



Click the "Pay IT" tab

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Overview

Bank IT

**Pay IT**

Self Service

### Balances

Account	Actual	Available
<a href="#">CHECKING_2</a>	\$ 40,884.00	\$ 40,884.00
<a href="#">CHECKING_1</a>	\$ 2,050.12	\$ 2,050.12
*0021	\$ 25,663.47	\$ 25,663.47
*1191	\$ 23,011.47	\$ 9,298.98
*5224	\$ 13,370.78	\$ 13,370.78

[View All Accounts](#)

### Recent History - CHECKING\_2

Date	Description	Amount
07/18/2012	TRANSFER	\$ -2,050.06
07/18/2012	TRANSFER	\$ 21,492.00
07/18/2012	TRANSFER	\$ -50.00
04/06/2012	TRANSFER	\$ -265.50
03/26/2012	CHECK 001745	\$ -26.95

[View All History](#)

### Quick Transfer

From:

To:

Amount:

### Alerts & Notices

Welcome

### Scheduled Payments

To	Date	Amount
NEWEGG	07/26/2012	\$ 100.07
CITIBANK VISA	07/30/2012	\$ 268.64
TEXACO - USA	08/04/2012	\$ 21.98
<a href="#">FOLEY'S</a>	08/19/2012	\$ 50.00

[Schedule a Payment](#)

[View All Payments](#)

### Scheduled Transfers

From	To	Date	Amount
<a href="#">CHECKING_1</a>	*5224	07/27/2012	\$ 250.00
<a href="#">CHECKING_1</a>	*1191	08/01/2012	\$ 560.00

[Schedule a Transfer](#)

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Click "Merchant Accounts"



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### Quick Pay

Merchants with scheduled payments are not listed below.  
Merchants that appear on this list are frequently used merchants.

Pay bills from: CHECKING\_2

Merchant	Amount	Send on Date	Payment Frequency	Number of Payments
BEST BUY - *5426 TV Last Payment 2 day delivery	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Only once	<input type="text"/>
GTE - *4326 PHONE Last Payment 06/11/2012 \$42.83 2 day delivery	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Only once	<input type="text"/>
SEARS ROEBUCK & CO - *2526 SEARS Last Payment 2 day delivery	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	Only once	<input type="text"/>

Schedule Payment

### Scheduled Payments

To	Date	Amount
NEWEGG	07/26/2012	\$ 100.07
CITIBANK VISA	07/30/2012	\$ 268.64
TEXACO - USA	08/04/2012	\$ 21.98
FOLEY'S	08/19/2012	\$ 50.00

[Schedule a Payment](#)

### Payment History

To	Date	Amount
CITIBANK VISA / *8826	07/01/2012	\$ 83.11
JC PENNEY / *8926	06/30/2012	\$ 15.00
TEXACO - USA / *0626	06/14/2012	\$ 82.05
GTE / *4326	06/11/2012	\$ 42.83

[View More Payments](#)



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**Merchant Accounts**

**Click "Add Merchant"**

[Add Merchant](#)



To view/edit merchant details, click on the merchant name.

Merchant Name	Account Number	Account Name	Frequently Used	Action
<a href="#">BEST BUY</a>	*5426	TV	Y	<a href="#">Delete</a>
<a href="#">CITIBANK VISA</a>	*8826	VISA	N	<a href="#">Delete</a>
<a href="#">FOLEY'S</a>	*2226	GOLDS	Y	<a href="#">Delete</a>
<a href="#">GTE</a>	*4326	PHONE	Y	<a href="#">Delete</a>
<a href="#">JC PENNEY</a>	*8926	PATTY	Y	<a href="#">Delete</a>
<a href="#">MOBILE COMM</a>	*1126	TEST	Y	<a href="#">Delete</a>
<a href="#">NEWEGG</a>	*8635	NEWEGG	Y	<a href="#">Delete</a>
<a href="#">SEARS ROEBUCK &amp; CO</a>	*2526	SEARS	Y	<a href="#">Delete</a>
<a href="#">TEXACO - USA</a>	*0626	GAS	N	<a href="#">Delete</a>

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**New Merchant Account**

Merchant	<input type="text" value="Walmart"/>	
Address	<input type="text" value="123 Weekender Blvd"/>	Street number with address OR P.O. Box.
	<input type="text"/>	Must begin with ATTN: OR C/O:.
City	<input type="text" value="San Jose"/>	
State	<input type="text" value="CA"/>	
Zip Code	<input type="text" value="90210"/>	
Phone Number	<input type="text" value="626"/> - <input type="text" value="492"/> - <input type="text" value="8371"/> Ext: <input type="text"/>	
Account Number with Merchant	<input type="text" value="31415926536"/>	
User Specified Account Name	<input type="text" value="Jackson"/>	
Frequently Used Merchant	<input checked="" type="checkbox"/>	
<i>For purposes of exporting information into your Personal Financial Manager, enter a desired name in the Merchant Export Category field.</i>		
Merchant Export Category	<input type="text"/>	



**Enter the Merchant information, along with your account information**

**OK**

**Once complete, click OK**

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**New Merchant Account**

Merchant	Walmart
Address	123 Weekender Blvd
City	San Jose
State	CA
Zip Code	90210
Phone Number	626 - 492 - 8371 Ext.
Account Number with Merchant	31415926536
User Specified Account Name	Jackson
Frequently Used Merchant	<input checked="" type="checkbox"/>
<i>For purposes of exporting information into your Personal Financial Manager, enter</i>	
Merchant Export Category	

OK

\*\*\*Confirmation\*\*\*

You are about to request the following New Merchant Account:

Walmart  
123 Weekender Blvd  
San Jose, CA 90210  
Phone: 626-492-8371  
Account Number: 31415926536  
Account Name: Jackson  
Frequently Used Merchant: Y

**Review the entered information. If correct, click OK.** (If incorrect, click Cancel to make corrections)

Payments will be made according to the above information. If you do not provide the correct merchant and account information, your payments may not be successfully completed.

Do you want to continue?

OK

Cancel

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**Set Up/Change Payments**

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The requested merchant has been added to your list and is available for use.  
Please schedule your first payment to this merchant at least **5 business days** before the due date.

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**You have successfully added a merchant! Now, we will  
setup a payment on our newly added merchant account.**

**First, click on Set Up/Change Payments.**




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### Frequently Used Merchants

To set up a new payment or to view/edit an existing payment, click on the merchant name.

Merchant Name	Account Number	Account Name	Payment Type
<a href="#">BEST BUY</a>	*5426	TV	No Payment
<a href="#">FOLEY'S</a>	*2226	GOLDS	Automatic
<a href="#">GTE</a>	*4326	PHONE	No Payment
<a href="#">JC PENNEY</a>	*8926	PATTY	Automatic
<a href="#">MOBILE COMM</a>	*1126	TEST	One-time
<a href="#">NEWEGG</a>	*8635	NEWEGG	One-time
<a href="#">SEARS ROEBUCK &amp; CO</a>	*2526	SEARS	No Payment
<a href="#">WALMART</a>	*6536	JACKSON	No Payment



### Other Merchants

**Click the merchant name**

To set up a new payment or to view/edit an existing payment, click on the merchant name.  
To move a merchant to the frequently used merchant list, go to Merchant details.

Merchant Name	Account Number	Account Name	Payment Type
<a href="#">CITIBANK VISA</a>	*8826	VISA	One-time
<a href="#">TEXACO - USA</a>	*0626	GAS	One-time

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**Set Up/Change Payments - Payment Detail**

**Payment Information**

Pay To the Order of

Merchant Account Number

Last Payment

Send On Date  /  /

Amount

Account

Frequency

Number of Payments

Confirmation Number

*Comments are for your records only and are not shared with your merchant.*

Comment

When the payment will be sent

Amount to be sent

Account from which the amount above will be taken

How often the payment (of the amount above) will be sent

Number of times the amount above will be sent

→ **Example:** If Frequency is set to Monthly, and Number of Payments is set to 3, then the amount above (\$534.24) will be sent for a total of 3 months

Please schedule your payment to this merchant at least **0 business days** before the due date.

**Enter Payment Information**

OK

Cancel

**Once complete, click OK**

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### Set Up/Change Payments - Payment Detail

#### Payment Information

Pay To the Order of: WALMART  
Merchant Account Number: \*6536  
Last Payment:  
Send On Date: 08 / 08 / 2012  
Amount: 543.24  
Account: CHECKING\_2  
Frequency: Every two weeks  
Number of Payments: 1  
Confirmation Number:

*Comments are for your records only and are not shared with your merchant.*

Comment: Night Stand

OK Delete

\*\*\*Confirmation\*\*\*

You are about to schedule a payment for the following:

Type of Payment: Automatic  
Merchant Name: WALMART  
Merchant Account: \*6536  
From Account: CHECKING\_2  
Payment Amount: 543.24  
Comment: Night Stand  
Send on Date: 08/08/2012

Is this correct?

OK

Cancel

**Review the entered information. If correct, click OK. (If incorrect, click Cancel to make corrections)**

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**Payment has been scheduled**

Type of Payment	Automatic
Merchant Name	WALMART
Merchant Account	*6536
Account	CHECKING_2
Payment Amount	543.24
Payment Date	08/08/2012
Comment	NIGHT STAND
Confirmation Number	H01VRHF5
Confirmation Date	07/18/2012 03:59:54pm CST

**You have successfully scheduled a payment!**

**To view a list of all scheduled payments,  
simply click on Scheduled Payments.**

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