

## Setting Up Recurring Payments – Add Payment (1)

Accounts Bill Pay Options

Pending Payments »New Payment Payees Add Payee

»Quick Payment Add Payment

401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61702-0067

**Information Message:** Please select at least one payee for Quick Payment.

Bill Pay - Quick Payment Select Payee(s) ? [Select](#) [Schedule](#) [Confirm](#)

CELL PHONE BILL  DIRECTV TEST  HBT - TEST PAYMENT  VERIZON

Please select up to 10 payees.

[Submit](#)

1. **Bill Pay** must be previously selected.
2. Select **Add Payment** from menu.
3. No other selection is made from this screen for Recurring Payments.



## Setting Up Recurring Payments – Confirmation | Scheduled Payment (3)

Accounts Bill Pay Options

» Pending Payments New Payment Payees Add Payee

» Scheduled Payments Bill Pay History

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PLEASE FIND PENDING PAYMENTS BELOW

Bill Pay processing takes place weekdays at approximately 2 a.m. and noon.

Please allow three business days for an electronic payment and five business days for a payment by check. Payments will be made electronically when possible. (If Heartland Bank Online is not accessed for a 180 day period, future recurring payments may be deleted to protect your account against identify theft. We recommend monitoring your account through Online Banking at least once a month.)

Electronic Payment amounts will be deducted from your checking account on your processing date. The payment may show briefly in your checking transactions as "Transfer to Credit Relations" before the Payee Name updates.

Check Payments are written from your Bill Pay checking account and the funds are deducted when the check clears your account.

Payments to Heartland Bank loans are most efficiently processed by selecting "Transfer" from the account "Select Activity" listing in Online Banking, rather than processing through Bill Pay.

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**Information Message:** Successfully added Monthly payment to VERIZON for \$58.12.  
Confirmation Number: 0905070072 Expires: 05/27/2010

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Bill Pay - Scheduled Payments ? View: [7 Days](#)  [15 Days](#)  [30 Days](#)  All

Payee:	Type:	Amount:	From:	Frequency:	Pay On:	
VERIZON	E	\$58.12	Checking 2949	Monthly	05/07/2009	Select Option
<b>Grand Total</b>		<b>\$58.12</b>				

1. **Important Bill Pay Details** – summary at the top of the screen.
2. Screen shows **Information Message** regarding the Recurring Payment.
3. The **Scheduled Payments** section includes Payee Name
4. **Payment Type** – Shows **C** for a payment by Check
5. **Payment Type** – shows **E** for an Electronic Payment
6. **Amount** of Payment and account to **Pay From** account
7. **Frequency** is noted: One-Time, Weekly, Bi-Weekly, Monthly, Semi-Monthly, Quarterly, Annual, or Semi-Annual
8. **Pay On:** Date set up to process
9. **Select Option:** Drop down choices include View, Edit, and Delete
  - Processed Payments can be viewed at **Bill Pay – Bill Pay History**