AdelFi's Online Banking User Guide: Bill Pay



Welcome to the AdelFi Banking Online User Guide!

We're excited to introduce our upgraded online banking platform, designed to enhance your digital banking experience. Our goal is to provide you with a convenient, user-friendly environment that allows you to manage your personal and business finances anytime, anywhere.

This guide will help answer your questions as you navigate our new banking platform. Thank you for being a part of the AdelFi Banking community!





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AdelFi's Online Banking User Guides: Bill Pay



Pay People and Bills

To add or edit a payee in Bill Pay:

- 1. Select Pay People and Bills under Pay & Transfer.
- 2. Click Add Payee.
- 3. On the following screen, select either
- Business or Person and follow the remaining steps below.



Add a Payee-Business

To add a business payee in Bill Pay:

- 1. In the previous pop-up box, select Business and click Next.
- 2. Enter the Name of Business, Zip Code, select a Default Funding Account, Account Number, Confirm Account Number and click the Next button.
- 3. Enter Business Address, Phone Number, Nickname and click Add Payee.

Name Of Business	<u>^</u>
Enter Name	
Zip Code	< Add a Payee ×
Enter zip code	
Default Funding Account	Street Address 1
Select from account	Enter address 1
	Street Address 2 (Optional)
Account Number	Enter address 2
Enter account number	City
Confirm Account Number	Enter city
Reenter account number	State
	Select a state 🗸 🗸
Next	Zip Code
Cancel	Enter zip code
	Phone Number
	(κοα) χακ-χαρακ
	Nickname
	Enter a nickname
	3
	Add Payee
	Cancel



Add a Payee – Person

To add a personal payee in Bill Pay:

- 1. In the previous pop-up box, select Person and click Next.
- 2. Enter the payee's Name, select Payment Method, and select Default Funding Account and click Next.
- 3. Depending on the **Payment Method (Check, SMS, Electronic, or Email)**, follow the steps request and click **Add Payee**.

Note: Duplicate payees will only be rejected if the nickname, account number, and address are all the same.

< Add a Payee 2 ×	< Add a Payee Check ×	Add a Payee SMS ×	< Add a Payee Electronic	< Add a Payee Email ×
Payee Name	We will mail a check to the payee using the address supplied below.			
Enter Name	Street Address 1	We will send an electronic payment using the cell phone number supplied below.	We will send an electronic payment using the routing and account number supplied below.	We will send email payments to the payee using the email address supplied below.
Payment Method	Enter address 1	Phone Number	Routing Number	E-Mail Address
Check V	Street Address 2 (Optional)	(xood) xoox-xooox	Enter a routing number	Enter email address
Default Funding Account	Enter address 2	Shared Secret	Account Number	Shared Secret
Select from account	City	Enter shared secret	Enter account number	Enter shared secret
	Enter city	Nickname	Confirm Account Number	Nickname
	State	Enter a nickname	Reenter account number	Enter a nickname
	Select a state 🗸		Account Type	
	Zip Code		Enter an account type	
	Enter zip code		Nickname	
Next	Phone Number		Enter a nickname	
Cancel	(000) 2000-20000			
	Nickname			
	Enter a nickname			
	Add Payee	Add Payee	Add Payee	Add Payee
	Cancel	Cancel	Cancel	Cancel

Make a Payment

The **Make a Payment** tab allows you to schedule both single and recurring payments to the selected payee. Once the payment is submitted, you will need to **Confirm** and **Submit Payment**.

Manage Payee or Sender Information

To manage your payee or sender information from your default funding account in Bill Pay:

- 1. Click the Edit (pencil) icon next to the Payee Information or Sender Information and save the changes.
- 2. To delete a payee, click the **Delete Payee** link and confirm by selecting the **Delete Payee** button.



MultiPay

The **MultiPay** feature allows you to pay multiple payees in a single transaction. Note that it does not support setting up recurring payments; those must be scheduled in the **Make a Payment** tab.

- 1. To pay multiple bills using MultiPay, check the checkbox next to each payee's name.
- 2. Under Selected Payees, choose the appropriate account to Pay From, enter the Amount, and select the Date to Deliver By.
- 3. After completing these steps, you will have the option to **Cancel** or **Confirm Payment**. Multi-Factor Authentication (MFA) verification may be required.

ill Pay				00
Pay Dashboard MultiPay Scheduler	d Hatory			
Pay Multiple Bills Select payers from the lat. Enter the required	information and subm	në pise payments.		
To submit a payment, select a funding account	them the dropdown,	erter a valid amount and a valid b	universiday that is n	ot a holiday
4. Sech	Selected Payees			
Sent Buy TOTA Inst panel 15 OCT, JULY	Best Buy	2	Defree By	×
Hitton - American Express	\$ Amount	Primary Oresting	v 24002	0
100 Lat part 15 OCT 2011	(Last Amount \$25)			
National Grid Note	Hilton - Americ	an Express		×
Adding a	Amount	Pay Iron	Online By	
	\$ Amount	Primary Overlang	↓ 24202	0
	(Annual Day \$200	100) (at Ansart (11.00)		
	Funds are typically with from the funding according acco	Indianan Tatal Payees unit the day Tatal Amount	\$0.00	< Remove A