



CVNB

BillPay in Four Easy Steps

cvnb.com
1.800.999.3126

Step One

Access Your Account

Login to your online banking account and select the **BillPay** tab.

Step Two

Select an Account

Select **Add Account** from the BillPay submenu, choose the checking account you want to add to BillPay and click **Submit**.

You must review and agree to the terms for BillPay to set up the account.

Step Three

Select a Payee

Select **Add Payee > Pay a Company** to add a new electronic payee.

Fill in the payee fields and click Search. If the company you entered is available as an electronic payee a link with **Payee Type Electronic** is displayed.

If the payee is not available as electronic, select the **Add Check Payee** button at the bottom of the page.

To add a payee without searching for available electronic payees, select **Add Payee > Pay an Individual**.

Funds for electronic payments will debit your account on the payment date. Funds for check payments will debit your account when the check clears.

Step Four

Add a Payment

Payments can be added in one of two ways: **Quick Payment** and **Recurring Payment**

Quick

Quick Payment allows you to add up to 10 one-time payments on the same screen.

Recurring

Use Add Payment for payments that happen on a regularly scheduled basis.

Viewing History

Select Main > History under the Bill Payment Tab. Bill Payment history is available for 19 months.

Payment Center

Payment Center allows users to have a one touch approach to bills. See all recent payments, check which items have cleared, and be notified when recurring payments are coming due.

Just click the settings icon to set your preferences. Click the exit icon to remove a box. Click the arrow icon to go to that page.