

Enrolling in On-Line Bill Payer

Enrolling is easy. Click the “On-Line Bill Payer” button from within On-Line Account Access. You will be prompted to accept the terms and conditions and to complete a short registration form. The completed form is routed to Three Rivers FCU for acceptance and is set-up within 24 business hours.

After you have been set-up for On-Line Bill Payer, you can securely access the service from within On-Line Account Access by clicking the same button.

Navigation

Across the top of the page is a navigation menu that includes Payments, Transfers, Payees, Preferences and Calendar. These are the options to control the page/function for On-Line Bill Payer.

PAYMENTS

Place your mouse over this menu to display a drop-down menu containing the available functions;

Single Payment:

This will allow you to set up a one-time payment to a Payee or Person. From the left-hand side of this page, you can select the type of payment, narrow by category and then check the checkboxes next to ALL the payees/person you plan to pay. After doing so, fill in the details next to each payment on the right side of the screen and click next. On the next page, you will review the details of your payment(s) and confirm to complete and obtain confirmation numbers.

Recurring Payment:

This option functions similarly to single-payments, except it can only be done one payee at a time because you must establish payment frequencies for each payee since they will recur.

Scheduled Payments:

This page will provide the details of all upcoming payments you have scheduled.

Payment History:

Using the menu at the left-hand side of the screen, you can establish the criteria for viewing your payment history on the right-hand side of the screen.

Add Payment Account:

If you have multiple checking accounts, you can use this option to request another payment account be added to your On-Line Bill Payer service. Complete the requested information and it will be submitted to Three Rivers FCU for review (which will be complete within 24 business hours in most cases). After it is added, you will be able to select the account to make each payment from when setting up your payments.

View Accounts:

This option will display all the funding accounts available within your On-Line Bill Payer Service.

TRANSFERS

To set up payment transfers to Three Rivers and NON-THREE RIVERS accounts, you can do so using this menu. Place your mouse over this menu to display a drop-down menu containing the available functions;

Single Transfer:

This will allow you to set up a one-time transfer. From the left-hand side of this page, you can select the type of transfer, narrow by category and then check the checkboxes next to ALL the transfers you plan to make. After doing so, fill in the details next to each transfer on the right side of the screen and click next. On the next page, you will review the details of your transfer(s) and confirm to complete and obtain confirmation numbers.

Recurring Transfer:

This option functions similarly to single-transfers, except it can only be done one transfer at a time because you must establish payment frequencies for each transfer since they will recur.

Scheduled Transfers:

This page will provide the details of all upcoming transfers you have scheduled.

Transfer History:

Using the menu at the left-hand side of the screen, you can establish the criteria for viewing your transfer history on the right-hand side of the screen.

Add Transfer Account:

You can add Three Rivers FCU and NON-THREE RIVERS FCU accounts to your On-Line Bill Payer service and transfer funds TO THOSE ACCOUNTS. Complete the requested information and it will be submitted for review. After it is confirmed, you will be able to select the account to make transfers to the account.

View Accounts:

This option will display details of all the transfers accounts available within your On-Line Bill Payer service.

Categories:

Using this option, you can assign categories to your payees and transfers.

PAYEES

Before you can make payments using On-Line Bill Payer, you must establish payees. Place your mouse over this menu to display a drop-down menu containing the available functions;

Add Payees:

From this menu, you can add payees, persons, charities and gift payment recipients. From the left-hand menu, select the type you wish to add and then follow the instructions that follow.

View Payees:

Select this option to get a detailed display of your payees. Use the left-hand selection menu to narrow the display by payee type.

Categories:

Using this option, you can assign categories to your payees and transfers.

PREFERENCES

Place your mouse over this menu to display a drop-down menu containing the available functions;

Schedule e-Notifications:

Select this option to set up many personalized notification events, like; added payees, approved transfers, etc. These notifications will be sent to you via e-mail to ensure you are able to keep track of your On-Line Bill Payer activities and get notification if there is an unauthorized access to your account.

View e-Notifications:

To review a summary of your current e-notification selections, choose this option.

View Contact Info:

To review a summary of and update your current contact information, choose this option.

Default Settings:

Customize your On-Line Bill Payer further by choosing default options, such as the initial page to access when you first sign on.

Security Features:

Chose this option to activate additional, optional security provisions.

CALENDAR:

View Calendar:

Review your payment calendar in visual form.

Schedule Reminder:

Using the left-hand menu, you can create a reminder by following the instructions on the right-hand side of the screen after selecting the type of reminder.

View Reminders:

Select this option for a display of all the current reminders you have established.

Below the top navigations menu, there are links to provide you with additional features to make your On-Line Bill Payer experience easier:

Message: Communicate with us securely and easily with your personal message center.

Home: This link will take you to the initial On-Line Bill Payer screen that shows a graphical display of your payment activity.

Chat: Need a quick answer? Use this link to activate a live chat with one of our representatives.

Logout: Make sure you use this link to end your On-Line Bill Payer session – especially if at a public terminal.