Bill Pay

Bill Pay allows you to make payments from your *WEST*consin Credit Union checking account using *WEST*consin Online or the Mobile App.

ADDING A PAYEE

1. **Login** to *WEST*consin Online or the Mobile App
2. **Select** Bill Pay from menu
   - Tap *Payees* from tabs on top of screen if using Mobile App
3. **Type** payee name in *Enter person or business* field
   - Common payees may show as an option, if a suggestion matches your payee, select the suggestion
   - If your payee is not suggested, finish typing name and select *add*
4. **Enter** requested information
5. **Select** *Add Payee*

MAKING A PAYMENT

1. **Login** to *WEST*consin Online or the Mobile App
2. **Select** Bill Pay from menu
3. **Find/Select** payee to be paid
4. **Enter** amount to pay
5. **Select** a send on date
   - Payments sent via ACH (electronic) will have an estimated delivery date of two business days
   - Payments sent via check will have an estimated delivery date of four business days
6. **Select** *pay*
7. **Review** and **confirm**
   - ✔ Funds are deducted via ACH debit for both ACH and check payments from your checking account within two business days from the process date
   - ✔ Payment status should be reviewed within Bill Pay history

LIMITS

- Single per item limit: $9,999.99
- Daily payment limit: $19,999.99
- Daily cutoff time: 9:30 p.m. CST

CHECK STATUS AND HISTORY

FROM THE MOBILE APP

1. **Login** to the Mobile App
2. **Tap** Bill Pay
3. **Tap** Scheduled to view future payments
4. **Tap** a payment to modify or cancel it
5. **Tap** payees to view list of payees
6. **Tap** a specific payee to view payment history

FROM WESTCONSIN ONLINE

1. **Login** to *WEST*consin Online
2. **Click** Bill Pay from menu on top of page
3. **Review** Scheduled and recently processed payment on right side of screen

-OR-

4. **Find** the payee you wish to view history for
5. **Click** options under the payee name
6. **Click** history under the payee name