Enroll for **Online Bill Pay**

With our Online Bill Pay service, financial freedom is just a click away!

1 The first time you select Bill Pay from the Online Banking account menu, you'll be taken to the enrollment process. Begin by entering your email address and clicking SUBMIT.

* E-mail Address: gwash@samp	sle.net

- 2 Review and ACCEPT the Terms and Conditions.
- 3 Fill out the form with the required information including First and Last Name, Phone Number, Address, Email Address, Date of Birth and Social Security Number.

Personal Information	
* First Name:	George
Middle Name:	
* Last Name:	Washington
Suffix:	Select a Suffix \$
* Home Phone:	123-456-7890
Work Phone:	
* Home Address 1:	123 Any Rd.
Home Address 2:	

Continue filling out the form with your account information including Account Name, Account Type, Routing Number, and Account Number. Click CONTINUE



a varification process does not affect your credit report, your credit rating, or your	and worthings
verify your information only to prevent unauthorized use of your account.	
ing this process, we might ask several questions that help us verify your identity.	These questions
based on the information contained in your credit report. Since only you should k	now the answers.
waring these questions further protects you from identity fraud.	

5 The system will generate a series of questions related to your current credit information. This is to protect your account from fraudulent access. Complete the verification guestions and click CONTINUE.

Who is the credit provider for this account?
DEPT OF ED
FIRST AMERICA FINANCE
FREEDOM CREDIT
WORLD ACCEPTANCE
NONE OF THE ABOVE
6. What is the total monthly payment for the above-referenced account?
\$25 - \$49
\$50 - \$74
S75 - \$99 S75 S75 - \$99 S75 S75 - \$99 S75 -
\$100 - \$124
NONE OF THE ABOVE
Continue

6 You will receive notification that the verification process is complete, and you can begin using Bill Pay!

Bonsack Office

3801 Challenger Ave. Roanoke, VA 24012 (540) 777-2265

Buchanan Office

19747 Main Street Buchanan, VA 24066 (540) 254-1721

Cave Spring Office

3214 Electric Road Springwood Park Suite 107 Roanoke, VA 24018 (540) 777-1035

Daleville Town Center Office

140 Town Center Street PO Box 175 Daleville, VA 24083 (540) 992-4777

Eagle Rock Office

58 Railroad Avenue Eagle Rock, VA 24085 (540) 884-2265

Fairfield Office

5905 N. Lee Highway Fairfield. VA 24435 (540) 377-5270

LakeWatch

51 Firstwatch Drive Moneta, VA 24121 (540) 719-1880







Lexington Office

65 East Midland Trail Lexington, VA 24450 (540) 463-7224

Natural Bridge

9 Lloyd Tolley Road Natural Bridge Station, VA 24579 (540) 291-1881

Care Center

19800 Main Street Buchanan, VA 24066 (540) 473-1173

Peters Creek Office

3130 Peters Creek Rd Roanoke, VA 24019 (540) 777-2010

Salem Office

231 South College Avenue Salem, VA 24153 (540) 444-2265

Troutville Office

5462 Lee Highway Troutville, VA 24175 (540) 966-3850

Online Bill Pay You're in Control.



www.bankofbotetourt.com

ADD A BILLER

You can easily add a biller right from the Payment Center—your dashboard for all your Bill Pay activity.

Locate the "Send Money" section and click ADD A COMPANY OR PERSON.

	Organize List	Add a	Company or Person
 Monthly 			
		Amount	Deliver By
Monthly Motizate Associates	Main Checking \$	Amount	Deliver By

2 Many billers are already stored in our system. Select a category and scroll through the list to find your biller, or search by company name.

	twork		1 10 10 10 10 10 10 10 10 10 10 10 10 10
Enter the name	Hany company or person in the U.S.	9	If a company can't be paid electronically, we'l mail a check for you.
	ities		

* To add a company that's not listed, search for the biller by name. Select either OTHER COMPANY or PERSON.

learch Our Network		Q	If a company carit be paid electronically, well mail a check for you.
vite dant find "US USINES"			
Check your spelling. Skip the search.			
Enter the into for 1US Utilities			
Statt.Cvsr			
~ m			
in the second se			
1012			

- 3 Click on the correct biller and fill out the form with your Account Number, a Nickname for the bill and any other required information.
- 4 Click ADD BILL. That's it! Confirmation of the newly added biller will be emailed to you, and the new biller will appear in your bill pay list in the Payment Center.

dd a Con	pany or P	erson
Company	Person	
		US Utilities Account Number
-0		987654321
R		Confirm Account Number
		987654321
Us Us		Nickname
		Optional

MAKE A PAYMENT

Once your biller has been set up, you can begin paying your bills in the Payment Center.

1 Locate your biller in the "Send Money" section in the Payment Center. In the fields provided, enter the AMOUNT and the DATE you would like the bill to be received.

							 Reminders
		Organize List	j	Add a Co	mpany or Perso	n	Quintessential Auto 14567
 Monthly 							NorthEastern Cable
· · · · · · · · · · · · · · · · · · ·			Amo	ount	Deliver By	×	3430
Mortgage Associates	Main Checkin	ng ¢	\$	800.00	mm/dd/yyyy		 Pending Pay
Details	Available Bala	nce: \$13,723.33			Rush Delivery	13	- Fending Fay
	Activity	Reminders		AutoPay	ON eBills		All Pay From Acco
	Recent Payment				Payments	×	Eastern Mobile '8451
	mm-dd-yy mm-dd-yy	\$800.01		None	y Payments		City Water
	mm-dd-yy	\$800.01	0	More Ac	tivity		1/34/
							Tota

Fill out the payment amounts and dates for as many bills as you want, then click SEND PAYMENT.

3 Review your payments and click SUBMIT PAYMENTS.



You will now be able to view your payments under the "Pending Payments" section of the Payment Center. From here you can cancel or make changes to any pending payments.

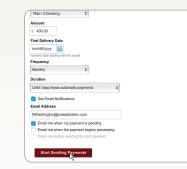
All Pay From Accounts		\$
Mortgage Associates	\$800.00	mm-dd-yy
*1234 N	Chan	ge <u>Cancel</u>
Francis Scout Key	\$20.00	mm-dd-yy
555-123-4567	Chan	ge <u>Cancel</u>
Total	\$820.00	

SET UP AUTOMATIC PAYMENTS

Once your biller has been set up, you can begin managing your bills with automatic payments.

AUTOPAY lini	<, then click SET U	PAUI	OPAY.
_		Amount	Deliver By
Quintessential Auto	Main Checking \$	\$	
Details	Available Balance: \$13,723.33		Rush Delivery
	Activity Reminders	AutoPay	
	Name Marca Barrant	14	:
	Never Miss a Payment Avoid the hassles of missing paymen	ts or schedulir	on them one at

2 Fill out the form including the account to pay the bill from, the payment amount, payment date, frequency of payment, and when you want payments to stop. You may also choose to receive email reminders for this bill. Click START SENDING PAYMENTS.



3 You will now see an On icon next to AutoPay for each biller you choose to set up, and the bill will be paid automatically. To change your AutoPay options or stop AutoPay, just click the AutoPay link for the biller.



eBILLS

If your biller can provide electronic statements, you'll see an eBills icon next to their name in the biller list. With eBills, you'll receive email notification when a bill is received, and you can review your statements online.

Sign Up for eBills

1	Sign up to receive eBills by clicking the GET
	eBILLS icon next to a biller's name in your list.

Main Checkin
Available Balar
Activity

2 Complete the sign up process in the pop-up window. Repeat this process for all the billers you would like to receive eBills from.

Pay an eBill

In the "Send Money" section, scroll to find your eBills, then click the Due Date icon next to the biller's name.



2 Select an amount and pay date and click SEND MONEY.

Mobile Ultra			A	nount	Deliver By	
	Main Check	Main Checking 0		400.00	mm\dsyyyy	Ē
-	Available Ba	ance: \$13,723	8.33			
DUE NOV 22 for \$120.00	Activity	Reminde	<u>rs</u>	AutoPay	eBils	QN
	Bill Due					
	This bill is ready t	o be poid. File t		ou paid it els	swhere.	
		Min \$				
		Amt Due §	400.D0			
	- Bitter	Balance \$				
		View Bill E	te B#I			
	You can <u>cancel</u> eff	is anytime.				

3 Review your payment, then click SUBMIT PAYMENTS to complete the transaction.