



Bank of Denver Bill Payment Guide



BILL PAYMENT GUIDE

Setting Up Your Account To Pay Bills

Logon to the bank's website at www.thebankofdenver.com and logon to Online Banking.

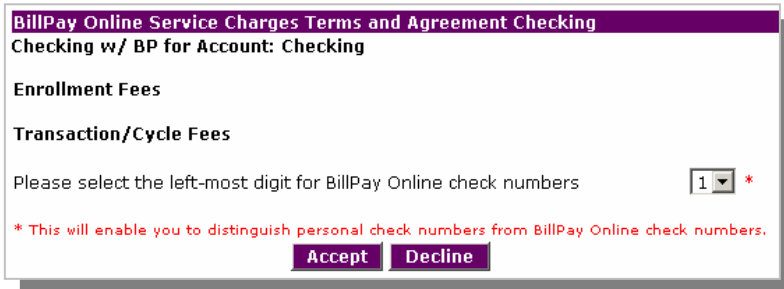
Click on the Bill Payment Tab.



Click 'Add Account'.



Review the Fee Schedule and select the left-most digit for bill payment check numbers.



After selecting 'Accept' a green message will appear indicating that your account has successfully been setup for bill pay.

Setting Up Payees Electronic

Select 'Payees' from the Bill Pay menu.



Click 'Add Payee'.



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Next to the Payee Type click on [Search Electronic Payee List](#)

(An electronic payee cannot be added without performing a search. If the requested payee is not a result of a search, it must be added as a check payee).

Enter the name of the payee you want to add.

BillPay Online - Electronic Payee Search
Search for electronic payees alphabetically or enter the specific payee name.
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#)
Search results for Verizon
Enter Payee Name **Submit**
Payee Name
Verizon [Select](#)
Verizon Wireless [Select](#)
Close

Click [Select](#) next to the payee.

(If the selected payee requires you to choose a specific billing address, you will see a screen similar to the image below.)

Billing Addresses for Verizon				
PO BOX 1100	ALBANY	NY	12250-0000	Select
PO BOX 1100	ALBANY	NY	12250-0001	Select

If no specific address is required, simply complete the remaining fields and select. 'Submit'.

(If your account number does not match the required format of the Payee, a message will display with an option to set up as a check payee.)

Setting Up Payees

Check

Select 'Payees' from the Bill Pay menu.

Online Banking **Bill Payment**
Main | Payees | Add Payment

Click 'Add Payee'

Add Payee

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To add a check payee, enter the payee information in the required fields and click 'Submit'

(A check payee is any payee that is not in the Electronic Payee Database)

BillPay Online - Add Payee

Payee Name

Payee Type Check [Search Electronic Payee List](#)

Payee Alias

Account Number

Address Line 1

Address Line 2

City

State

Zip Code Example: 12345-1234

Phone Number Example: (913)555-1212

When payees are added, they can be viewed by selecting 'Payees' from the Bill Pay menu.



BillPay Online - View Payee List

Payee	Account Number	Type	Status		
Verizon	123456789123456789	Electronic	Active	Edit	Delete
Visa Payment	123456	Check	Active	Edit	Delete

Edit and Delete options are available from the View Payee List.

Once a payee is added, you can only edit the account number and the alias of the payee.

Setting Up Payments



Choose 'Add Payment' to set up a recurring payment.

Choose 'Quick Payment' to set up multiple one-time payments.

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For Recurring Payments: from the drop-down menus, select the account from which the bill will be paid and the payee. Enter the dollar amount of the payment and any memo information.

(Memo information is transmitted with Check payments only.)

The screenshot shows a web form for making a bill payment. The fields are as follows:

- Pay from account:** Checking 500
- Payee:** Select Payee ...
- Amount:** [] . []
- Memo:** []
- Alert when payment is processed:**
- Frequency:** One-Time (dropdown menu is open, showing options: One-Time, Weekly, Bi-Weekly, Monthly, Semi-Monthly, Quarterly, Annual, Semi-Annual. A yellow arrow points to this dropdown.)
- Payment Date:** 10/31/2003
- Payment Description:** []

Buttons: Submit, Cancel

Choose the frequency of the payment. The default is set to One-Time Payment. Enter the expiration date of the payment and whether or not the amount is different for each payment.

When the payment information is complete, click 'Submit'

For Quick Payments: choose the payees you want to pay and click submit. Enter the payment date, memo, from account and amount. Click 'Submit'

BillPay Online - Quick Payment Select Payee(s)

Verizon Visa Payment

BillPay Online - Quick Payment					
Date	Payee	Memo	Account	Amount	
10/31/2003	Verizon	[]	Checking 500	0	.00
10/31/2003	Visa Payment	[]	Checking 500	0	.00

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Editing Payments

Click the 'Quick Edit' box for each payment you want to edit. Then select the 'Quick Edit' button. You can change the amount, memo, and account from which the bill is paid. Changes will affect the next payment date.

The image shows two screenshots from the BillPay Online interface. The top screenshot, titled "BillPay Online - Scheduled Payments", displays a table with columns for Status, Date, and Payee. Two rows are visible, both with a checked box in the Status column. The first row shows "Active" status for a payment on 10/31/2003 to Verizon. The second row shows "Active" status for a payment on 10/31/2003 to Visa Payment. Below the table is a "Quick Edit" button. The bottom screenshot, titled "BillPay Online - Quick Edit", shows a form for editing a payment. It has columns for Date, Payee, Frequency, Memo, Account, and Amount. Two rows are shown: one for a Verizon payment on 10/31/2003 with a frequency of "One-Time", an amount of 30, and account "Checking 500"; and another for a Visa Payment on 10/31/2003 with a frequency of "One-Time", an amount of 125, and account "Checking 0003". "Submit" and "Cancel" buttons are at the bottom.

Status	Date	Payee
<input checked="" type="checkbox"/> Active	10/31/2003	Verizon
<input checked="" type="checkbox"/> Active	10/31/2003	Visa Payment

Date	Payee	Frequency	Memo	Account	Amount
10/31/2003	Verizon	One-Time		Checking 500	30 .00
10/31/2003	Visa Payment	One-Time		Checking 0003	125 .00

Viewing Payment History

Select 'History' from the Bill Pay menu.

A screenshot of the "Bill Payment" menu. The "Options" sub-menu is open, showing "Quick Payment" and "History" as available options.

Payments made in the last 30 days will display by default. To view more history, click [Select Range of Payment History](#) and enter the criteria for the search.

The image shows a dialog box titled "BillPay Online - Select Payment History Options". It contains several input fields and dropdown menus for filtering payment history. The "Payee" dropdown is set to "All". The "From" date is 9/01/2003 and the "To" date is 9/30/2003. There are empty fields for "Begin Amount" and "End Amount". The "Sort By" dropdown is set to "Date". There are empty dropdowns for "Then By" and "Then By". The "Sort Order" is set to "Descending" with a radio button selected. "Submit" and "Cancel" buttons are at the bottom.