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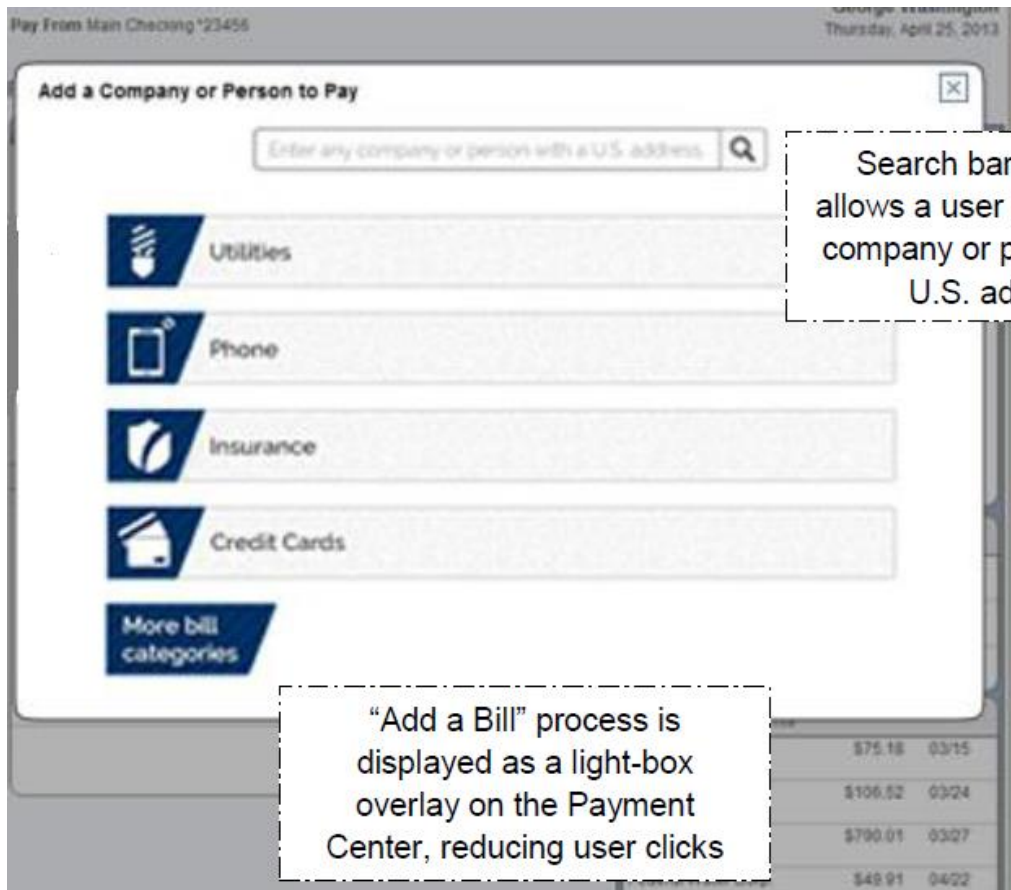
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Add a Bill Page (No Limit on Number of Bills)



Search bar at the top allows a user to "Enter any company or person with a U.S. address"

"Add a Bill" process is displayed as a light-box overlay on the Payment Center, reducing user clicks



Add a Company - If you have a bill, statement, or invoice from the company you want to pay, you can select this option. When you select this option, you can either:

- Search for an address match using the company's name, or
- Enter all of the information needed to make your payment: company's name, address, phone number, and your account number.
- If a **match is found**, you are prompted to enter your account number, along with the biller zip code.
- If a **match is not found**, you are prompted to fill in all information for the biller.
- The system will not allow you to set up two identical billers (with the same account number).

Adding a Person - If you would like to make a payment to an individual (i.e. the paperboy), you can do so by choosing this option. When you select this option, you can either:

- Search for a name and address using the individual's phone number. If possible, a wireless or unlisted phone number should not be used for this search.
- Enter all of the information needed to make your payment: payee's name, address, phone number, and your account number.
- The system searches publicly available phone listings and to find a name and address match. If a match is found, you can view the name and address of the person.
- If a match is not found, you can click the **search for another person** link to start a new search.
- An anti-fraud email confirmation message is sent to you after a new biller is added to your bill pay account.
- The **Add a Bill** confirmation page displays a message advising you that a confirmation email will be sent.


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Signing up for e-bills while adding the new biller

If the biller offers e-bills and supports the early activation option, when using the Company option, you are prompted to activate your e-bill at the same time.


When activating the e-bill at the same time the biller is being added, you will receive the “Congratulations” e-bill message.

Signing up for e-Bills after the Biller is Added

- When the biller does not support the early activation option, you are prompted to sign up after you add the biller.
- If you do not wish to sign up at this time, you can do so later from either Manage Your Bills or the Payment Center via the Payment Assistant.
- When you click the **Submit** button, a message displays advising that the e-bill request has been submitted and what to expect next.
- You can choose to activate another biller or click the “X” button to close out of the screen.
- When you return to the **Payment Center** page, the bill icon appears next to the newly added biller.
- You can click on this icon to see information about the biller. 
- When you activate e-bills for a biller, you will not be able to activate automatic payment (for the e-bill) until the first e-bill has arrived.

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Signing up for e-bills from the Payment Center

- If a biller displays the  icon, the biller is enabled to receive e- bills. You can initiate the sign up process by either clicking the icon or clicking the link from the **Payment Assistant**.
- When you close the application, the Payment Center remains open and any data entered remains intact.

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E-bill Trial Period

- CheckFree supports enhanced e-bill functionality and gives you the option to enroll in an e-bill 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 e-bills without having to immediately turn off paper bills (for a biller that normally requires paper suppression as part of the e-bill sign up process).
- After a biller-specified period (generally 90 days), you must elect to turn off paper bills or the e-bill 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.

When you activate an e-bill, you can receive reminders about your bill(s). There are two types of reminders offered within the bill pay product.

- EVES
- Stale E-bill Reminder

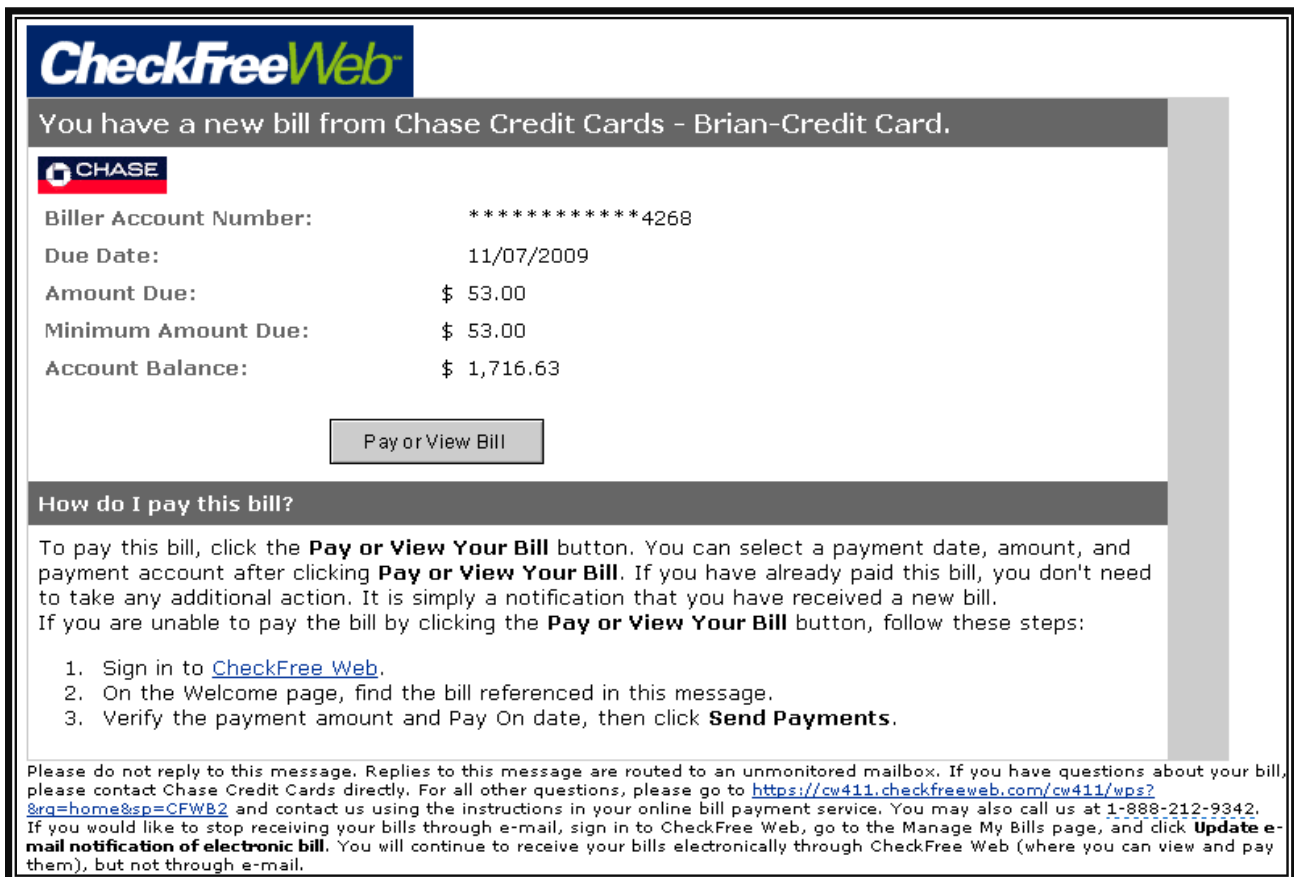
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E-bill via email (EVE)

E-bill via email or EVE notifies you when you receive an e-bill on your product. An EVE is an Internet email sent to you, typically within 48 hours of the bill being received. This notice provides a summary of the bill.

IMPORTANT: If the e-bill is viewed before the EVE is generated, the EVE notification will not be sent.

Sample EVE:



The screenshot shows an email notification from CheckFree Web. The header features the CheckFree Web logo. Below the logo, a dark grey bar contains the text "You have a new bill from Chase Credit Cards - Brian-Credit Card." The main content area has a white background with a Chase logo on the left. It lists bill details: Biller Account Number (*****4268), Due Date (11/07/2009), Amount Due (\$ 53.00), Minimum Amount Due (\$ 53.00), and Account Balance (\$ 1,716.63). A button labeled "Pay or View Bill" is centered below the details. A section titled "How do I pay this bill?" follows, providing instructions on how to pay the bill and a list of steps: 1. Sign in to CheckFree Web, 2. Find the bill on the Welcome page, and 3. Verify payment amount and date, then click Send Payments. At the bottom, a disclaimer states that replies are routed to an unmonitored mailbox and provides contact information for Chase Credit Cards.

CheckFree Web

You have a new bill from Chase Credit Cards - Brian-Credit Card.

CHASE

Biller Account Number: *****4268

Due Date: 11/07/2009

Amount Due: \$ 53.00

Minimum Amount Due: \$ 53.00

Account Balance: \$ 1,716.63

Pay or View Bill

How do I pay this bill?

To pay this bill, click the **Pay or View Your Bill** button. You can select a payment date, amount, and payment account after clicking **Pay or View Your Bill**. If you have already paid this bill, you don't need to take any additional action. It is simply a notification that you have received a new bill. If you are unable to pay the bill by clicking the **Pay or View Your Bill** button, follow these steps:

1. Sign in to [CheckFree Web](#).
2. On the Welcome page, find the bill referenced in this message.
3. Verify the payment amount and Pay On date, then click **Send Payments**.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions about your bill, please contact Chase Credit Cards directly. For all other questions, please go to <https://cw411.checkfreeweb.com/cw411/wps?&rg=home&sp=CFWB2> and contact us using the instructions in your online bill payment service. You may also call us at 1-888-212-9342. If you would like to stop receiving your bills through e-mail, sign in to CheckFree Web, go to the Manage My Bills page, and click **Update e-mail notification of electronic bill**. You will continue to receive your bills electronically through CheckFree Web (where you can view and pay them), but not through e-mail.

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Quick Biller Add section of the Payment Center page

The **Quick Biller Add** section provides you with a 'pick list' of typical billers your area, making adding a new biller very easy. It will display in an open view if you have less than four billers.

Once you have four billers in your **Payment Center**, the **Quick Biller Add** feature disappears. It will return if you delete billers and have less than four billers.

Using Quick Biller Add

1. Click the + sign to expand the payee category and view a list of payees

2. Click on the payee name to add
3. Enter the account number. Some billers also require you to enter their zip code for further verification.
4. Click the Add Bill button

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