



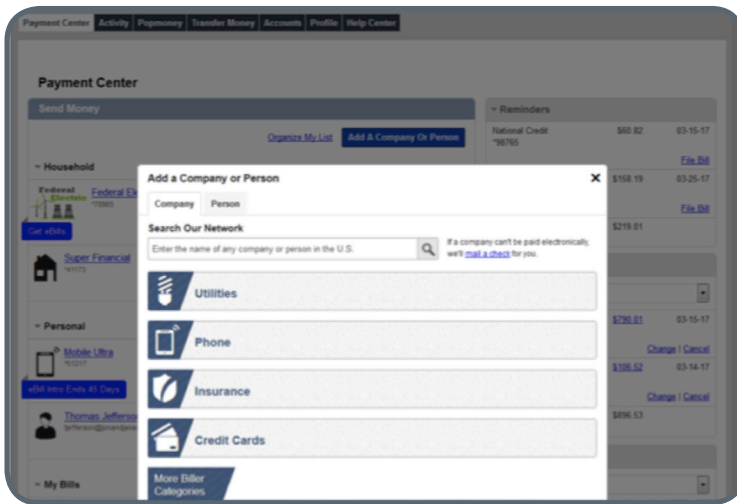
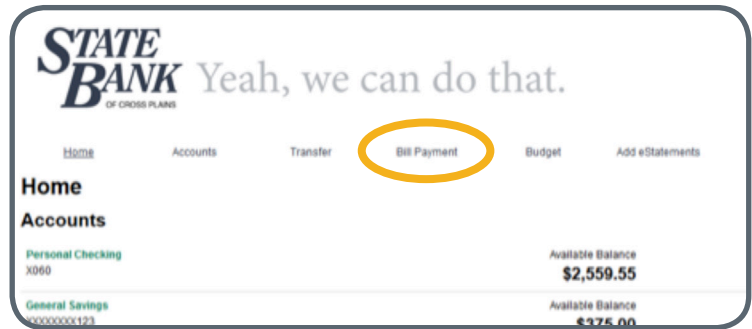
# SBCP Online Bill Pay

## GETTING STARTED

### STEP 01

#### Log In

To get started, log in to your online account and select Bill Payment from home page.



### STEP 02

#### Enroll and Start Adding your Payees

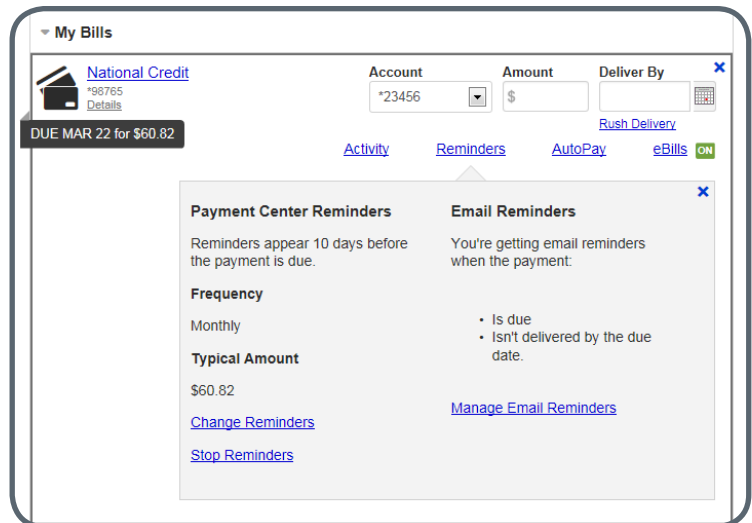
Complete Bill Payment enrollment steps. You will be able to 'add a company or person' and get started using the service right away.

1. Add a Company
2. If your company is not listed, enter your biller's information
3. Enter the amount and select the date
4. Review your bill information

### STEP 03

#### Notifications & Reminders

Reminders are useful when you want help remembering to make payments on time, but you aren't ready to set up AutoPay. Set up and manage reminders right from the Payment Center





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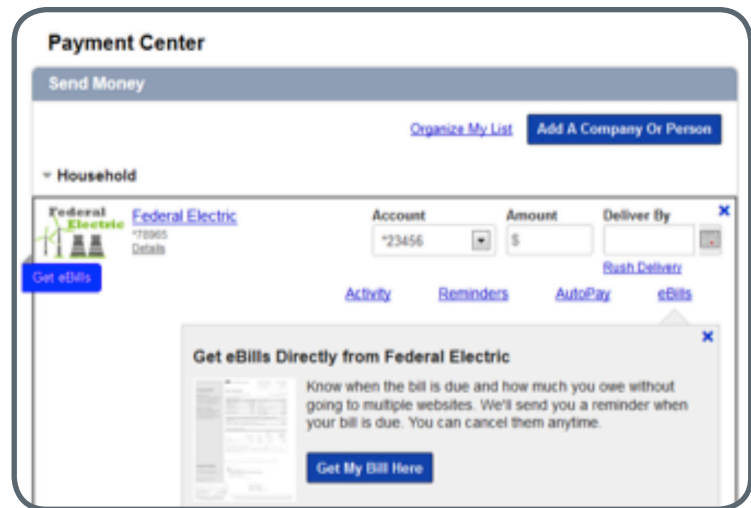
### GETTING STARTED

#### STEP 04

##### eBill

An eBill is an electronic version of a bill or statement. The eBill typically contains the same info as a paper bill or statement. You can receive, view, and pay eBills in Bill Pay.

1. Get eBill option will display if available for that company
2. Enter required information to setup eBill
3. You will start receiving eBills within a month and can easily view and pay bills.



##### Is my Bill Payment info secure ?

Yes. Bill Pay uses several methods to ensure that your info is secure.

- **SSL** – Bill Pay uses SSL (secure sockets layer) which ensures that your connection and info are secure from outside inspection.
- **Encryption** – Bill Pay uses 128-bit encryption to make your info unreadable as it passes over the Internet.
- **Automatic Sign Out** – Bill Pay automatically signs you out of a session if you are inactive for a predefined time.