

Bill Payment Guide

www.manhattanbank.com

284-3255



BOZEMAN • CHURCHILL • MANHATTAN • THREE FORKS

Accessing Bill Payment

Visit www.manhattanbank.com and choose Online Banking.

Enter your ID & Password in the appropriate fields and click Submit.

NetTeller ID
NetTeller Password

Select **Bill Payment** from the Menu Bar.

Selecting Accounts for Bill Pay

The first time you use Bill Pay, the system will prompt you to choose the accounts from which you want to pay bills. You may add any of the checking accounts tied to your NetTeller ID. *some account types may be subject to additional per transaction fees.

Bill Payment - Set Up Account
Select Account Select account

Accept the Enrollment/Transactions fees to complete the enrollment process.

You may also choose the starting number of checks submitted in Bill Payment.

Bill Payment Service Charges Terms and Agreement
Monthly Bill Pay Fee for Account: Business Checking

Enrollment Fees
Enrollment fees will be waived.

Transaction/Cycle Fees
All transaction and cycle fees will be waived for statement cycles. The following fees will apply:
• Monthly fee of \$

Please select the left-most digit for Bill Payment check numbers *

* This will enable you to distinguish personal check numbers from Bill Payment check numbers

Adding Electronic Payees

Click the **Add Payee** button to the right, then enter the Payee Name, Account Number, Address, City and State. Click Submit to search for any Electronic Payee matches.

Bill Payment - Add Payee
Payee Name *
Payee Account Number * Please enter your account number exactly as shown on your last billing statement. Include any dashes, spaces or special characters. Example: 16-12043 99402
Address Line 1 *
Address Line 2
City *
State *
Payee Zip Code *
* indicates a required field

Complete the remaining fields to set up the payee. Enter an Alias to create a nickname for this payee (optional).

Bill Payment - Add Payee
Payee Name POWER AND LIGHT
Payee Type Electronic
Payee Alias
Account Number 2543-48
Zip Code 64121
Phone Number - -

Payee	Account Number	Type	Status	
COMPANY NAME	123456789012345678	Electronic	Active	Edit Delete

Payees display on the Payees Page of Bill Payment.

Adding Check Payees

Click the **Add Payee** button to the right, then enter the Payee Name, Account Number, Address, City and State. Click Submit to search for any Payee matches.

If the Payee was not available for Electronic Payment, Click the Add Check Payee button displayed on the screen.

Complete the remaining fields to set up the Payee. *The Payee Name will appear on the Pay to the Order Of line of any checks sent to this payee.

The Account Number and Address fields are required. If you do not have an account number for the payee, enter n/a.

Payees display on the Payees Page of Bill Payment.

Payee	Account Number	Type	Status		
COMPANY NAME	123456789012345678	Electronic	Active	Edit	Delete
MY PAYEE	n/a	Check	Active	Edit	Delete

Adding Payments

There are two ways to add payments:

Click **Add Payment** from the Bill Pay menu.

Choose the **Pay From Account**, as well as the **Payee**.

Enter the **Amount** of the payment and any **Memo** comments (memo is optional and only displays on payments made by check).

The **Frequency** is how often you want the bill paid. For one time payments, it is quicker to use the Quick Payment option.

The **Payment Date** is the date the payment should be sent to the payee. *Allow 2-3 business days for Electronic Payees to receive their payment, and 5-7 days for Check Payees.

For recurring payments, choose when you want the last payment made (Expiration Date).

Quick Payment

Click **Quick Payment** from the Bill Pay menu.

Select the Payee(s) you want to send a payment to and click Submit.

Select the Payment Date, Account, and Payment Amount for each payment.

Date	Payee	Memo	Account	Amount
02/27/2006	COMPANY NAME		Checking	0.00
02/27/2006	MY PAYEE		Checking	0.00

Payments added display on the Main Page of Bill Payment.

Viewing History

Select **History** from the Bill Pay menu. The default amount of history will display. *to change the default setting, choose Options - Display Options.

Use the drop down menu to change the amount of history displayed.

Choosing **Search Payment History** will allow you to search by Payee, Payment Date and Dollar Amount.

Payee	Status	Chk #/Elec. Ref.	Processed	Confirmation #	Amount
MY PAYEE	Processed	4000000000	07/29/2005	90013	\$10.00

Bill Payment history is available for 19 months.