



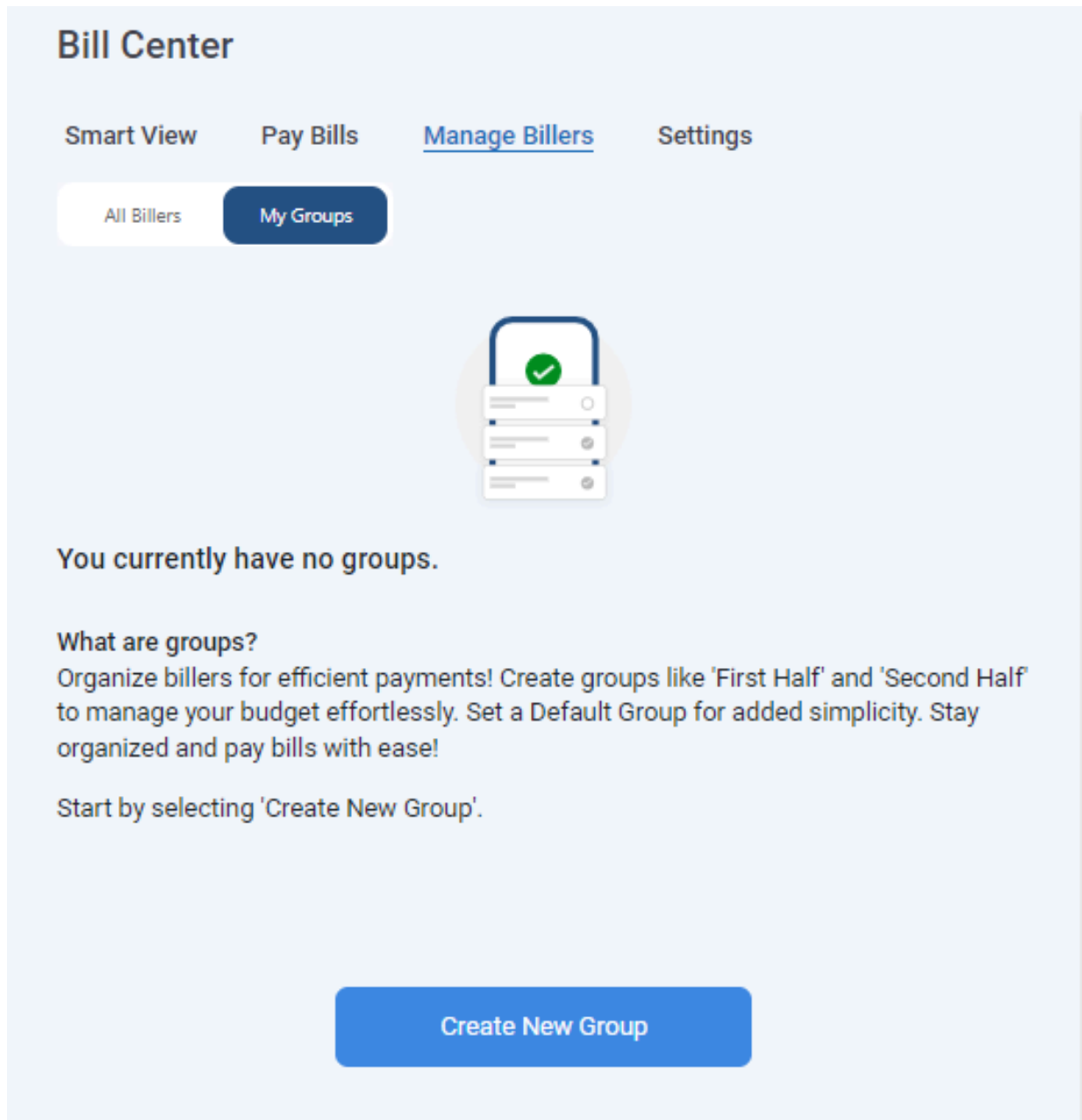
MERCK SHARP & DOHME
FEDERAL CREDIT UNION

Bill Pay Enhancements

August 2024

Create, manage & Pay Biller Groups On Bill Center


1. An “All Billers/My Groups” toggle will now be displayed on the Pay Bills and Manage Billers pages, allowing users to switch between views. To get started, click on “Create New Group” after toggling to “My Groups”.



The screenshot shows the 'Bill Center' interface. At the top, there are four navigation tabs: 'Smart View', 'Pay Bills', 'Manage Billers' (which is underlined and highlighted), and 'Settings'. Below these tabs, there is a toggle switch with two options: 'All Billers' (in a light blue box) and 'My Groups' (in a dark blue box). In the center of the page, there is an illustration of a smartphone displaying a list of bills, with a green checkmark on the top bill. Below the illustration, the text reads: 'You currently have no groups.' This is followed by a section titled 'What are groups?' with a paragraph explaining that groups can be used to organize bills for efficient payments, such as 'First Half' and 'Second Half', to manage a budget. It also suggests setting a default group and staying organized. At the bottom of the page, there is a large blue button labeled 'Create New Group'.

2. Then select billers to add to the group.

Create a new group Back



Select billers you'd like to group together

Ace Sanitation
Uncategorized

Glofiberbeam EBILL
Utilities


Smart Life Fitness
Uncategorized

Add Selected and Continue

Cancel

3. Name the group and click on "Save Group".

Create a new group Back



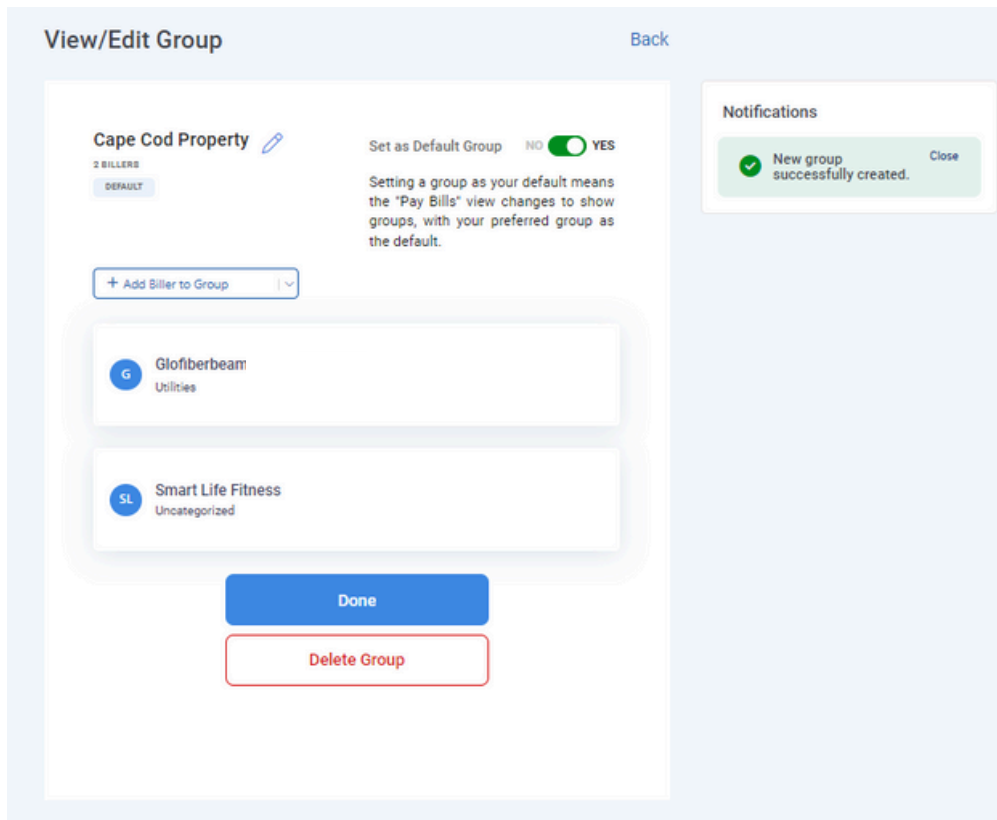
Name the group

17/50

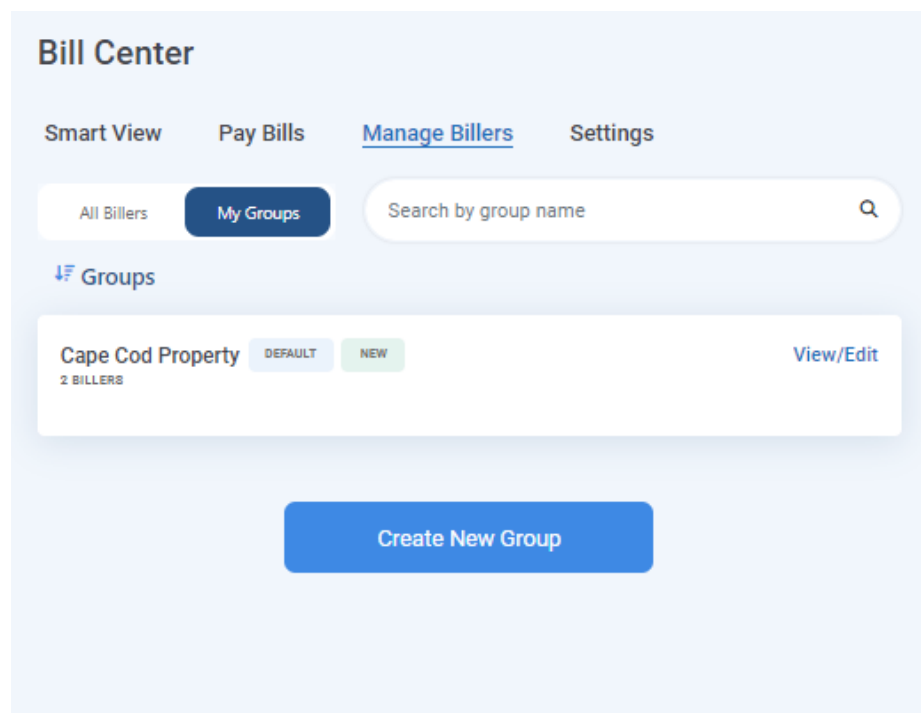
Save Group

Cancel

4. The group will be saved and can be set as the as the default group.



5. After the group is created, it will display in the “My Groups” view on the Manage Billers page. Additional groups can be created as well.



Making payments To a Group on the Pay Bills Page

1. On the Pay Bills page, in the “My Groups” view, the default group will display at the top, showing all billers in that group.

NOTE: Any other groups created, will display under the last biller in the default group.

The screenshot displays the 'Pay Bills' interface. At the top, there are navigation tabs: 'Smart View', 'Pay Bills' (selected), 'Manage Billers', and 'Settings'. Below these are two buttons: 'All Billers' and 'My Groups' (selected). A search bar labeled 'Search by group name' is positioned to the right. The main content area is divided into sections. The first section is titled 'Groups' and shows 'Cape Cod Property' as the 'DEFAULT' group with '2 BILLERS'. Below this is a table of billers with columns for 'Billers', 'Delivery Date', and 'Payment Amount'. The first biller is 'Glofiberbeam' (Utilities) with a delivery date of 'Jul 12, 2024' and a payment amount of '\$ 0.00'. It includes a 'Scheduled Payment of \$100.00 on Jul 12, 2024' and a 'Send date: Jul 11, 2024'. The second biller is 'Smart Life Fitness' (Uncategorized) with a delivery date of 'Jul 18, 2024' and a payment amount of '\$ 0.00'. It includes a 'More than one scheduled payment' and a 'Send date: Jul 11, 2024'. Both biller entries have a 'Pay with: Elite Checking |' option and a 'More Options' button.

Billers	Delivery Date	Payment Amount
Glofiberbeam Utilities Scheduled Payment of \$100.00 on Jul 12, 2024	Jul 12, 2024	\$ 0.00
Smart Life Fitness Uncategorized More than one scheduled payment	Jul 18, 2024	\$ 0.00

2. Enter payment information for the billers in the group and click on the “Review” button.

The screenshot displays a user interface for managing bills. At the top, there are navigation tabs: "Smart View", "Pay Bills" (which is selected), "Manage Billers", and "Settings". Below these are two buttons: "All Billers" and "My Groups" (which is selected). A search bar labeled "Search by group name" is positioned to the right. A prominent dark blue button with a trash icon and the text "Review 2 Bills (\$175.00)" is located below the search bar.


Below the navigation is a section titled "Groups" with a dropdown arrow. The first group is "Cape Cod Property", marked as "DEFAULT" and containing "2 BILLERS".

Underneath the group is a table of bills with columns for "Billers", "Delivery Date", and "Payment Amount".

Billers	Delivery Date	Payment Amount
Glofiberbeam Utilities Scheduled Payment of \$100.00 on Jul 12, 2024 Pay with: Elite Checking	Jul 12, 2024 Send date: Jul 11, 2024	\$ 100.00 Clear amount
Smart Life Fitness Uncategorized More than one scheduled payment Pay with: Elite Checking	Jul 18, 2024 Send date: Jul 11, 2024 Faster option available	\$ 75.00 Clear amount More Options


3. Review the payment information before clicking on “Pay Total” which will submit the payments.

Review and Pay [Go Back](#)

 Smart Life Fitness has more than one scheduled payment.

Smart Life Fitness PAYMENT 1 OF 2
Uncategorized

Pay With: Elite Checking |

Payment Type:  Check

Send Date: Jul 11, 2024

Delivery Date: Jul 18, 2024

Due Date: n/a


Notify when payment is delivered: Yes

Pay Amount: \$75.00

[Edit Payment](#) [Remove Payment](#)

Glofiberbeam (*001)** PAYMENT 2 OF 2
Utilities

Pay With: Elite Checking |

Payment Type:  Electronic

Send Date: Jul 11, 2024

Delivery Date: Jul 12, 2024

Due Date: n/a

Notify when payment is delivered: Yes

Pay Amount: \$100.00

[Edit Payment](#) [Remove Payment](#)

Payment Summary

ACCOUNT	TOTAL AMOUNT
Elite Checking	\$175.00
Grand Total	\$175.00

[Cancel](#) [Pay Total \\$175.00](#)

4. The Payment Confirmation screen will appear with details of the payments. Clicking on “Pay Bills” will redirect you back to the Pay Bills page, My Groups view.

Success!
You paid a total of \$175.00

SL Smart Life Fitness
Uncategorized

Bill Center Ref #	
Payment Method	Elite Checking
Delivery	Jul 18, 2024
Send On:	Jul 11, 2024
Date Due:	n/a

Payment Amount	\$75.00
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Total Paid	\$75.00
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G Glofiberbeam

Bill Center Ref #	
Payment Method	Elite Checking
Delivery	Jul 12, 2024
Send On:	Jul 11, 2024
Date Due:	Jul 10, 2024

Payment Amount	\$100.00
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Total Paid	\$100.00
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[Back to Pay Bills](#)