

Setting Up an Expedited Payment

Step 1.

Under **Bill Pay**, select **New Payment | Expedited Payment**

Step 2.

Fill in the Expedited Payment fields. Fields marked with * are required

Bill Payment - Expedited Payment

Payee Name *

Account Number *

Address 1 *

Address 2

City *

State *


Zip Code ** -

Phone Number * - -

Memo

Payment Amount * .

Pay From Account *

Delivery Provider	FedEx Express	
Delivery Fee	\$19.95	
Est Delivery Date	3/6/2009	

NOTE: Est delivery date based on 6PM CST cutoff.

* indicates a required field
** 5 digit zip required. Plus 4 is optional.

Step 3.

Click **Continue**. The system will verify the following:

- The address is a valid deliverable address for FedEx
- The funds in your account are sufficient to cover the \$19.95 Expedited Payment fee and the amount of the payment

Verify the information and click **Continue** to initiate the Expedited Payment

Step 4.

A confirmation message displays the payment information and the FedEx Tracking Number for your payment. Clicking the Tracking Number link will redirect you to the FedEx website where you can track your expedited check payment. The tracking number will be available in Bill Pay History.