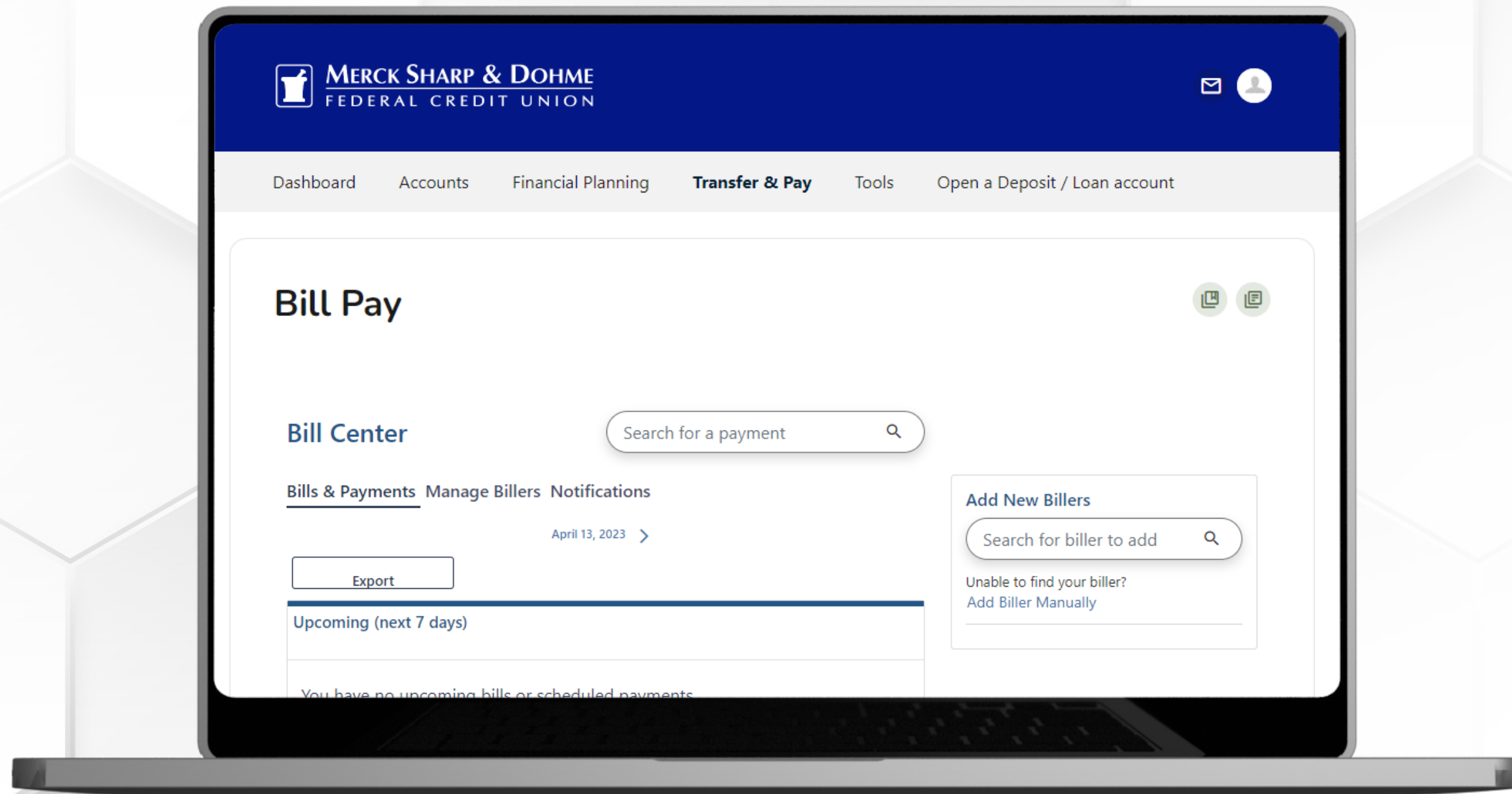


NEW DIGITAL BANKING

HOW TO CANCEL A BILL PAYMENT & VIEW ACTIVITY

Merck Sharp & Dohme FCU



Bill Pay

To cancel scheduled Bill Payment
- click on the **Transfer & Pay**
Tab and then click on **Bill Pay**.

MERCK SHARP & DOHME
FEDERAL CREDIT UNION

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

Dashboard

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 \$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

Bills & Payments Center -

Find the bill payment you wish to cancel.

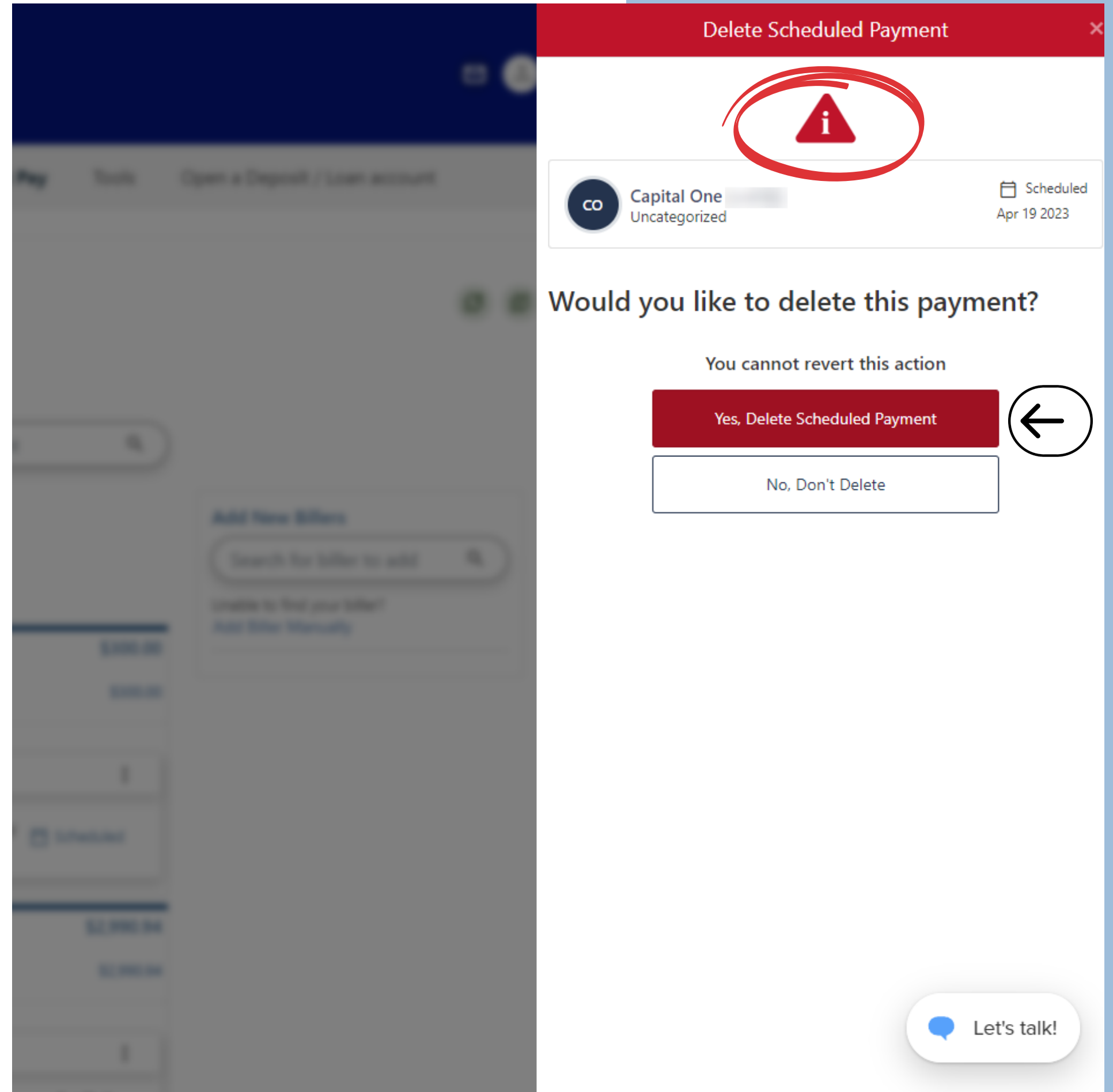
- Next to the name of the biller, CLICK on the 3 dots, and a drop-down will appear.
- You can View/Edit Biller, Pay, Edit Payment, and Delete Payment. **Click on Delete Payment.**

The screenshot displays the 'Bill Pay' interface. At the top, there is a 'Bill Center' header with a search bar labeled 'Search for a payment'. Below this, there are navigation links for 'Bills & Payments', 'Manage Billers', and 'Notifications'. The current date is shown as 'April 13, 2023'. An 'Export' button is visible. The main content area shows a summary for 'Upcoming (next 7 days)' with a total of \$300.00, including 0 bills due and 1 scheduled payment. Below this, a bill for 'CAPITAL ONE' is shown with a due amount of \$300.00 and a due date of 04/18/2023. A dropdown menu is open for this bill, listing actions: 'View Activity', 'View | Edit Biller', 'Pay', 'Edit Payment', and 'Delete Payment'. A red circle highlights the 'View Activity' option. Below the bill, there is a section for 'Later' with 0 bills due and 2 scheduled payments. At the bottom, a bill for 'GENWORTH LIFE' is partially visible. On the right side, there is a sidebar with an 'Add New' button and a search bar, with a note that says 'Unable to find Add Biller'. Two circular arrows are overlaid on the image: one pointing left towards the dropdown menu and one pointing right towards the 'Delete Payment' option.

Bill Pay

A **Delete Scheduled Payment** window will appear.

Read carefully over the information and select **Yes, Delete Scheduled Payment.**



Bill Pay

Back to the Bill Center Dashboard

Under the Bill Center on the right-hand side, there is a box for notifications.

Your deleted scheduled payment will appear as a notification letting you know it is completed. You can click on the "dismiss" button to remove the notification.

The screenshot shows the Bill Center dashboard interface. At the top right, there are two circular icons. Below them is a search bar labeled "Search for a payment". The main content area is divided into sections. On the right side, there is a "Notifications" box with a red circle around the title and a downward arrow icon. The notification itself is a green card with a white checkmark icon and the text: "Deleted Scheduled Payment" followed by "Dismiss" in a link. Below the notification is a section titled "Add New Billers" with a search bar labeled "Search for biller to add" and a "Dismiss" button. At the bottom, there is a table of bills with columns for "Genworth Financial Life Insurance", "Send on", and "Est Delivery".

Genworth Financial Life Insurance	Send on	Est Delivery
Uncategorized	04/20/2023 Scheduled	04/21/2023

Bill Pay

OPTION 2 - Bills & Payments Center, where you can add, view, edit, and schedule the bills you wish to pay.

Bills & Payments Center, under the 3 sections you will see the scheduled payment listed.

- Where your scheduled payment is listed, **use the drop-down arrow**. That will drop down all the information listed for your scheduled payment.
- Click the Edit Payment or **Delete Payment** option.

Bill Pay

Payment Activity

Go Back

RH Rock Hall Utility Board
Uncategorized

Biller Details

BILLER NAME

RH Water

PAYMENT ACCOUNT

E20006

PAYMENT METHOD

Checking ***2



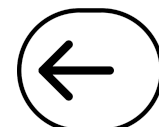
Scheduled Payments (next 31 days)

Scheduled
Apr 21 2023
Checking ***
Avail Balance: \$4,474.19
\$187.39

Pay On Apr 21, 2023 Bill Center Ref # 101584187
Send On Apr 14, 2023

Edit Payment

Delete Payment



Previous Payments

Jan 27 2023
Checking ***
Avail Balance: \$4,474.19
\$183.19

Nov 7 2022
Checking ***
Avail Balance: \$4,474.19
\$183.19

Bill Pay

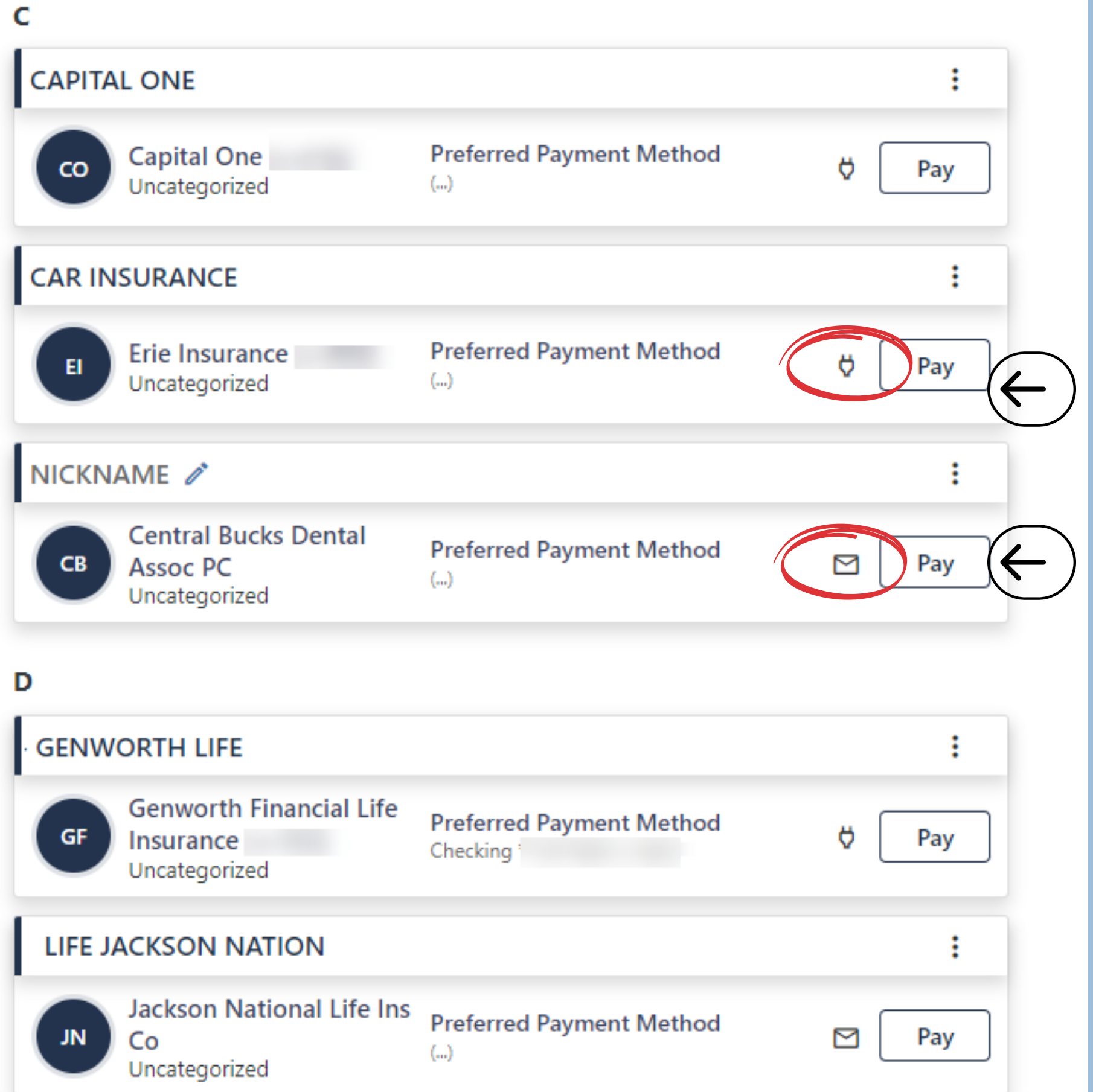
Understanding Icons

Plug Icons stand for electronic payments.

Electronic payments show immediately in the Pending Payments status when a bill is scheduled.

Envelope Icons stand for mailed payments.

You can view mailed bill payments in your activity section.





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