

Online Bill Payment

Online Bill Payment

Sign In to the **Advanced Customer Portal** with valid credentials.

On the Summary page, select you account from the **Your Accounts** dropdown.

The **Balance Summary** for the selected account will be displayed.

To make an online payment for your account:

Click on the **Make A Payment** button in the Balance Summary pane or Go to **Billing > Make A Payment**.

The **Make A Payment** window displays.

Make Payment

Payment Date:

By default, the Payment Date is set as the current date.

Payment Amount:

In the Payment Amount dropdown user can select and pay:

- **Amount Due**- Displays current bill plus pending payments.
- **Current Billed Amount**- Displays total bill amount for the last billing cycle.
- **Past Due Amount**- Displays Past Due amount if any.
- **Custom Amount**- Select this option and enter the payment amount of your choice in the **Amount to Pay** field.

Make a Payment

Due Date	Amount Due
Jan 27, 2021	\$33.30

Payment Date
03/02/2021

Payment Amount
Amount Due: \$33.30

Payment Method
Select a Payment Method

CANCEL CONTINUE

Payment Method:

- Click on the **Payment Method** drop down.
- The list of added cards and bank accounts displays.
- Go ahead and select the card or account from which you wish to pay.
- Click on the **Continue** button to go to the Review Payment window.
- Click on the **Cancel** button to go back to the Summary page.

Review Payment

1. In the Review Payment Window verify the below details
 - Payment Date
 - Payment Method
 - Payment Amount
2. Click on the **Complete** Payment button to make the payment
3. Click on the **Edit** button to go back to the Make a Payment window.
4. Click on the **Cancel** button to go back to the Summary page.
5. The **Payment Confirmation** window displays.

Review Payment

Payment Date	Payment Method
Mar 02, 2021	added - Checking account ending in...1111

Payment Amount
\$33.30

By clicking 'Complete Payment' you acknowledge that payments apply immediately to your account, but may take up to five business days to be processed by your financial institution. Payments are processed Monday through Friday (excluding holidays). Authorized charges to your chosen payment method will be processed for the amount indicated above.

CANCEL EDIT COMPLETE PAYMENT

Payment Confirmation

Thank you for your payment!
Please note this as Transaction ID 69163420181

CLOSE

Add Bank Account or Credit/Debit Card

To add the Bank Account or Credit/Debit Card details to the Payment Method dropdown list:

- Click on the Add Bank Account or Add Credit/Debit Card option from the Payments Method dropdown.
- An **Add Payment Method** window displays.

Add Payment Method

Payment Method Type
Bank Account

Account Nickname *
Account Nickname

Save for Future Use

- In the Payment Method Type dropdown, select the Payment method as Bank Account of Credit/Debit Card.

- For **Bank Account**: In the Account Nickname field, enter the name of your account
- **Save For Future Use**: Check this box to enable added bank account to use for future payments.

- **For Credit/Debit** Card: In the Card Nickname Field, enter the name of your card.
- **Use for AutoPay**: Check this box to link your card for auto-pay transactions. Selecting this box will sidable for the Save for Future Use checkbox.

- Click on the **Next** button. The **Add Payment Method** window displays.

- All fields marekd with an asterick (*) are mandatory to fill.

- Enter the Account information like Bank Name, Account Number, Bank Account Type, Name on Account, Routing Number of enter your credit/debit card details like Card Number, Expiry Date, & Card Code.

- In the Billing Address section, enter First Name, Last Name, Country, ZIP, Street Address, City, State, Phone Number, & Company.

- Click on the **Save** button. The added bank details and card displays in the Payment Method dropdown list.

