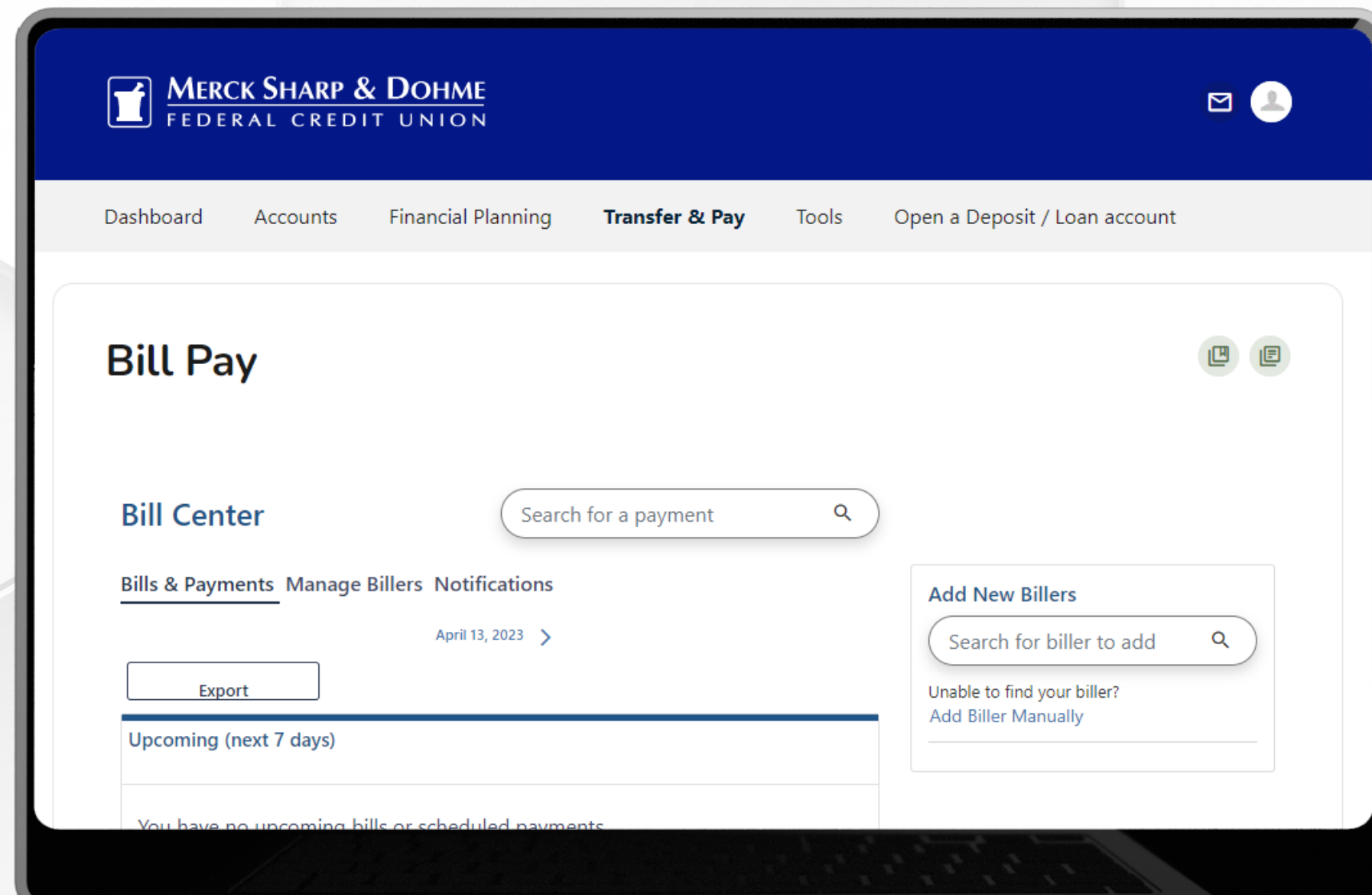


NEW DIGITAL BANKING

HOW TO ADD A BILL & CHOOSE NOTIFICATIONS

Merck Sharp & Dohme FCU



Bill Pay

Click on the **Transfer & Pay Tab** and then click on **Bill Pay**.

The screenshot shows the Merck Sharp & Dohme Federal Credit Union website. The top navigation bar includes 'Dashboard', 'Accounts', 'Financial Planning', 'Transfer & Pay', and 'Tools'. The 'Transfer & Pay' tab is circled in red. Below the navigation bar, the 'Transfer & Pay' section is visible, containing options for 'Transfers', 'Person 2 Person', 'Bill Pay', and 'Courtesy Pay'. The 'Bill Pay' option is highlighted with a red circle and an arrow. Below this, a notification bar indicates a payment of \$47.00 is due in 4 days on a Visa Viquor Signature Rewards card, with a 'Pay Now' button. The 'Accounts' section is partially visible, showing a 'Checking' account with a balance of \$4,474.19.

MERCK SHARP & DOHME
FEDERAL CREDIT UNION

Dashboard Accounts Financial Planning **Transfer & Pay** Tools

Transfer & Pay

Transfers → Bill Pay
Person 2 Person Courtesy Pay

Your payment of **\$47.00** is due in 4 days
Visa Viquor Signature Rewards **Pay Now**

Accounts

Checking	\$4,474.19
Checking	\$4,474.19
Money Market	\$6,661.49

Bill Pay

You are now in the **Bills & Payments Center**, where you can add, view, edit, and schedule the bills you wish to pay.

- You can edit the names or nickname the accounts.
- There are 3 tabs under the Bill Pay Center called Bills & Payments, Manage Billers, and Notifications.
- You have 3 sections: Upcoming, Later, and Pending/Paid.

The screenshot displays the 'Bill Pay' interface. At the top, the 'Bill Center' is highlighted with a red circle. Below it is a search bar labeled 'Search for a payment'. Three tabs are visible: 'Bills & Payments' (selected), 'Manage Billers', and 'Notifications'. The date 'April 13, 2023' is shown. An 'Export' button is present. The 'Upcoming (next 7 days)' section is empty, displaying 'You have no upcoming bills or scheduled payments'. The 'Later' section shows a total of \$2,990.94, with 0 bills due and 2 scheduled payments. Two bills are listed: 'GENWORTH LIFE' for \$263.93, scheduled for 04/20/2023, and 'CAPITAL ONE' for \$2,727.01, scheduled for 04/27/2023. A sidebar on the right contains 'Add New Billers' and a search bar for billers.

Bill Pay

Bill Center

Search for a payment

Bills & Payments Manage Billers Notifications

April 13, 2023 >

Export

Upcoming (next 7 days)

You have no upcoming bills or scheduled payments

Later \$2,990.94

0 Bill(s) due
2 Scheduled payment(s) \$2,990.94

GENWORTH LIFE

\$263.93 GF Genworth Financial Life Insurance Uncategorized Send on 04/20/2023 Est Delivery 04/21/2023 📅 Scheduled

CAPITAL ONE

\$2,727.01 CO Capital One Uncategorized Send on 04/27/2023 Est Delivery 04/28/2023 📅 Scheduled

Add New Billers

Search for biller

Unable to find your biller
Add Biller Manually

Bill Pay

Bill Center

To **Add a New Biller** – look for the box on the right-hand side and search the company name for the bill you want to add.

MERCK SHARP & DOHME
FEDERAL CREDIT UNION

Board Accounts Financial Planning **Transfer & Pay** Tools Open a Deposit / Loan account

Bill Pay

Center

[Bill Payments](#) [Manage Billers](#) [Notifications](#)

April 13, 2023 >

Coming (next 7 days)

I have no upcoming bills or scheduled payments

Amount	\$2,990.94
(s) due	
Scheduled payment(s)	\$2,990.94

GENWORTH LIFE

\$163.93	Genworth Financial Life Insurance Uncategorized	Send on 04/20/2023 Scheduled	Est Delivery 04/21/2023
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Add New Billers

Unable to find your biller?
[Add Biller Manually](#)

Bill Pay

Bill Center

Once you type in and **search** for the company.

The company(s) will appear below in your **search results**.

Please make sure you are choosing your correct Biller.

The screenshot shows a user interface for a Bill Center. At the top right, there are two circular icons. Below them is a search bar with the text "Search for a payment" and a magnifying glass icon. Underneath the search bar is a section titled "Notifications" with a date "April 13, 2023" and a right-pointing arrow. Below the notifications is a horizontal line, followed by the text "scheduled payments". Another horizontal line is below that. To the right of the main content, there is a panel titled "Add New Billers". Inside this panel, there is a search input field containing the text "Comcast" and a close button (X). Below the input field, there is a message "Unable to find your biller?" and a link "Add Biller Manually". Below the "Add New Billers" panel is a section titled "Search Results". This section contains three search results, each with the Comcast logo and the name of the biller: "Comcast", "Comcast Massachusetts", and "Comcast South Carolina". A red circle highlights the "Add New Billers" search input field. A black circle with a left-pointing arrow is positioned to the right of the search results.

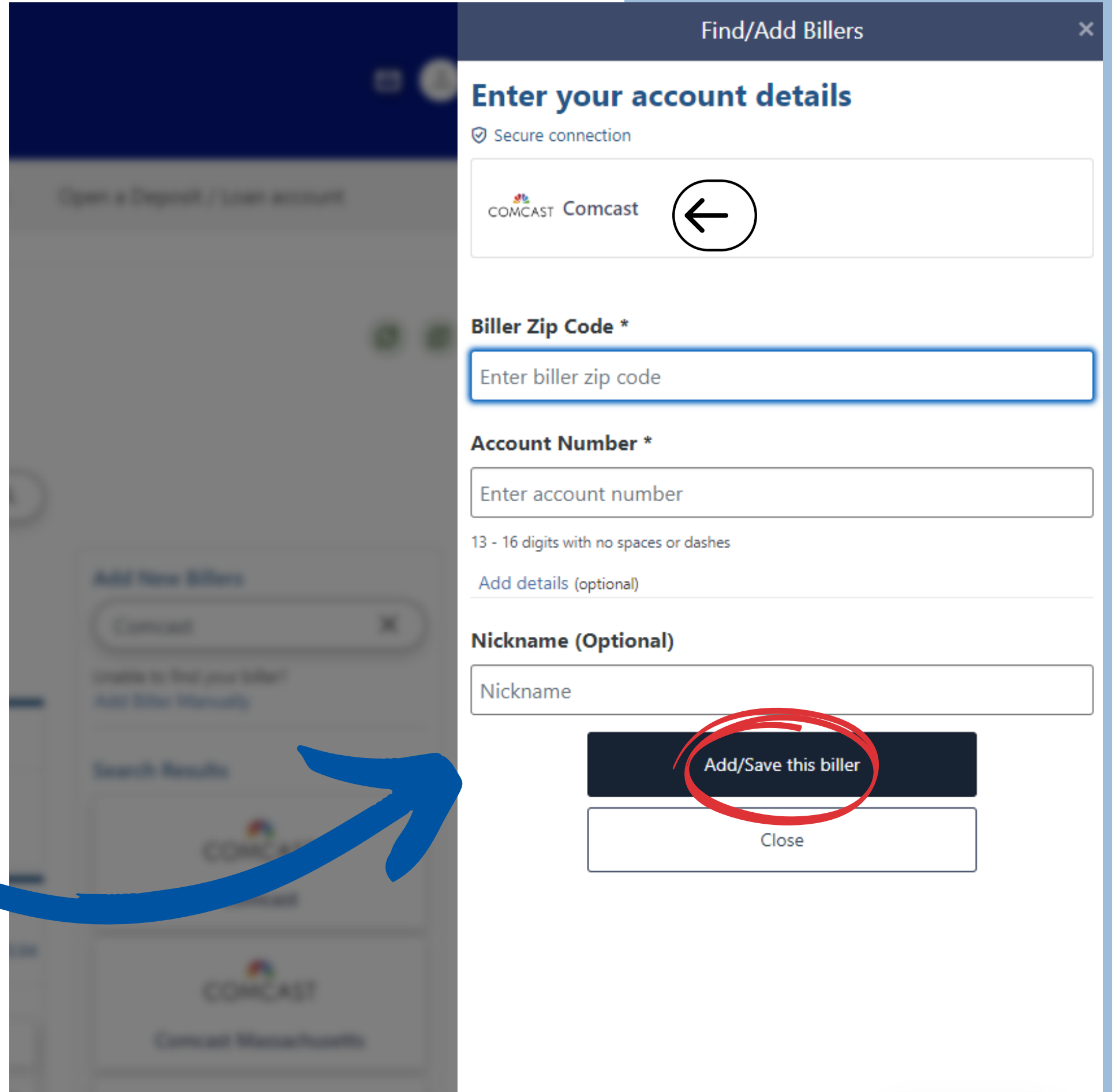
Bill Pay

Add a Biller

-Enter Account Details

Biller Account Details - A Find/Add Biller box will appear. Fill in all the required information.

- **Account Number** - you will need the 13-16 digit account number of your biller ready.
- You have the option to add other details or Nicknames to the biller.



The screenshot shows a 'Find/Add Billers' dialog box with the following fields and options:

- Enter your account details** (Secure connection)
- Comcast** (with a back arrow icon)
- Biller Zip Code *** (Input field: Enter biller zip code)
- Account Number *** (Input field: Enter account number)
13 - 16 digits with no spaces or dashes
- Add details (optional)**
- Nickname (Optional)** (Input field: Nickname)
- Add/Save this biller** (Dark blue button, circled in red)
- Close** (Light blue button)

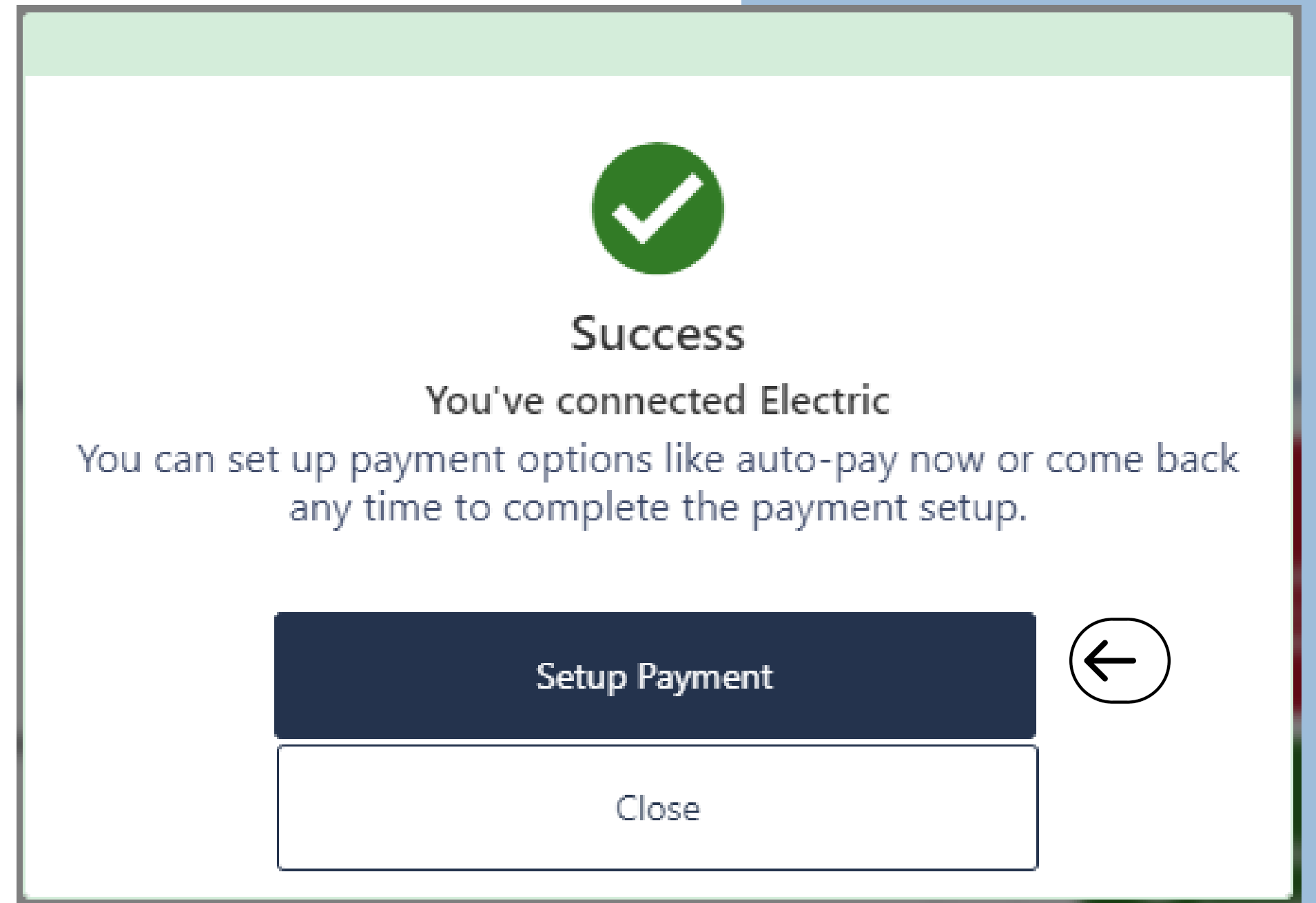
A blue arrow points from the 'Account Number' bullet point in the text to the 'Add/Save this biller' button in the interface.

Bill Pay

Bill Center

A **Success** screen will show you that you connected a new biller.

You may close the window or proceed to set up a payment.

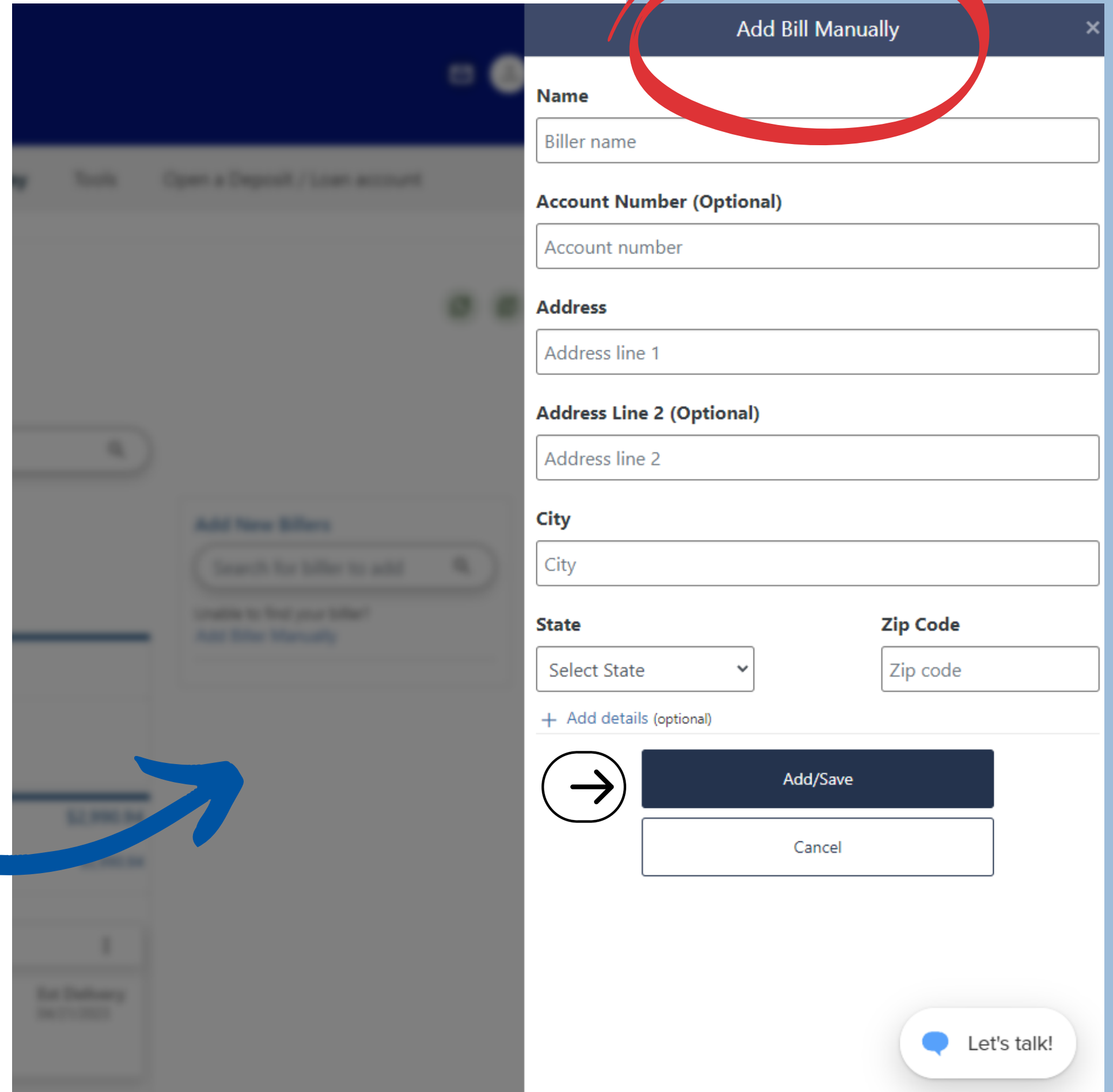


Bill Pay

Can't find your Biller? -Add a Biller Manually

If you **cannot find the biller** you are looking for, you can manually link the account/biller.

Under the **Add New Billers** search bar, click on the **Add Biller Manually** text to open this option.



The screenshot shows a mobile application interface for adding a biller manually. The form is titled "Add Bill Manually" in a dark blue header bar with a close button (X) on the right. The form fields are as follows:

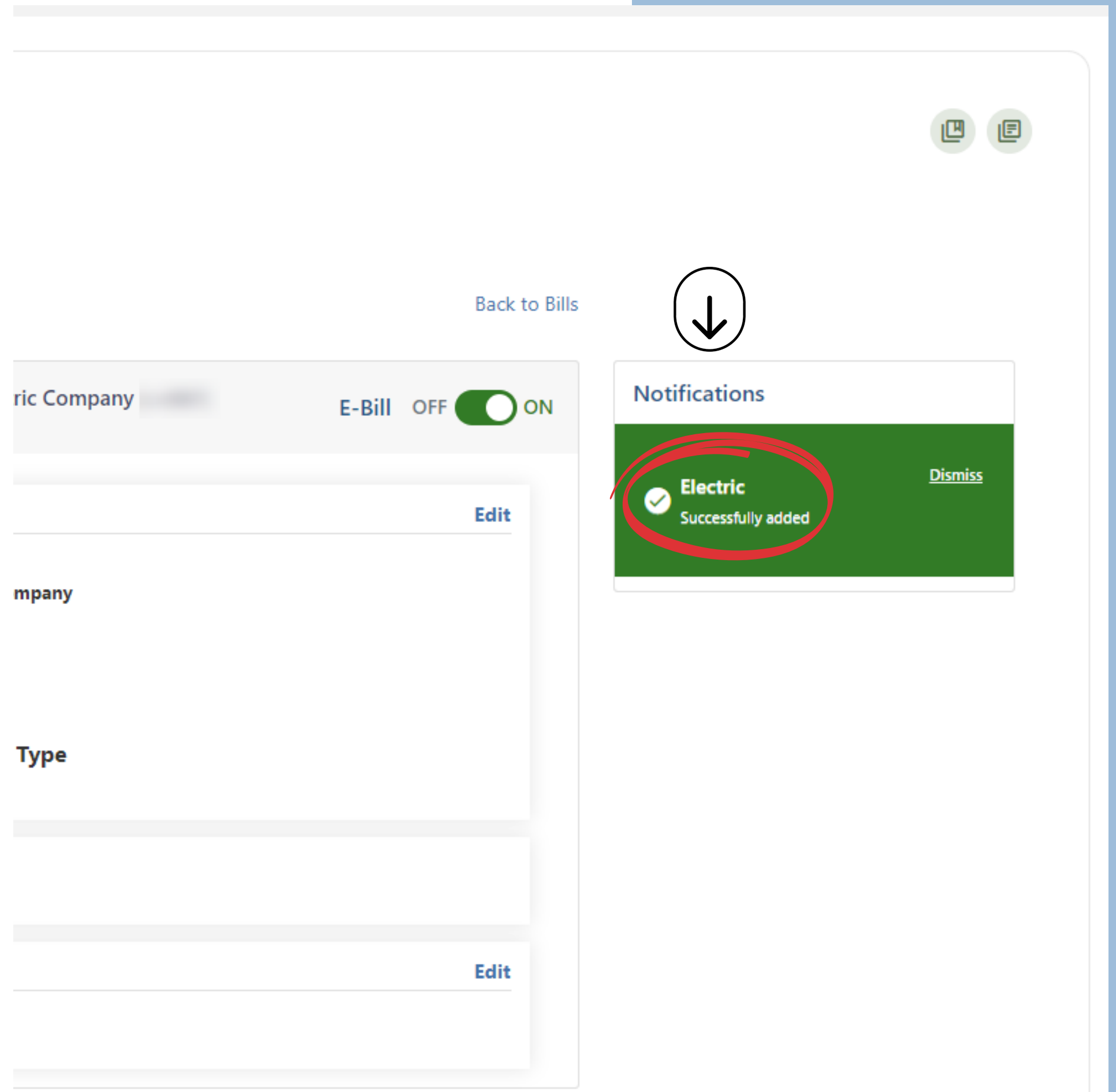
- Name:** A text input field labeled "Biller name".
- Account Number (Optional):** A text input field labeled "Account number".
- Address:** A text input field labeled "Address line 1".
- Address Line 2 (Optional):** A text input field labeled "Address line 2".
- City:** A text input field labeled "City".
- State:** A dropdown menu labeled "Select State" with a downward arrow.
- Zip Code:** A text input field labeled "Zip code".

Below the fields is a link "+ Add details (optional)". At the bottom of the form are two buttons: a dark blue button with a right-pointing arrow and the text "Add/Save", and a white button with a black border and the text "Cancel". A red circle highlights the "Add Bill Manually" title, and a blue arrow points from the text "Add Biller Manually" in the text block to the "Add/Save" button. In the bottom right corner of the app, there is a "Let's talk!" button with a speech bubble icon.

Bill Pay

Add a Biller

Under the **Notifications** box on the right-hand side, a green notification will show, letting you know that your biller was successfully added.



Bill Pay

Notifications Tab

The **Notifications** tab allows you to choose how you would like to be notified of the activity of your bills.

You can toggle what notifications you choose and then click **Update Preferences** to save that information.

Bill Pay

Bill Center



Bills & Payments Manage Billers **Notifications**

Preferences

We may still send you important notifications about your account outside of your notification settings.

Choose how you'd like to receive notifications



Email

Send email to:



Text Message

*Send via SMS to:

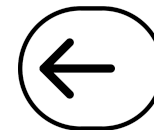


Text Message

*Send via SMS to:



Update Preferences

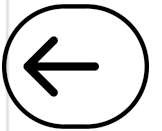


* Standard data and message rates apply

Add New

Search

Unable to find
Add Biller





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