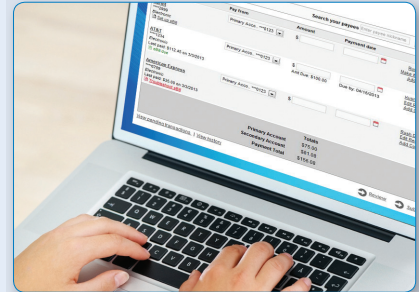![CVNB logo] **CVNB**
CUMBERLAND VALLEY NATIONAL BANK

| **CVNB.com**
800.999.3126

How to use your upgraded online bill pay.

Your new payments dashboard is simpler and more convenient.
We have upgraded your online bill pay so the home page is now a payments dashboard. That means you can add payees and make payments in just a few clicks. Here's how it works.

How to add a payee

1. On the payments dashboard, select **"Add a Payee"** (A)

2. On the next screen, select **"Pay a Company"**

3. Enter the company's contact information and your account number

4. Click **"Next,"** review payee information and click **"Submit"**

The payee will now appear in your payments dashboard.

Payments dashboard

Payments	Transfers	GiftPay	Calendar	My Account	Help

(+) Add a Payee (A)
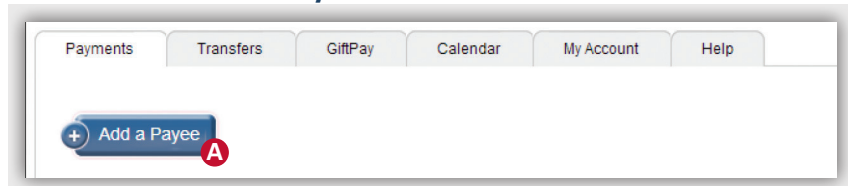
How to make a payment

Make a one-time payment

1. Find your payee on the **payments dashboard**

2. Enter the payment amount and date (A)

3. Click **"Submit all payments"** (B)

Set up a recurring payment

1. Find your payee on the **payments dashboard**

2. Select **"Make it recurring"** (C)

3. On the next screen, choose the pay from account, payment date, frequency and first payment date

4. Click **"Submit"**

Payments dashboard

Payments

Display: All | Shortcut | Last 30 days | eBills | Company | Individuals | Inactive | Hidden (0)

Choose a Category ▼   Search your payees Enter payee name or nickname   Search

Pay To	(A) Pay from	Amount	Payment date	Actions
⊟ American Express *****3456 Electronic	Primary Chec...***5678 ▼	$	02/27/2014 📅 Deliver By: 3/3/2014 (C)	Pay Rush Delivery Make it Recurring Add Comment

	Totals	
Primary Checking	$0.00	
Secondary Checking	$0.00	
Hobby Account	$0.00	
Payment Total	$0.00	

View pending transactions | View history   Review all payments   Submit all payments (B)