

The option to 'Set Up As Bill Pay Account' will now read 'Pay Bills'

## Setting Up Payees Electronic

Select 'Add Payee' from the Bill Pay drop-down menu.



To add an electronic payee click on the binoculars to perform a search

(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)



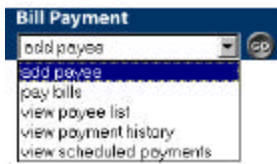
Search results for American Express

Click on the checkmark to select the payee. The Payee name will display on the 'Add Payee' Screen. Complete the remaining fields and select 'Add Payee'

# Setting Up Payees

## Check

Select 'Add Payee' from the Bill Pay drop-down menu.



To add a check payee, enter the payee information in the required fields and select 'Add Payee'

(A check payee is any payee that is not in the electronic payee database)

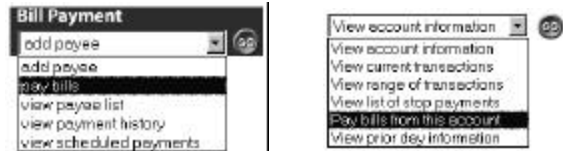
When payees are added, they can be viewed, and certain information can be edited by selecting 'View Payee List' from the Bill Pay drop-down menu.



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

# Setting Up Payments

Select 'Pay Bills' from the Bill Pay drop-down menu or from the Account Listing drop-down menu.



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. For recurring payments, enter the expiration date of the payment and whether or not the amount is different for each payment.

When payment information is complete select

**SUBMIT PAYMENT**

# Editing Payments

Select 'View Scheduled Payments' from the Bill Pay drop-down menu.

Quick Edit	Next Payment Date	Payee	Amount	Frequency	Memo	Status	Payment Type	Edit	Delete
<input type="checkbox"/>	05/01/2001	American Express	10.00	Check		Active	Electronic		
<b>Day Total</b>			<b>10.00</b>						
<b>Grand Total</b>			<b>10.00</b>						

Click on the 'Quick Edit' box for each payment you want to edit. Then select the 'Quick Edit' button. You may select one or all of your payments to quick edit. This will allow you to change the amount, memo, and account from which the bill is paid.

# Viewing Payment History



Select 'View Payment History' from the Bill Pay drop-down menu.

Enter the search criteria and select

**SUBMIT**