

- [Add a Bill Page](#)
- [Signing up for eBills while adding a new biller](#)
- [Signing up for eBills from the Payment Center](#)
- [eBill Trial Period](#)
- [eBill via email \(EVE\)](#)
- [Quick Biller Add section of the Payment Center page](#)

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

The screenshot shows a light-box overlay titled "Add a Company or Person to Pay" with a close button (X) in the top right corner. At the top of the light-box is a search bar with the placeholder text "Enter any company or person with a U.S. address" and a magnifying glass icon. Below the search bar are four category buttons: "Utilities" (with a plug icon), "Phone" (with a phone icon), "Insurance" (with a shield icon), and "Credit Cards" (with a card icon). At the bottom of the light-box is a button labeled "More bill categories". The background shows a blurred view of the payment center interface, including a table with columns for amount and date.

\$75.18	03/15
\$106.52	03/24
\$790.01	03/27
\$48.91	04/02

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 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.


[Back to Top](#)

Signing up for eBills while adding the new biller

If the biller offers eBills and supports the early activation option, when using the Company option, you are prompted to activate your eBill at the same time.


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

Signing up for eBills after the Biller is Added

- When the biller does not support the early activation option, you may be 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 eBill 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 eBills for a biller, you will not be able to activate automatic payment (for the eBill) until the first e-bill has arrived.

[Back to Top](#)

Signing up for eBills from the Payment Center

- If a biller displays the  icon, the biller is enabled to receive eBills. 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.

[Back to top](#)

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.

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

- EVES
- Stale eBill Reminder

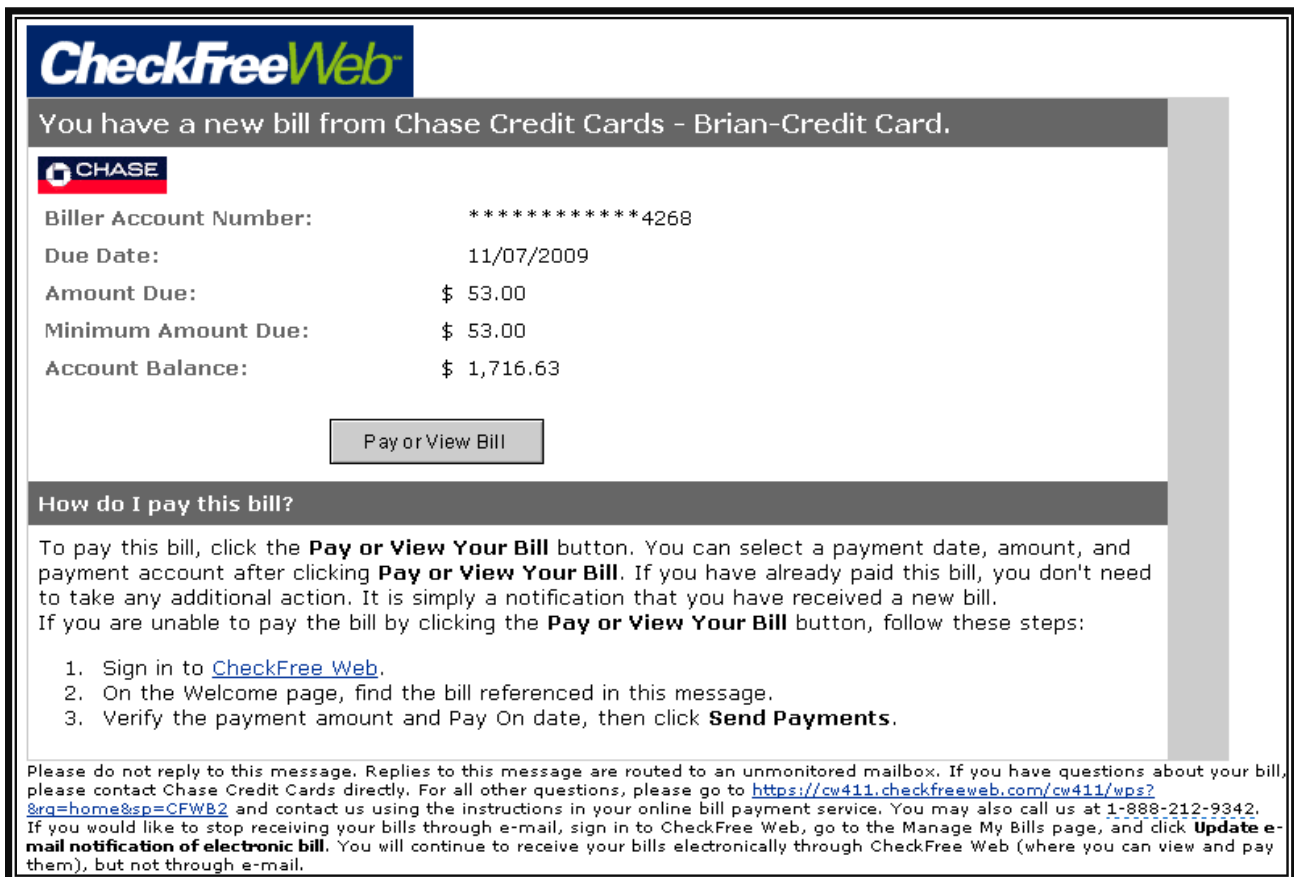
[Back to top](#)

eBill via email (EVE)

eBill via email or EVE notifies you when you receive an eBill 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 eBill is viewed before the EVE is generated, the EVE notification will not be sent.

Sample EVE:



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.

[Back to Top](#)

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

[Back to Top](#)