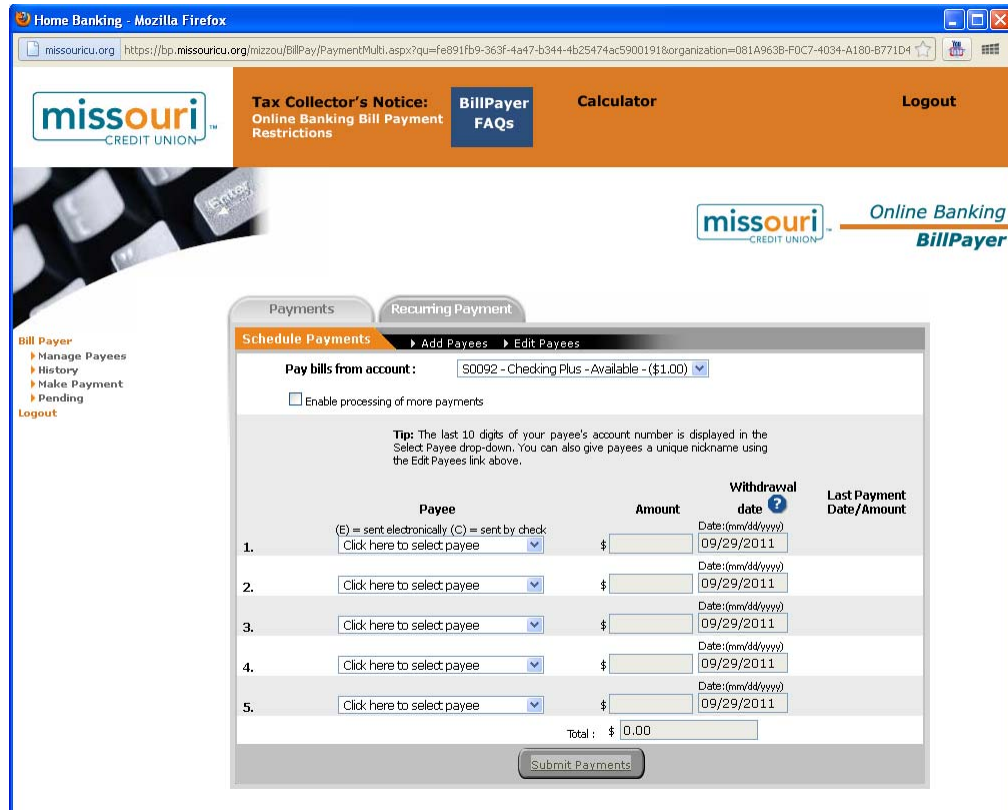


# Understanding BillPayer Payees

Payees are the merchants/businesses to which BillPayer (BP) payments are paid. The following sections explain the creation and maintenance of BP payees.

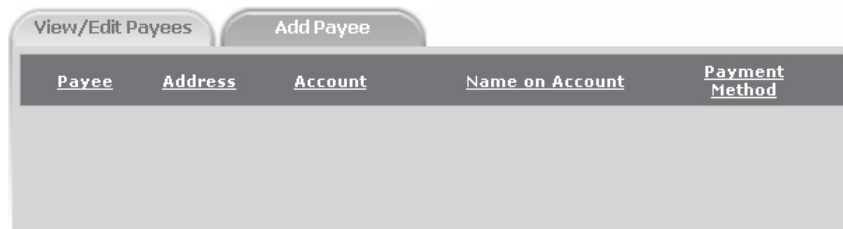
## Creating Payees

Payees must be defined prior to creating payments within the BP system. Payees are created and may be reused unless the method of payment changes.



Screen 1

To begin the process of establishing your payees, click the [Manage Payees] link in the left navigation bar (Screen 1).



Screen 2

The View/Edit Payee displays list of existing payees (if established) for the account, in this case there are none yet (Screen 2). So click the **Add Payee** tab.

## A. Create MCU OnUs Loan payee

Screen 3

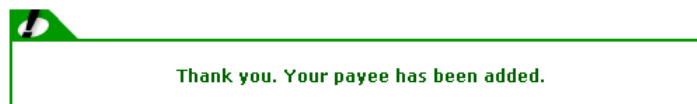
To create a new MCU OnUs Loan payee (Screen 3), input **65205-1795** into the **Search by Payee Zip Code** field or **Missouri Credit Union** into the **Search by Payee Name** field. Or input the financial institution's name in place of Missouri Credit Union. Click **Submit**.

Screen 4

Select as your choice: **Missouri Credit Union PO Box 1795 Columbia, MO 65205-1795** (Screen 4) and click **Submit**.

Screen 5

Input the payee nickname you wish to refer in the **Payee Nickname** field (Screen 5). Input your MCU **Account Number** (ten digit base account number) and **Loan ID** (four digits). Click **Submit**.



Payee	Address	Account	Name on Account	Payment Method
▶ <a href="#">MCU Auto 0020</a>	First & Broadway	0000000000-L0020	Loan Account Holder	C <a href="#">Delete</a>

Screen 6

Payee	Address	Account	Name on Account	Payment Method	
▶ <a href="#">MCU Auto 0020</a>	First & Broadway	0000000000-L0020	Loan Account Holder	C	<a href="#">Delete</a>
▶ <a href="#">MCU Auto 0021</a>	First & Broadway	0000000000-L0021	Loan Account Holder	C	<a href="#">Delete</a>
▶ <a href="#">MCU Mortgage</a>	First & Broadway	0000000000-L0060	Loan Account Holder	C	<a href="#">Delete</a>

Screen 7

Repeat the steps above until you have established all your MCU OnUs Loan payees (Screen 7).

## B. Create Non MCU payee

View/Edit Payees
Add Payee

To add a new payee, simply provide the billing zip code or enter the payee name.

**Search by Payee Zip Code:**

(include the zip +4 information, if available)

**Search by Payee Name:**

Please select an option and click on Submit. You will be prompted for the account number and name on the account.

Screen 8

Enter a Payee Zip Code or Payee Name (Screen 8) to create a Non MCU payee then click **Submit**.

View/Edit Payees
Add Payee

<b>Payee Name:</b>	<input style="width: 90%;" type="text" value="Central Dairy"/>
<b>Payee nickname:</b>	<input style="width: 90%;" type="text" value="Dairy"/> <small>(optional)</small>
<b>Address (line 1):</b>	<input style="width: 90%;" type="text" value="610 Madison Street"/>
<b>Address (line 2):</b>	<input style="width: 90%;" type="text"/> <small>(optional)</small>
<b>City:</b>	<input style="width: 90%;" type="text" value="JEFFERSON CITY"/>
<b>State:</b>	<input style="width: 90%;" type="text" value="Missouri"/>
<b>Zip:</b>	<input style="width: 20%;" type="text" value="65101"/> - <input style="width: 20%;" type="text" value="3199"/>
<b>Phone:</b>	<input style="width: 20%;" type="text" value="573"/> - <input style="width: 20%;" type="text" value="635"/> - <input style="width: 20%;" type="text" value="6148"/>
<b>Payee Account Number:</b>	<input style="width: 90%;" type="text" value="1010101"/> <small>(or other identifying information)</small>
<b>Name on Account:</b>	<input style="width: 90%;" type="text" value="John L Doe"/>

Screen 9

Complete the following fields to create the payee (Screen 9):

### Payee Name

Input the full payee name (*Central Dairy*).

### Payee Nickname

If desired, complete this field to display a custom name for the payee. This nickname will display whenever payees are referenced on BP screens (*Dairy*).

This is an optional field. If not completed, the full payee name will be displayed (as a default).

Example: The nickname may be defined as “1<sup>st</sup> Trust” for a payee with an actual name of “First Trust National Bank and Trust”.

**Address (line 1) and Address (line2)**

Type in payee’s address on first line (*610 Madison Street*), second line is optional.

**City**

Type in the city (*Jefferson City*).

**State**

Type in the state (*Missouri*).

**Zip**

Type in the zip code+4 (if known) (*65109-3199*)

**Phone**

Type in the area code and phone number (*573-636-6148*)

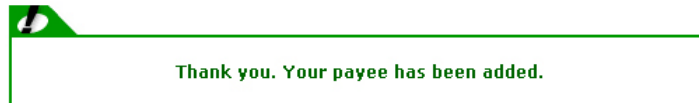
**Payee Account Number**

Type your account number or other identifying information with the payee (*1010101*)

**Name on Account**

Type in the account holder’s name (*John L Doe*).

**[Submit]**



Payee	Address	Account	Name on Account	Payment Method
<a href="#">Dairy</a>	610 Madison Street	1010101	John L Doe	C <a href="#">Delete</a>
<a href="#">MCU Auto 0020</a>	First & Broadway	0000000000-L0020	Loan Account Holder	C <a href="#">Delete</a>
<a href="#">MCU Auto 0021</a>	First & Broadway	0000000000-L0021	Loan Account Holder	C <a href="#">Delete</a>
<a href="#">MCU Mortgage</a>	First & Broadway	0000000000-L0060	Loan Account Holder	C <a href="#">Delete</a>

Screen 10

Your payee has been added (Screen 10) . Repeat these steps until you have added all the payees you need. As new ones become known, repeat these steps to add additional payees.

**C. View/Edit Payees**

Payee	Address	Account	Name on Account	Payment Method
<a href="#">Dairy</a>	610 Madison Street	1010101	John L Doe	C <a href="#">Delete</a>
<a href="#">MCU Auto 0020</a>	First & Broadway	0000000000-L0020	Loan Account Holder	C <a href="#">Delete</a>
<a href="#">MCU Auto 0021</a>	First & Broadway	0000000000-L0021	Loan Account Holder	C <a href="#">Delete</a>
<a href="#">MCU Mortgage</a>	First & Broadway	0000000000-L0060	Loan Account Holder	C <a href="#">Delete</a>

Screen 11

Click the **Payee** hyperlink to edit (Screen 11).

View/Edit Payees    Add Payee

**Edit Payee Information**    ▶ Return to viewing payees

Non MCU Payee

Payee Name: Central Dairy

Payee nickname: Dairy optional

Address (line 1): 610 Madison Street

Address (line 2): optional

City: JEFFERSON CITY

State: Missouri

Zip: 65101 - 3199

Phone: 573 - 635 - 6148

Payee Account Number: 1010101 or other identifying information

Name on Account: John L Doe

Submit    Cancel

Screen 12

Double-click the field (Screen 12) you wish to edit until the text is highlighted, input the new text, proceed with the remainder of the form until it is complete. Then click **Submit**.

**Thank you. Your payee has been modified.**

View/Edit Payees    Add Payee

Payee	Address	Account	Name on Account	Payment Method	
▶ Dairy Delivery	610 Madison Street	1010101	John L Doe	C	Delete
▶ MCU Auto 0020	First & Broadway	0000000000-L0020	Loan Account Holder	C	Delete
▶ MCU Auto 0021	First & Broadway	0000000000-L0021	Loan Account Holder	C	Delete
▶ MCU Mortgage	First & Broadway	0000000000-L0060	Loan Account Holder	C	Delete

Screen 13

## D. Making a payment.

	Payee	Amount	Withdrawal date ? <small>Date:(mm/dd/yyyy)</small>	Last Payment Date/Amount
1.	<small>(E) = sent electronically (C) = sent by check</small> Click here to select payee	\$	09/29/2011	
2.	Click here to select payee	\$	09/29/2011	
3.	Click here to select payee	\$	09/29/2011	
4.	Click here to select payee	\$	09/29/2011	
5.	Click here to select payee	\$	09/29/2011	
		Total:	\$ 0.00	

Screen14

You will see 5 rows of payee information display (Screen 14). An additional 5 rows are also available by clicking the checkbox labeled **Enable processing of more payments**. Pull down the drop-down menu and select your payee for 1-5, then input the payment amounts, and select the payment date to be withdrawn from your account. When completed, **Submit Payments**.

## E. History of payments.

Screen15

When you first use the history area, you will not see any results (Screen 15). However, once you begin using BillPayer there will be transactions that begin to appear. **Pending** transactions will be present if they are scheduled for payment but have not occurred. **Payment History** will display transactions completed. **Detail Search** will allow you to search through the payment history to locate a previously scheduled transaction in BillPayer. Search capabilities include looking up payments by payee, dollar amount ranges, or date ranges.