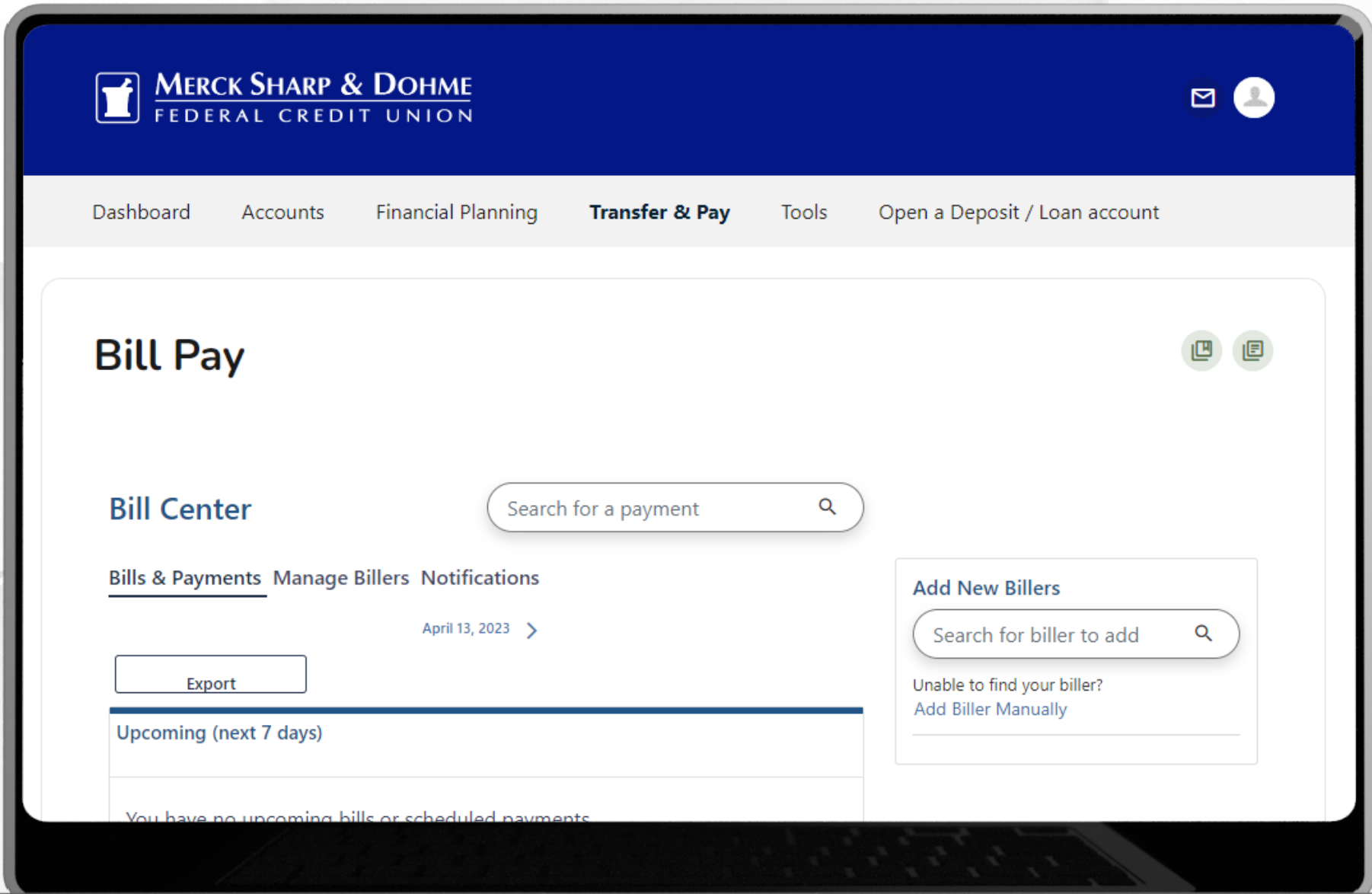


# NEW DIGITAL BANKING

# HOW TO SCHEDULE A BILL PAYMENT

Merck Sharp & Dohme FCU



# Bill Pay

To schedule a bill - click on the **Transfer & Pay** tab and then click on **Bill Pay**.

The screenshot shows the Merck Sharp & Dohme Federal Credit Union website. The navigation bar at the top includes 'Dashboard', 'Accounts', 'Financial Planning', 'Transfer & Pay' (highlighted with a red circle), and 'Tools'. A dropdown menu for 'Transfer & Pay' is open, showing options for 'Transfers', 'Person 2 Person', 'Bill Pay' (selected with a right-pointing arrow), and 'Courtesy Pay'. Below the navigation, a notification bar states 'Your payment of \$47.00 is due in 4 days' for a 'Visa Viquor Signature Rewards' card, with a 'Pay Now' button. The 'Accounts' section is visible below, 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. Below this, two bill entries are shown: 'GENWORTH LIFE' for \$263.93 and 'CAPITAL ONE' for \$2,727.01. Each entry includes a logo, name, 'Send on' date, 'Est Delivery' date, and a 'Scheduled' status.

**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	Genworth Financial Life Insurance Uncategorized	Send on 04/20/2023	Est Delivery 04/21/2023	Scheduled
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**CAPITAL ONE** ⋮

\$2,727.01	Capital One Uncategorized	Send on 04/27/2023	Est Delivery 04/28/2023	Scheduled
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Add New Billers

Search for biller

Unable to find your biller  
Add Biller Manually

# Bill Pay

## Manage Billers Tab

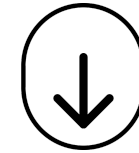
To schedule a bill – click on the **Manage Billers** tab.

**Find the bill** you would like to pay and click on the **Pay** button.

## Bill Pay



### Bill Center



Bills & Payments Manage Billers Notifications

#### All Billers

Find, add, and link your bills in Manage Billers. View and organize payments in the Bills & Payments tab.

#### Add New Billers



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

B

#### BAY HOME INSURANCE

EI Erie Insurance  
Uncategorized Preferred Payment Method  
(...)



Pay

#### BOAT INSURANCE

BM BoatU.S. Marine  
Insurance  
Uncategorized Preferred Payment Method  
(...)



Pay

C

#### CAPITAL ONE

CO Capital One  
Uncategorized Preferred Payment Method  
(...)



Pay

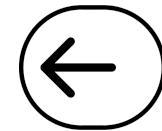
#### CAR INSURANCE

EI Erie Insurance  
Uncategorized Preferred Payment Method  
(...)



Pay

#### NICKNAME



# Bill Pay

## Manage Billers Tab

### -Make a Payment

**Payment Setup** - Follow the prompt to schedule your payment for the bill you selected in the previous step.

- **Select the Payment Method** you wish you pay this Bill (Checking is selected here).
- For future payments, you can save this payment method as the default if you check the small box (which it will always pull money from).

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

## Bill Pay

Payment Method  
Next: Payment Date & Amount

1 of 4

CO Capital One  
Uncategorized

Payment Method

● Checking \*\*\*  
Avail. Balance \$4,474.19

● Money Market \*\*\*\*  
Avail. Balance \$6,661.49

Save This Payment Method As Your Default For Next Time

Cancel Payment Setup

Pay Date & Amount >

# Bill Pay

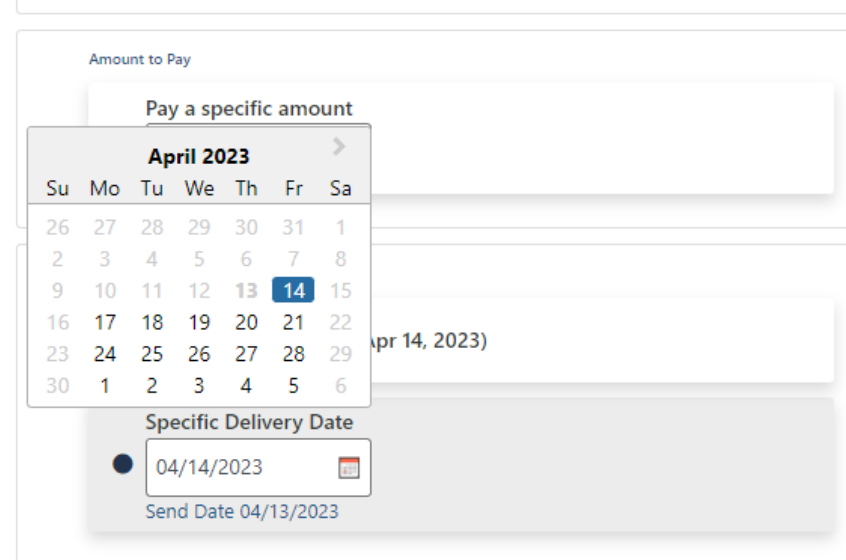
## Manage Billers Tab

### -Make a Payment

Enter the amount you wish to pay.

Type in the date you wish for the bill to be paid.

- If you need a calendar view, click on the little calendar to open



## Bill Pay



### Payment Setup

Payment Date & Amount  
Next: Notifications



CO Capital One  
Uncategorized

Amount to Pay

Pay a specific amount

\$300

When to Pay

Earliest Delivery Date (Apr 14, 2023)  
Send Date 04/13/2023

Specific Delivery Date

04/14/2023

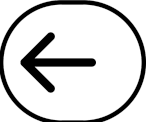
Recurring Payment

OFF  ON

Cancel Payment Setup

< Payment Method

Notifications >



# Bill Pay

## Manage Billers Tab -Make a Payment

Select when you want your **Payment to be Delivered**. **NOTE:** The delivery date is when the funds will be withdrawn from the account.

Fill out the **Memo** - this information will be what your biller sees.

*Continue to follow the Payment Schedule Steps to schedule your payment.*

Payment Setup

Notifications  
Next: Review & Confirm

3 of 4

Capital One  
Uncategorized

Notification

When Payment Is Delivered

Days Before Processing 1

Days Before Delivery 1

Memo

Payment Min Due

Cancel Payment Setup

Pay Date & Amount

Payment Confirmation

# Bill Pay

## Manage Billers Tab

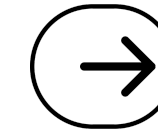
### -Make a Payment

The **Payment Confirmation** screen lets you see all the information you entered before confirming.

You have the option to go back and edit any information before you proceed to pay.

*Continue to follow the Payment Schedule Steps to schedule your payment.*

## Payment Confirmation



Review & Confirm



Capital One  
Uncategorized

### Payment Information

[Edit](#)

Payment Method	Checking
Estimated Delivery	Apr 24, 2023
Send On:	Apr 21, 2023
Recurring Payment	No

**Payment Amount** **\$300.00**

**Total to Pay** **\$300.00**

### Notifications

[Edit](#)

When payment is delivered	Yes
Memo	
Payment Min Due	Yes

[Cancel Payment Setup](#)

**Pay Total \$300.00** ✓



# Bill Pay

## Manage Billers Tab -Payment Complete

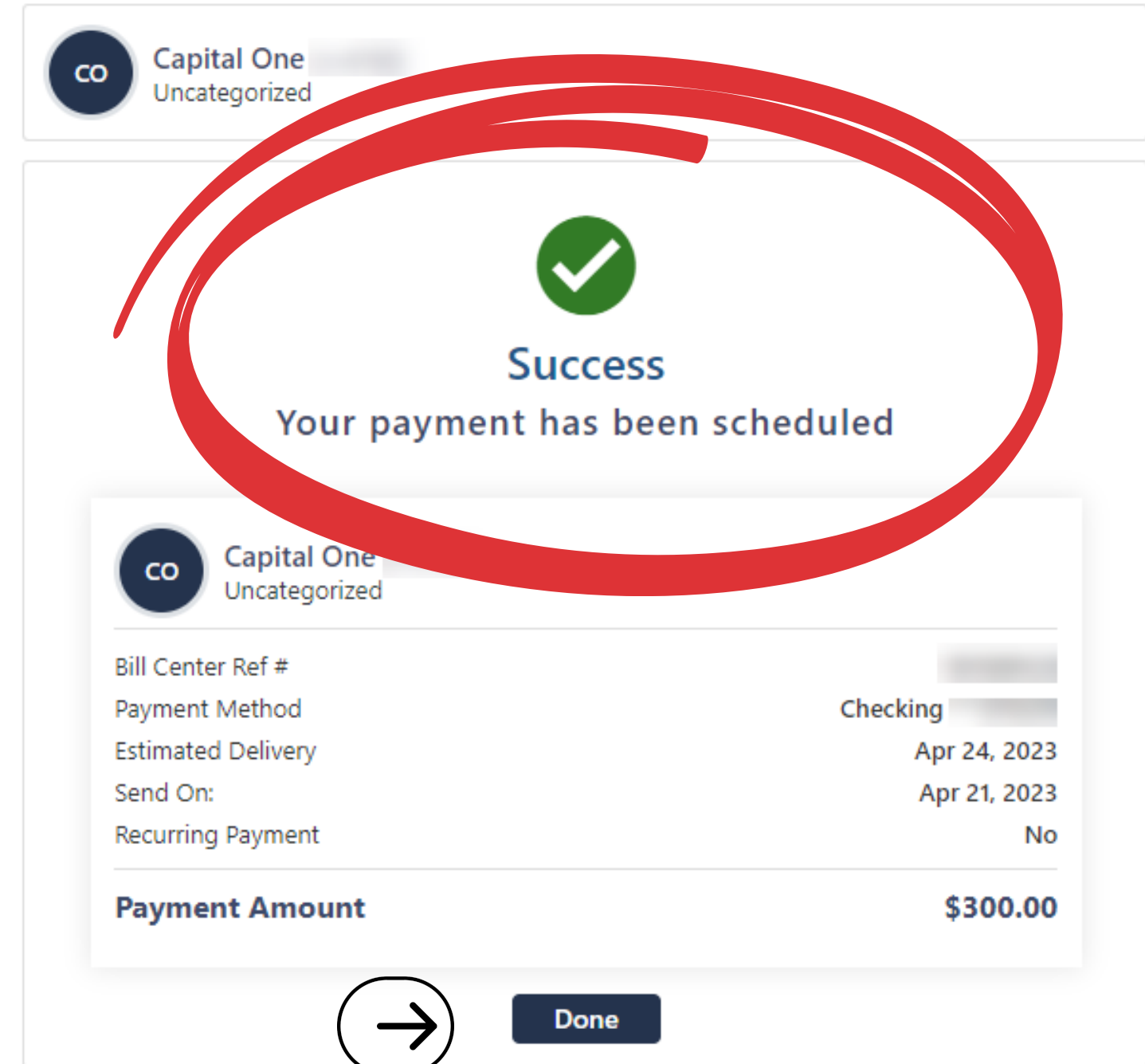
Your **Payment Confirmation** will appear with "Success," where you can see all the information you just entered in an overview.

**Payment is now confirmed,** and you may hit the done button.

*You will be taken back to the Bill Pay Dashboard.*

### → Bill Pay

#### Payment Scheduled



CO Capital One  
Uncategorized

**Success**  
Your payment has been scheduled

CO Capital One  
Uncategorized

Bill Center Ref #	
Payment Method	Checking
Estimated Delivery	Apr 24, 2023
Send On:	Apr 21, 2023
Recurring Payment	No

**Payment Amount** \$300.00

→ Done



**[msdfcu.org](https://msdfcu.org)**

215-996-3700

*Insured by NCUA*