

# west shore bank **WSBTOUCH**

# BILL PAYMENT USER GUIDE

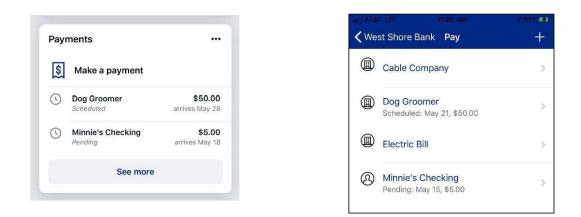
# **Payments Dashboard Card**

Schedule and edit bills, add/edit payees, and get an overview of recently made payments from the PAYMENTS card. \*

### **MOBILE EXPERIENCE**

#### Pay a bill

- From the PAYMENTS card on Dashboard, tap Make a payment
- Select your payee



- If you have more than one payment account, select the "Pay From" account
- Enter the amount and, optionally, a memo to display to the payee
- Select the payment delivery date
- Tap *Submit*

Cancel	Payment
Pay to Cable	Company
From	Mickeys Checking XXX7833
Amount	\$ 200.00
Frequency	Once
Arrives by	May 21
Notes	Add memo or comment
Hide options	
	Submit
	Delivers by check

\*Bill Pay functionality can also be accessed from the menu option "Payments".

#### **Edit a scheduled Payment**

- From the PAYMENTS card, select the payment you wish to edit
- Tap *Delete* to delete the payment; or
- Tap *Edit payment* to change the amount or date
- *Confirm* your changes

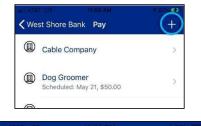
\$	Make a payment	
0	Dog Groomer Scheduled	\$50.00 arrives May 28
0	Minnie's Checking Pending	\$5.00 arrives May 18

AT&T LTE		🕫 96% 🗰
<b>く</b> Back	Payment	Delete
	Scheduled	
Dog Groc \$50.0		
From Mick	eys Checking	
Standard de	livery, by check	
Estima May	ated arrival	
	Edit payment	
	and the second sec	

#### Add a Payee

- From the PAYMENTS card, tap *Make a Payment*
- Tap the "+" symbol in the upper right of the screen
- Enter your password for additional authentication
- Enter the payee information and tap *Continue*
- Confirm payee information and address and tap Submit

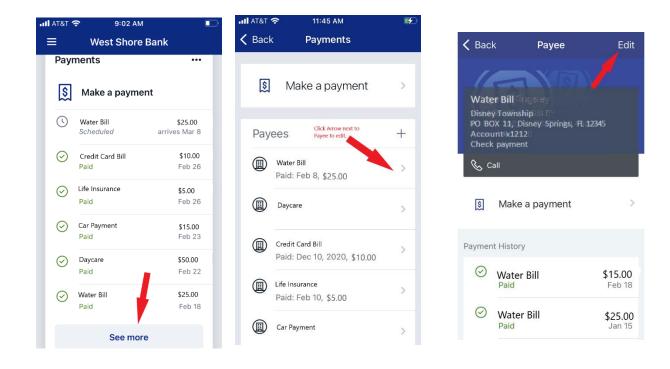
AT&T LITE		7 95%
🕻 Add payee	Add payee	
PAYEE		
Name	Chase	e Card Services
Nickname		Credit Card
Phone number		(555)555-5555
DETAILS		
Account number	4012	098709651278
	Continue	



🕻 Add payee	Add payee	
MAILING ADDRESS		
Street		Enter street
		Line 2 (optional)
City		Enter city
State		Enter State
Zip		Enter zip code
	Submit	

#### **Edit A Payee**

- From the PAYMENTS card on Dashboard, tap See more
- Click the Arrow next to the Payee you wish to edit
- Select Edit



- Enter your password for additional authentication
- Edit the payee as needed such as account number, nickname and address (payments sent electronically will not allow the address to be edited)
- Click Save

AT&T 穼	9:06 AM	<b>D</b>
e	Edit payee	Delete
as appe <b>(ey Mc</b>	ars on bill I <b>USE</b>	
count numb	er	
<b>ivery det</b> et line 1		
) BOX 11		
ity ity <b>Disney Sp</b> i	2 (optional)	
la	Zip 12345	
ivers by ch	eck from	

## **ONLINE EXPERIENCE (LAPTOP/DESKTOP)**

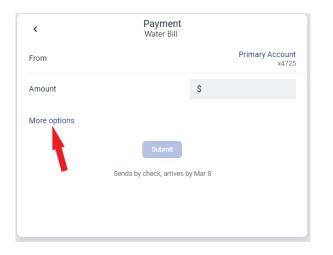
#### Pay a bill

- From the PAYMENTS card on Dashboard, tap Pay A Bill
- Select your payee

Payı	ments		
	S Pay a bill	A Pay a person	Manage Payments
(	Water Bill Scheduled for Mar 8		\$25.00
~	Credit Card Bill Paid		<b>\$10.00</b> Feb 26
~	Life Insurance Paid		\$ <b>5.00</b> Feb 26
~	Car Payment Paid		\$15.00 Feb 23
~	Daycare Paid		<b>\$50.00</b> Feb 22
			See more

< Pay a bill				
s	Single	Multiple		
Q. Search payees			-0- -0-	
Water Bill Check, Paid: Feb 11, \$25.00			>	
Credit Card Bill Electronic, Paid: Dec 11, 2020, \$1	0.00		>	
Life Insurance Electronic, Paid: Feb 11, \$5.00			>	
Cell Phone Bill Electronic, Paid: Feb 26, \$20.00			>	

- If you have more than one payment account, select the "Pay From" account
- Enter the amount and select *More options* for payment date and frequency
- Select the frequency, "Arrives By" date and add an optional note to payee
- Tap *Submit*



<	Payment Water Bill		
From		Primary Acco x4	unt 725
Amount		\$	
Frequency		Once	>
Arrives by		Mar 8	>
Notes		Add memo or comment	>
Hide options			
	Submit		
	Payment will be made by	y check	

#### Pay Multiple Bills

- From the Payments card on the Dashboard, tap **Pay A Bill**
- Select the "Multiple" option to pay multiple bills at once.
- Click the plus (+) sign next to the payees you wish to pay
- Select the "Arrives By" date and enter amount
- Select the "Review and pay" button
- Review and Select "Submit Payments"

<	Pay a bill Single Multiple	_
Q Search payees	Water Bill	$\otimes$
Water Bill Check, Paid: Feb 11, \$15.00	From     Primary Account (x4725)	Arrives by Arnount Mar 4 \$ 0.00 Sends today
Credit Card Bill Electronic, Paid: Dec 11, 2020, \$10.00	Credit Card Bill	⊗
Life Insurance Electronic, Paid: Feb 11, \$5.00	From Primary Account (x4725)	Arrives by Arnount Mar 4 \$ 0.00 Sends today
Car Payment + Electronic, Paid: Feb 26, \$15.00	Life Insurance	8
Cell Phone Bill + Electronic, Paid: Nov 18, 2020, \$20.00	From Primary Account (x4725)	Arrives by Amount Mar 8 \$ 0.00 Sends today

#### Add/Edit a Payee

- From the Payments card on the Dashboard select See More
- Click the "New Payee" button to add a payee and follow screens
- Click the *Payees* tab for full list of payees to edit

Payments ड्रि Pay a bill	Ray a person	Manage Payments
Water Bill Scheduled for Mar	8	\$25.00
<ul> <li>Credit Card Bill</li> <li>Paid</li> </ul>		\$10.0 Feb 26
<ul> <li>Life Insurance</li> <li>Paid</li> </ul>		\$5.0 Feb 26
Car Payment		\$15. Feb 23
V Daycare Paid		\$50. Feb 22
		See more

ay	ments		cli	ck here to ac	ld new pa	ayee				
	Payments				S Pay a bill		کر Pay a person		••• Manage Payment	
	Search payments	e for full payee list to edit.		Marc	h 2021					• •
DATE	PAYEE	STATUS	AMOUNT	SUN	MON	TUE	WED	THU		SAT
MAR 8	Water Bill X1212	③ Scheduled	\$25.00 >	7	1	<b>2</b> 9	3 10	4	5 12	6 13
FEB 26	Credit Card Bill X0001	🗸 Paid	\$10.00 >	14	15	16	17	18	19	20
FEB 26	Life Insurance X2233	🗸 Paid	\$5.00 >	21	22	23	24	25	26	27
FEB 23	Car Payment X4444	✓ Paid	\$15.00 >	28	29	30	31			

- Click the arrow next to the payee you wish to edit
- Click *Edit*
- Enter your password for additional authentication
- Edit the payee as needed such as account number, nickname and address (payments sent electronically will not allow the address to be edited)
- Click *Submit*

Payments						
Pay	Payments		iyee			
History	Payees Click the arrow next to the payee to edit.					
٩	Search payees		<b>♦</b> -			
TYPE	PAYEE	METHOL				
	Water Bill X1212	Check	>			
	Credit Card Bill X0001	Electronic	>			
	Life Insurance X2233	Electronic	>			
	Car Payment X4444	Electronic	>			

	De	tails	×
Wa	ater Bill	Edi	t>
PO I DIS	ney Township BOX 11 INEY SPRINGS, FL 12345 Ick payment	1	
C	Call (800) 437-1011		
_	Make a payment		
S	waxe a payment		
	make a payment		
	-		25.00 eb 11
	yment history Water Bill x1212	F	eb 11 15.00

<	Edit	Click here to dele	ete 🗾 👘
Company name on bill Disney Township			
Nickname Water Bill			
Phone number (800) 437-1011			
Name as appears on bill Mickey Mouse			
Account number X1212	Make necessary Payee updates		
Delivery details			
Street line 1 PO BOX 11			
Street line 2 (optional)			
City Disney Springs		State FL	Zip 12345
Delivers by check from Primary Account x4725			
	Subm	t	