

WEST SHORE BANK

# WSBTouch

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## BILL PAYMENT USER GUIDE

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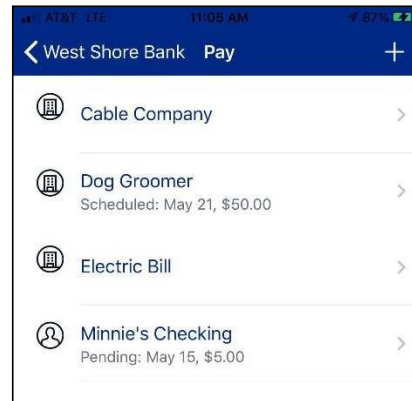
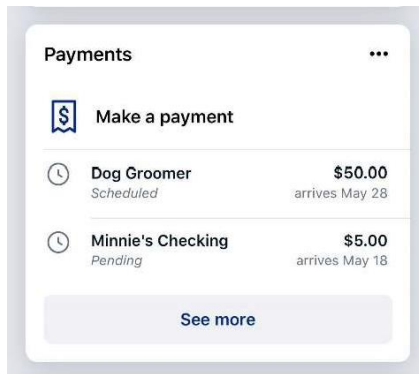
# Payments Dashboard Card

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

## MOBILE EXPERIENCE

### Pay a bill

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



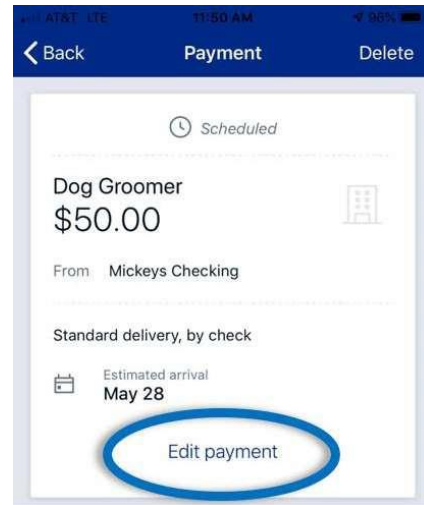
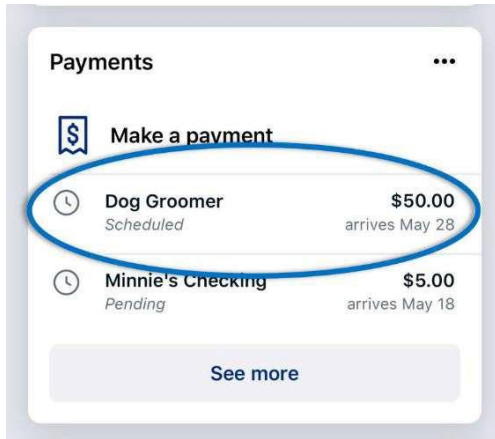
- If you have more than one payment account, select the “Pay From” account
- Enter the amount and, optionally, a memo to display to the payee
- Select the payment delivery date
- Tap **Submit**



*\*Bill Pay functionality can also be accessed from the menu option “Payments”.*

## Edit a scheduled Payment

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



The screenshot shows the 'Add payee' form with the following details:

| PAYEE        |                     |
|--------------|---------------------|
| Name         | Chase Card Services |
| Nickname     | Credit Card         |
| Phone number | (555)555-5555       |

| DETAILS        |                  |
|----------------|------------------|
| Account number | 4012098709651278 |

Continue

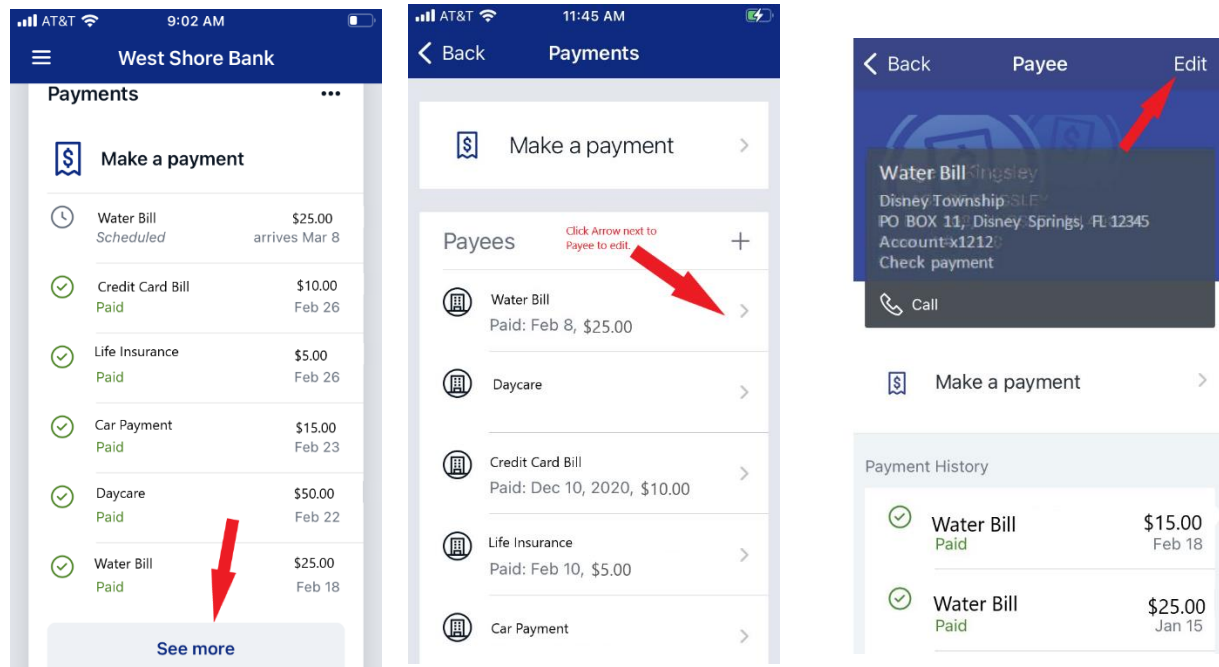
The screenshot shows the 'Add payee' form with the following mailing address fields:

| MAILING ADDRESS |                   |
|-----------------|-------------------|
| Street          | Enter street      |
|                 | Line 2 (optional) |
| City            | Enter city        |
| State           | Enter State       |
| Zip             | Enter zip code    |

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 password 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**

9:06 AM

Payee Edit payee Delete

Name as appears on bill  
Mickey Mouse

Account number  
x1212

**Delivery details**  
Street line 1  
PO BOX 11

Street line 2 (optional)

City  
Disney Springs

State Zip  
Florida 12345

Delivers by check from  
Primary Account (x4725)

Save

8:53 AM

Payee Edit payee Delete

Company name on bill  
A T AND T MOBILITY

Nickname  
AT&T Mobility

Phone number  
(800) 288-2020

Name as appears on bill  
Mickey Mouse

Account number  
x1111

**Delivery details**  
Delivers electronically from  
Primary Account (x4725)

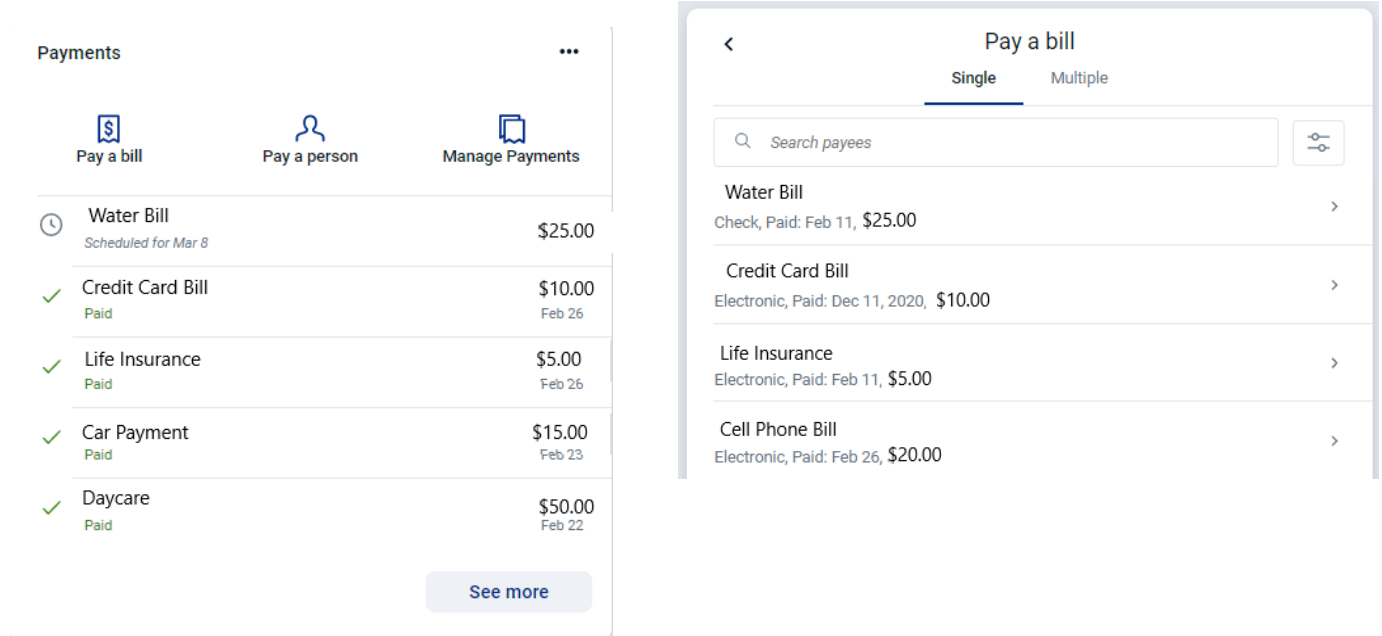
If Payment is delivered electronically the address will not be available to edit.

Save

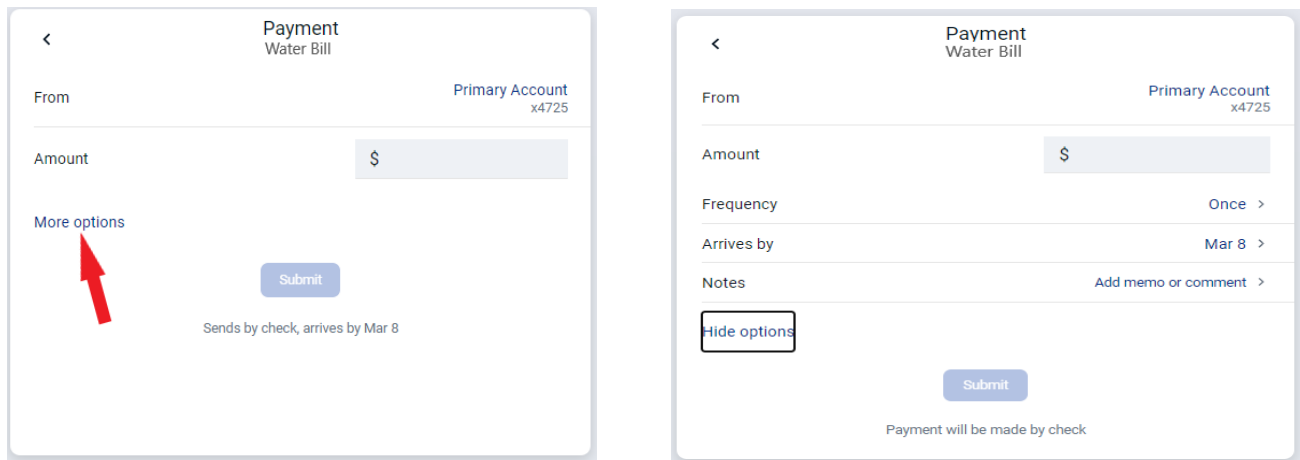
# ONLINE EXPERIENCE (LAPTOP/DESKTOP)

## Pay a bill

- From the PAYMENTS card on Dashboard, tap **Pay A Bill**
- Select your payee

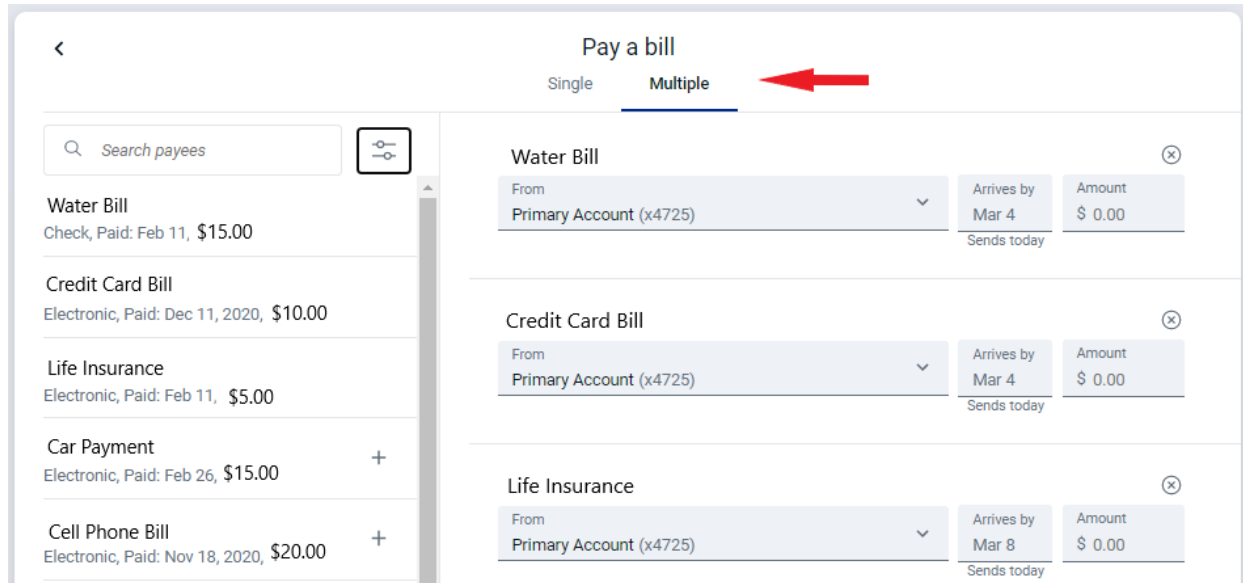


- If you have more than one payment account, select the “Pay From” account
- Enter the amount and select **More options** for payment date and frequency
- Select the frequency, “Arrives By” date and add an optional note to payee
- Tap **Submit**



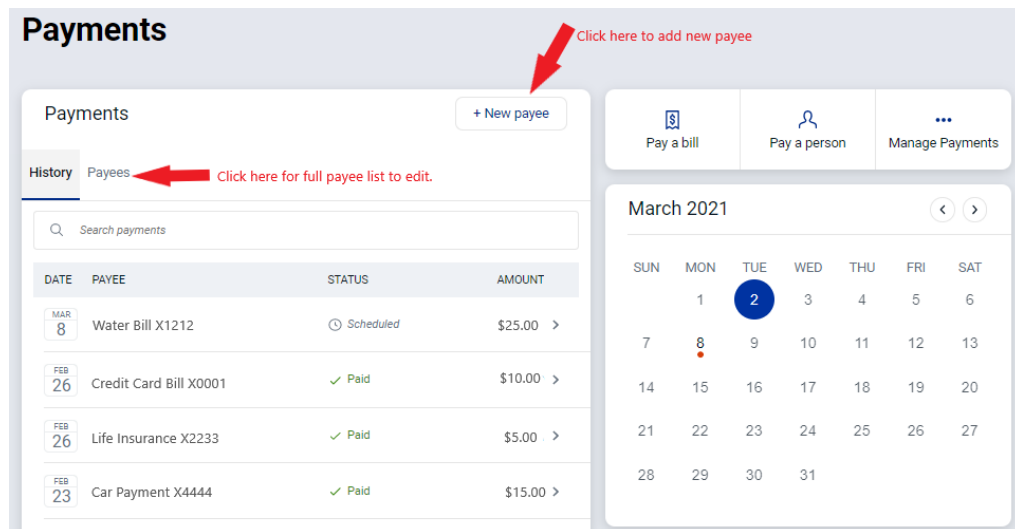
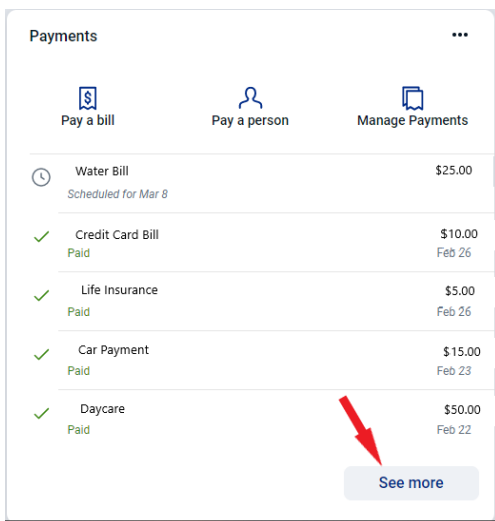
## Pay Multiple Bills

- 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 password 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**

