

WEST SHORE BANK

WSBTouch

BILL PAYMENT USER GUIDE

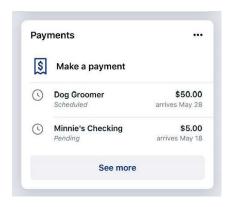
Bill Pay Dashboard Card

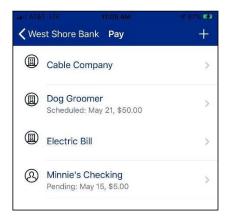
Schedule and edit bills, add/edit payees, and get an overview of recently made payments from the BILL PAY card*.

MOBILE EXPERIENCE

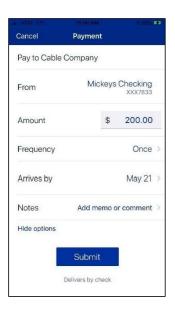
Pay a bill

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





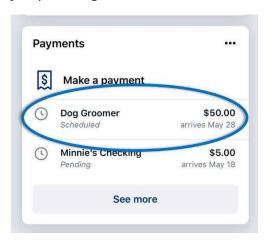
- If you have more than one payment account, select the "Pay From" account
- Enter the amount and, optionally, a memo to display to the payee
- Select the payment delivery date
- Tap **Submit**

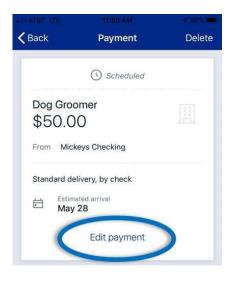


^{*}Bill Pay functionality can also be accessed from the menu option "Payments > Bill Pay".

Edit a scheduled Payment

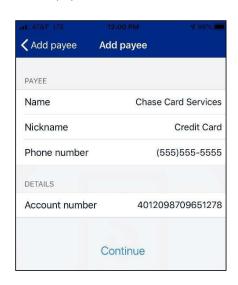
- From the BILL PAY card, select the payment you wish to edit
- Tap *Delete* to delete the payment; or
- Tap *Edit payment* to change the amount or date
- Confirm your changes



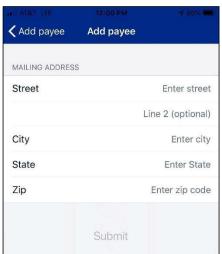


Add a Payee

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

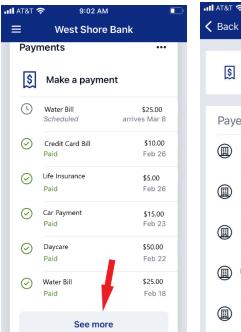


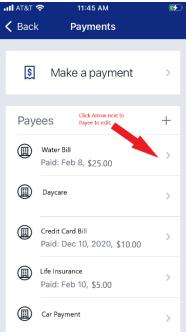


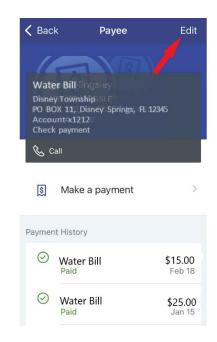


Edit A Payee

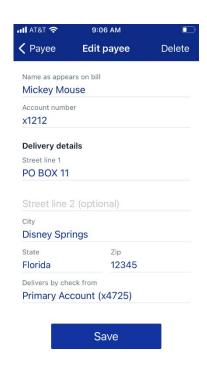
- From the PAYMENTS card on Dashboard, tap See more
- Click the Arrow next to the Payee you wish to edit
- Select Edit

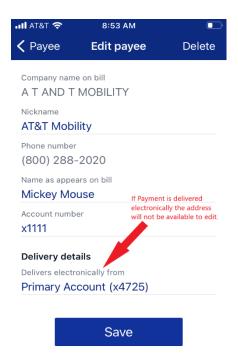






- Enter your code for additional authentication
- Edit the payee as needed such as account number, nickname and address (payments sent electronically will not allow the address to be edited)
- Click Save

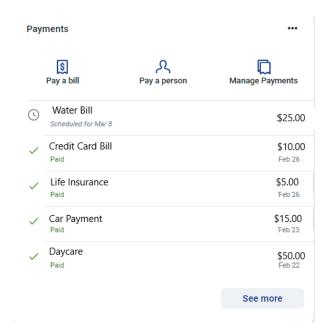


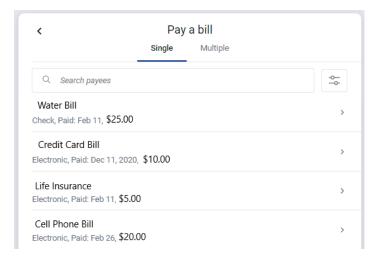


ONLINE EXPERIENCE (LAPTOP/DESKTOP)

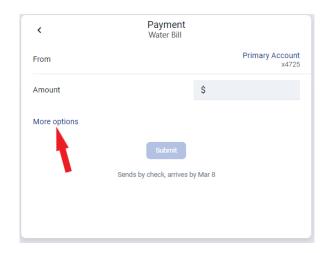
Pay a bill

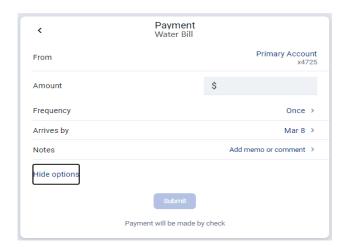
- From the BILL PAY card on Dashboard, tap Pay A Bill
- Select your payee





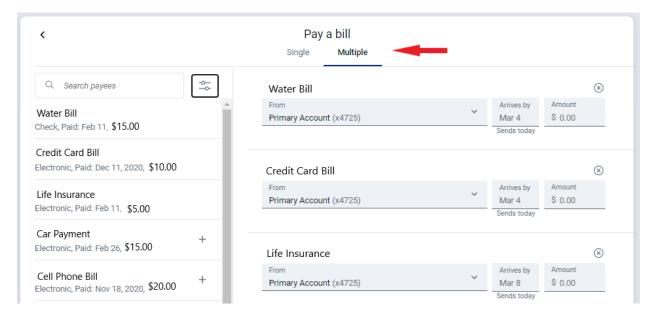
- If you have more than one payment account, select the "Pay From" account
- Enter the amount and select *More options* for payment date and frequency
- Select the frequency, "Arrives By" date and add an optional note to payee
- Tap **Submit**





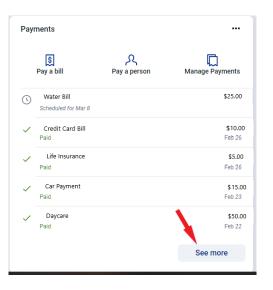
Pay Multiple Bills

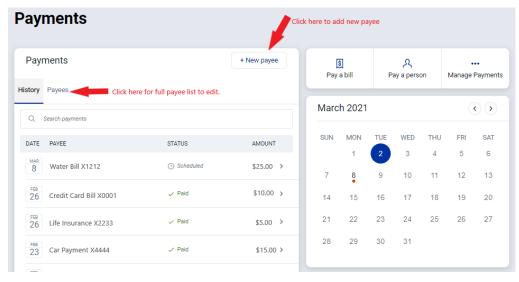
- From the Payments card on the Dashboard, tap Pay A Bill
- Select the "Multiple" option to pay multiple bills at once.
- Click the plus (+) sign next to the payees you wish to pay
- Select the "Arrives By" date and enter amount
- Select the "Review and pay" button
- Review and Select "Submit Payments"



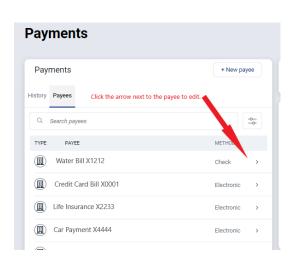
Add/Edit a Payee

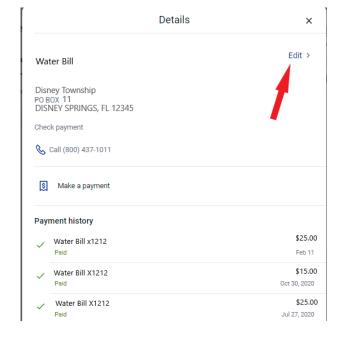
- From the Payments card on the Dashboard select **See More**
- Click the "New Payee" button to add a payee and follow screens

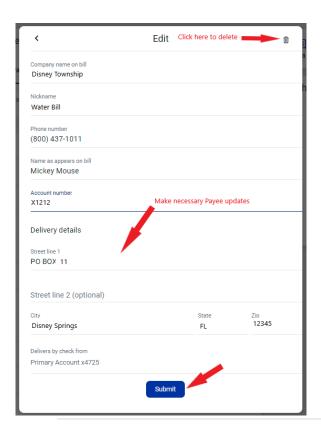




- Click the Payees tab for full list of payees to edit
- Click the arrow next to the payee you wish to edit
- Click *Edit*
- Enter your code for additional authentication
- Edit the payee as needed such as account number, nickname and address (payments sent electronically will not allow the address to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







Manage Payments

- Clicking 'Manage Payments' will take you to the old-style view and allow you to access to
 manage all payment functionality in one view. This also allows access to the payroll feature for
 business accounts utilizing this feature.
- Enter your code for additional authentication

