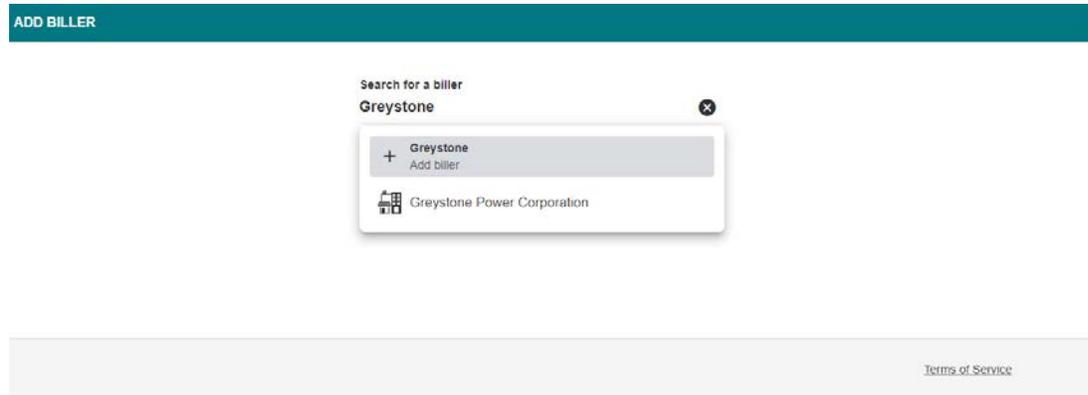


[Add a Biller \(No Limit on Number of Bills\)](#)
[Signing Up for eBills](#)
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Add a Biller (No Limit on Number of Bills)

If you have a bill, statement, or invoice from the company or person you want to pay:

1. Select Add biller under Pay Bills tab.
2. In the search bar, type the name of the company or person.
3. If the name of the company is found, select from the drop-down.

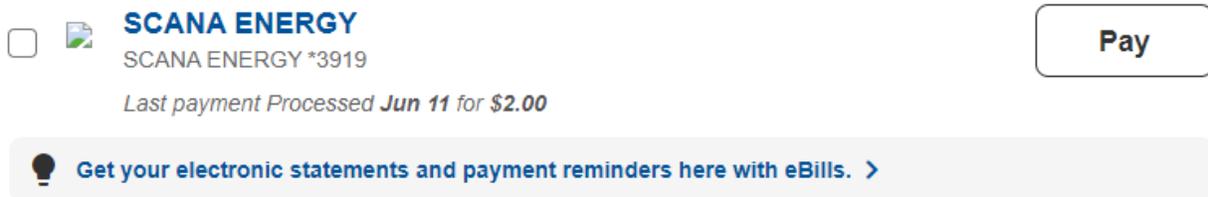


- a. Enter your account number for the company and your zip code.
4. If the name of company or person does not appear as a selection, select “Add Biller” or “Next”.
 - a. Choose add either a company or person.
 - i. For a company, enter the company name, account number with the company, the company address, and phone number.
 - ii. For a person, enter the person’s name, address, and phone number.
5. Select Add.

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Signing Up for eBills

If the biller offers eBills, a message will appear below the biller:



To sign up for the eBill:

1. Select the arrow next to the message.
2. Confirm your identity and service address.
3. Select “Request eBills”.

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eBill Trial Period

- CheckFree supports enhanced eBill functionality and gives you the option to enroll in an eBill trial period. The biller must support the trial period feature in order for you to enroll on this basis.
- The trial period allows you to sign up for eBills without having to immediately turn off paper bills (for a biller that normally requires paper suppression as part of the eBill sign up process).
- After a biller-specified period (generally 90 days), you must elect to turn off paper bills or the eBill feature will be automatically cancelled for that biller.
- The Trial Period displays the amount of time remaining for the trial period, as well as giving you paper suppression functionality.

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