



Domino
CREDIT UNION

Bill Pay Services



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OVERVIEW

The screenshot shows the Domino Credit Union Bill Pay interface. At the top, there are four callout boxes: 'PAYEES TOGGLE', 'NAVIGATION MENU', 'ADD PAYEE', and 'SEARCH BOX'. Below these is a search bar with 'I want to...' and 'Add Payee' buttons. The main area is divided into two sections: 'Recent Payees' and 'All Payees'. The 'Recent Payees' section contains a table of payees with columns for Name, Amount, Send On, Est. Delivery, and Recurring. The 'Scheduled Payments' section shows a list of payments processed in the last 90 days. The 'PAYEES LIST' callout points to the 'Recent Payees' table, and the 'SCHEDULED / RECENT PAYMENTS WIDGETS' callout points to the 'Scheduled Payments' and 'Recent Payments' sections.

PAYEES TOGGLE **NAVIGATION MENU** **ADD PAYEE** **SEARCH BOX**

I want to... Add Payee Search Payees

Name	Amount	Send On	Est. Delivery	Recurring
ALLIANT ENERGY INT... Account: *11000 ⚡	\$			Off
AMEX STANDARD Account: *56887 ⚡	\$			Off
ATT MOBILITY Account: *00489 ⚡	\$			Off
CHASE MASTERCARD... Account: *56789 ⚡	\$			Off
COMCAST Account: *-02-1 ⚡	\$			Off
FFIN Account: *67898 ⚡	\$			Off
GE MONEY BANK Account: *34567 ⚡	\$			Off

Scheduled Payments
There are no scheduled payments.

Recent Payments
Processed in last 90 days

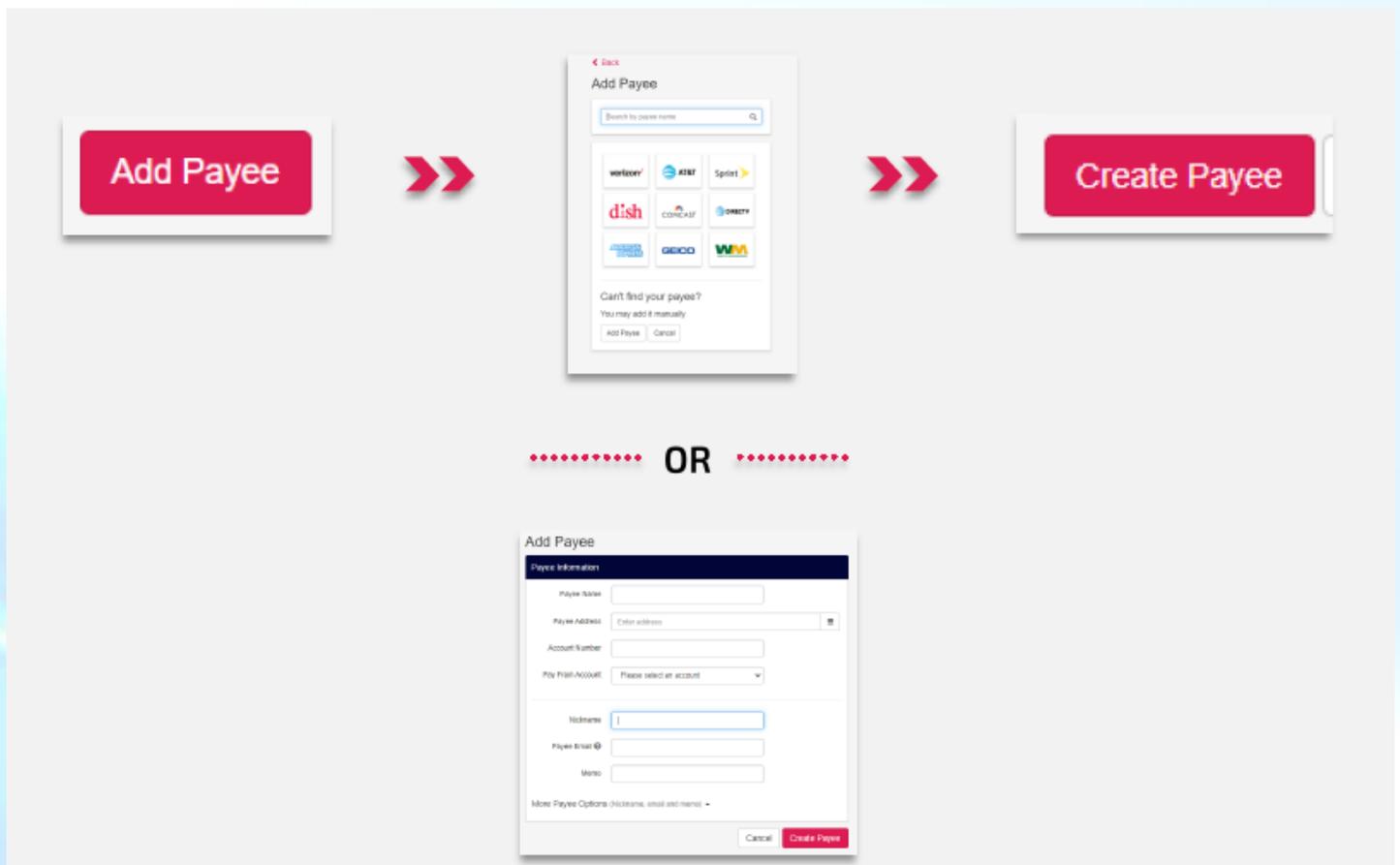
- COMCAST
\$3.06 on 8/28/20 ⚡
- NERDSNSTUFF
\$3.01 on 8/27/20 5514
- ALLIANT ENERGY INT...
\$1.25 on 7/14/20 ⚡
- ALLIANT ENERGY INT...
\$1.00 on 6/29/20 ⚡

PAYEES LIST **SCHEDULED / RECENT PAYMENTS WIDGETS**

1. ADD PAYEE

After selecting Pay Bills in the navigation menu, select Add Payee then follow the prompts on the screen.

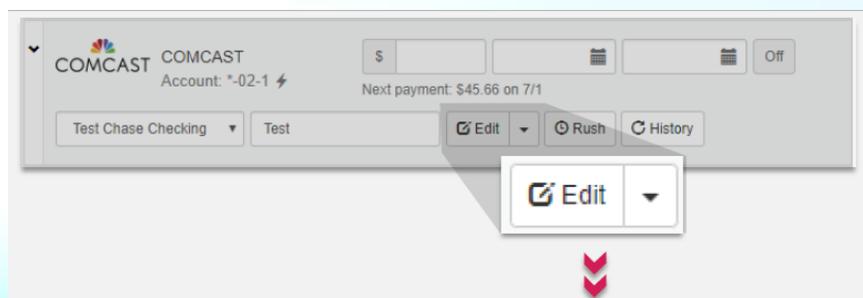
- 1) Click Add Payee
- 2) Search for a Biller and select the one you are looking for or
 - a. Choose Add Payee to create the Biller Manually
- 3) Enter your Account Information
- 4) Click Create Payee button



2. EDITING/DELETING A PAYEE

Use the Search Payees function to find the payee you want to edit or delete.

- 1) Click Edit in the Payee Details/Options from the Pay Bills page to open Edit Payee Page.
- 2) Click Cancel to forego any changes and return to Pay Bills page.
- 3) Click Delete Payee to Confirm to Delete a Payee
 - a. Deleted payees will no longer appear in your Payee List
 - b. Any Scheduled or Recurring Schedules made with this Payee will be deleted
- 4) Click Save to Confirm changes to Payee template.
- 5) Changes will appear on Payee Line, Payee Details, Scheduled Payments, and any future payments.
 - a. All fields can be edited except the Payee Name.

A screenshot of the 'Edit Payee' form. The form is divided into two main sections: 'Payee Information' and 'Payee Address'. The 'Payee Information' section includes fields for Name (COMCAST), Nickname, Account Number (redacted), Payee Email, Pay From Account (Test Chase Checking *67890), and Notes (Test). The 'Payee Address' section includes fields for Zip Code (07101-0069), Address Line 1 (PO BOX 69), Address Line 2, City (NEWARK), and State (New Jersey). At the bottom of the form are buttons for 'Cancel', 'Delete Payee', and 'Save'. Below the form, two large buttons are shown: 'DELETE PAYEE' and 'SAVE'. Red dotted lines connect the 'Delete Payee' button in the form to the 'DELETE PAYEE' button below, and the 'Save' button in the form to the 'SAVE' button below.

3. VIEW PAYMENTS- OVERVIEW

The interface is divided into two main sections: 'PAY BILLS PAGE' and 'VIEW ALL PAYMENTS PAGE'.

PAY BILLS PAGE: A sidebar menu on the left includes options like 'Pay Bills', 'View Payments', 'Pay a Person', 'Transfer Between My Accounts', 'View Vault', 'Send ACH Payment', 'Send Payroll Payment', 'Update my Preferences', 'Leave Feedback', and 'Log Off'. The 'View Payments' option is highlighted. To the right, there are two widgets: 'Scheduled Payments' (Total: \$37.56) listing COMCAST (\$31.51) and STATE FARM INSURANCE (\$8.05), and 'Recent Payments' (Processed in last 99 days) listing TV (\$3.02), AMERICAN EXPRESS (\$4.52), and 123 MAIN ST (\$172.81).

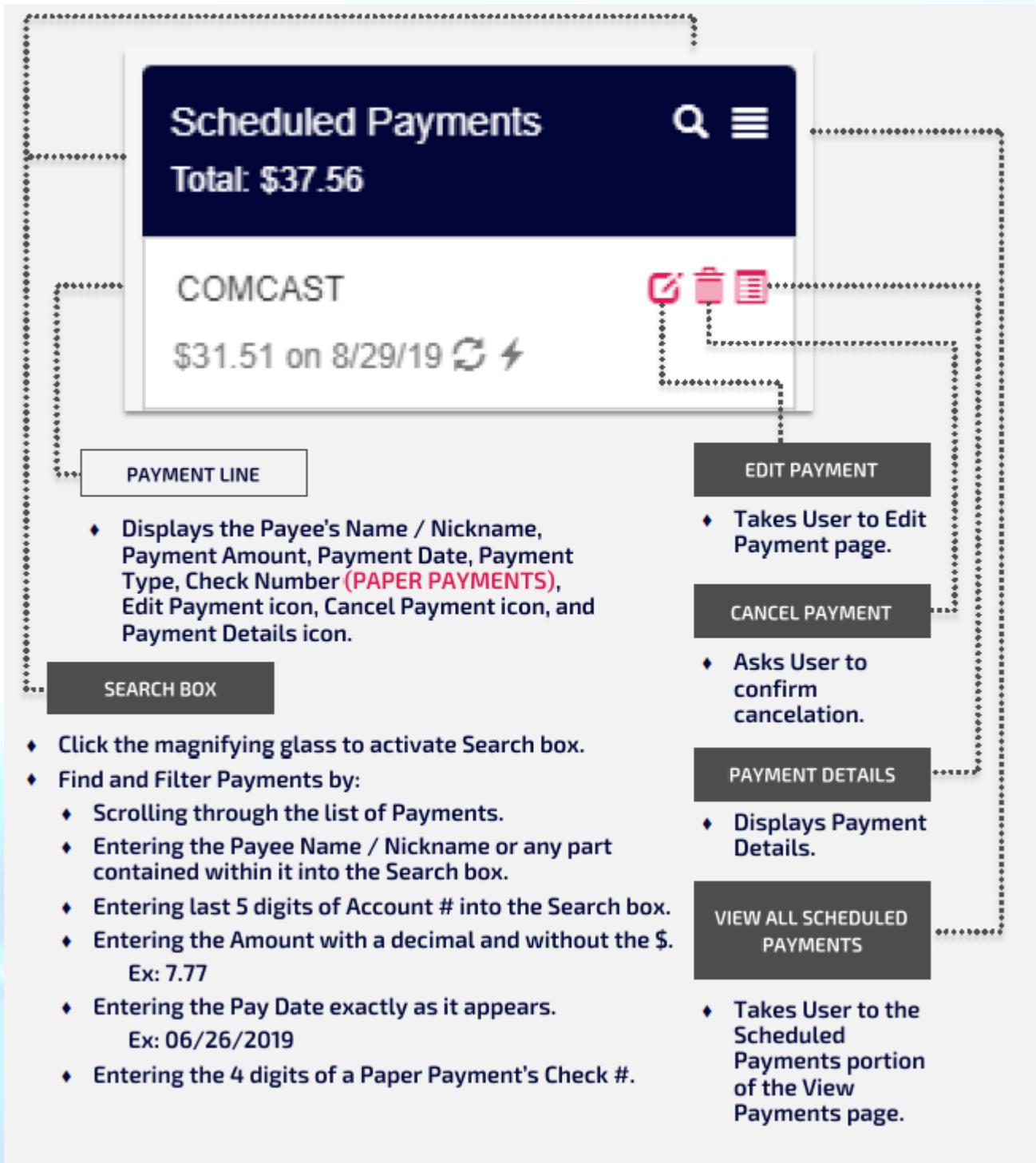
VIEW ALL PAYMENTS PAGE: This section features a search bar and a toggle between 'Scheduled' and 'Recent' payments. The 'Scheduled' view shows a table with columns: Payee, Send, Estim, Amount, Pay From, Method, Type, Recurring, and Memo. It lists CHASE MASTERCARD VISA and POINTED ARCH. The 'Recent' view shows a similar table listing COMCAST and MEMORY MODS.

Toggle between Scheduled & Recent Payments: A central button with a double arrow icon allows switching between the two views.

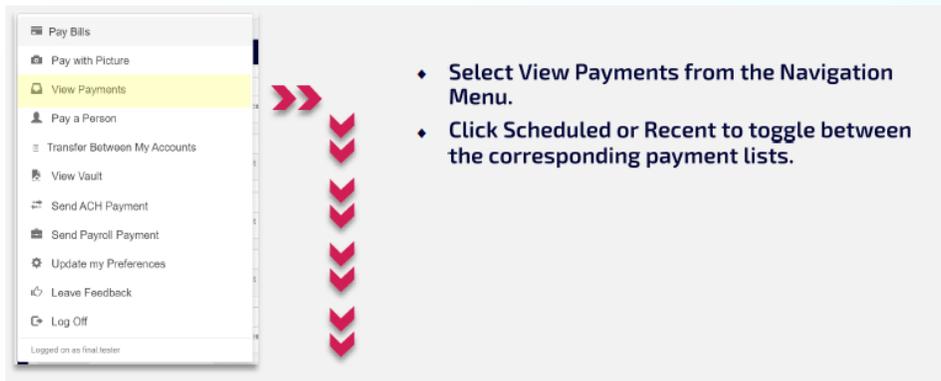
4. SCHEDULED & RECENT PAYMENTS WIDGETS

The image shows a mobile application interface with two main widgets: 'Scheduled Payments' and 'Recent Payments'. The 'Scheduled Payments' widget has a dark blue header with the title and a total amount of \$37.56. It lists two payments: 'COMCAST' for \$31.51 on 8/29/19 and 'STATE FARM INSURANCE' for \$6.05 on 8/29/19. The 'Recent Payments' widget has a dark blue header with the title and a subtitle 'Processed in last 90 days'. It lists three payments: 'TV' for \$3.02 on 8/15/19, 'AMERICAN EXPRESS' for \$4.52 on 8/15/19, and '123 MAIN ST' for \$172.81 on 7/1/19. To the right of the widgets are two grey callout boxes: 'SCHEDULED PAYMENTS' pointing to the top widget and 'RECENT PAYMENTS' pointing to the bottom widget. A vertical dotted line separates the widgets from the callouts.

Payment Type	Merchant	Amount	Date
Scheduled	COMCAST	\$31.51	8/29/19
	STATE FARM INSURANCE	\$6.05	8/29/19
Recent	TV	\$3.02	8/15/19
	AMERICAN EXPRESS	\$4.52	8/15/19
	123 MAIN ST	\$172.81	7/1/19



5. SCHEDULED PAYMENTS PAGE



- ◆ Select View Payments from the Navigation Menu.
- ◆ Click Scheduled or Recent to toggle between the corresponding payment lists.

I want to... Search Payments

Scheduled Total: \$267.20				Recent				
Scheduled Payments Total: \$267.20								
Payee	Send...	Estim...	Amount	Pay From	Method	Type	Recurring	Memo
MATTHEW	2/20/20	2/20/20	\$2.43	*65432	⚡	👤	-	TEST
NUMBER 2	8/18/20	8/18/20	\$3.21	*56789	⚡	👤	-	GHOST
PICTURE PAYMENT	9/11/20	9/17/20	\$7.21	Test Ch...	✉ 5557	🏠	-	TEST
CHASE MASTERCARD VISA - *56789	9/14/20	9/17/20	\$1.24	Test Ch...	⚡	🏠	-	RPPS / ...
POINTED ARCH - *1ASDF	9/14/20	9/16/20	\$6.56	Test Ch...	✉ 5561	🏠	-	TEST

I want to... Search Payments

Scheduled Total: \$267.20				Recent				
Recent Payments								
Payee	Send...	Estim...	Amount	Pay From	Method	Type	Recurring	Memo
COMCAST - *-02-1	9/11/20	9/15/20	\$9.75	Test Ch...	⚡	🏠	-	TEST
MEMORY MODS - *ANTS.	9/11/20	9/15/20	\$31.51	Test Ch...	✉ 5556	🏠	✓	TEST
JAFFE - *56789	9/08/20	9/09/20	\$1.24	*56789	⚡	👤	-	TEST
COMCAST - *-02-1	8/28/20	9/01/20	\$3.06	Test Ch...	⚡	🏠	-	TEST
NILA - *54789	8/28/20	8/31/20	\$6.75	Test Ch...	⚡	👤	-	TEST

DOMINO CREDIT UNION

Bill Pay Services

Scheduled Payments Page: Displays upcoming Scheduled Payments.

Recent Payments: Displays payments that were paid recently.

1) Find and Filter Payments by:

- Scrolling through the list of payments
- Entering the Payee Name/Nickname or any part contained within the search box.
- Entering the last 5 digits of the Account # into the Search box.
- Entering the Amount with a decimal and without the \$ (ex. 7.77)
- Entering the Pay Date exactly as it appears. (ex 06/26/2019)
- Entering the 4 digits of a paper Payment's Check #

I want to...		Search Payments							Q
Scheduled Total: \$267.20					Recent				
Scheduled Payments Total: \$267.20					Export Print				
Payee	Send...	Estim...	Amount	Pay From	Method	Type	Recurring	Memo	
MATTHEW	2/20/20	2/20/20	\$2.43	*65432	⚡	👤	-	TEST	🗑️ 📄
NUMBER 2	8/18/20	8/18/20	\$3.21	*56789	⚡	👤	-	GHOST	🗑️ 📄
PICTURE PAYMENT	9/11/20	9/17/20	\$7.21	Test Ch...	✉️ 5557	🏠	-	TEST	📷 🗑️ 📄
CHASE MASTERCARD VISA - *56789	9/14/20	9/17/20	\$1.24	Test Ch...	⚡	🏠	-	RPPS / ...	🗑️ 📄
POINTED ARCH - *1ASDF	9/14/20	9/16/20	\$6.56	Test Ch...	✉️ 5561	🏠	-	TEST	🗑️ 📄

**Click Payee, Send on Date, Estimated Delivery Date, or Amount to sort payments.

Recurring

Recurring Indicator- This will be checked if a payment is part of a Recurring Schedule.



Edit Payment/ Cancel Payment/Payment Details

1. Edit Payment- Takes you to the Edit Payment Page.
2. Cancel Payment- This will ask you to confirm the cancellation of the payment.
3. Payment Details- This will display Payment information.

6. EXPORTING PAYMENTS

The screenshot shows the 'Export Options' window in a web application. At the top, there are 'Export' and 'Print' icons. Below them, a dark blue bar contains 'Export' and 'Print' text with icons. A red arrow points to this bar with the instruction: 'Open the Export Options window.' The 'Export Options' window itself has a title bar with a close button. It contains the following elements: 'Export As:' with radio buttons for PDF (selected), Excel, and CSV; a date range field showing '8/14/2020' to '9/14/2020'; a checked 'Filter By Payee' checkbox; a dropdown menu showing 'CHASE2'; and 'Close' and 'Submit' buttons. Red dotted lines connect these elements to callout boxes on the right. Below the window, there are two more callout boxes: 'CLOSE BUTTON' and 'SUBMIT'. The 'SUBMIT' callout is a dark blue box with white text.

EXPORT AS

- ◆ Determines the file format to be exported.

DATE RANGE

- ◆ Manually enter date range into the fields or select from the calendars.

FILTER BY PAYEE CHECKBOX

- ◆ Check this box to filter the Export by Payee.

FILTER BY PAYEE FIELD

- ◆ Choose a Payee from the drop down to filter the exported document by a single Payee.

CLOSE BUTTON

- ◆ Closes the Export Options window.

SUBMIT

- ◆ Downloads the designated Export file.

7. EDIT PAYMENTS

Click on the Edit Payment icon in the scheduled Payments Widget or the view All Scheduled Payments page to open Edit Payment Page.

Scheduled Payments 🔍 ☰
Total: \$37.56

COMCAST	🔍 🗑️ 📄
\$31.51 on 8/29/19	🔄 ⚡
STATE FARM INSURANCE	🔍 🗑️ 📄
\$6.05 on 8/29/19	⚡ 📷



Payment Information	Payee Information						
<p>Amount</p> <p>\$ 3.56</p> <p>Send On</p> <p>9/16/2020 📅</p> <p>Est. Delivery</p> <p>9/18/2020 📅</p> <p>Notes</p> <p>TEST</p> <table border="1"><thead><tr><th>Delivery Method</th><th>Send Date</th><th>Est. Delivery</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> Standard (Fee: \$0)</td><td>09/14/2020</td><td>09/16/2020</td></tr></tbody></table> <p>Confirmation Number: 3584979</p>	Delivery Method	Send Date	Est. Delivery	<input checked="" type="radio"/> Standard (Fee: \$0)	09/14/2020	09/16/2020	<p>Name COMCAST</p> <p>Account 09574 825729-02-1</p> <p>Address PO BOX 69 NEWARK, NJ 07101-0069</p>
Delivery Method	Send Date	Est. Delivery					
<input checked="" type="radio"/> Standard (Fee: \$0)	09/14/2020	09/16/2020					
<p>Discard Changes Cancel Payment Save</p>							

- 1) Payee Name, Address, and Account Information is locked, all other options can be edited.
- 2) Click Save to edit the Payment or Click Discard Changes to forego any changes and return to the View Payments Page.
- 3) Confirm Changes for the review window.
- 4) Changes will appear in the Payments Details in the Scheduled Payments Widget and View Scheduled Payments Page.

8. CANCELING PAYMENTS

The screenshot illustrates the steps to cancel a payment. At the top, a table lists scheduled payments:

Payee	Send	Estim	Amount	Pay From	Method	Type	Recurring	Memo	Actions
COMCAST - *29021	8/29/19	8/30/19	\$31.51	Test Ch...	⚡	☑	-	TEST	✎ 🗑️ 📄
OAKLEY SMOKERS CUSTOM FIREP...	8/30/19	9/04/19	\$2.54	Other C...	✉ 5101	☑	-	TEST	✎ 🗑️ 📄

Below the table is a 'Scheduled Payments' widget showing a total of \$37.56 and a payment for Comcast of \$31.51 on 8/29/19. A trash can icon is overlaid on the widget, with an arrow pointing to the 'Cancel Payment' dialog box below.

The 'Cancel Payment' dialog box asks: "Are you sure you want to cancel this payment?" and displays the following details:

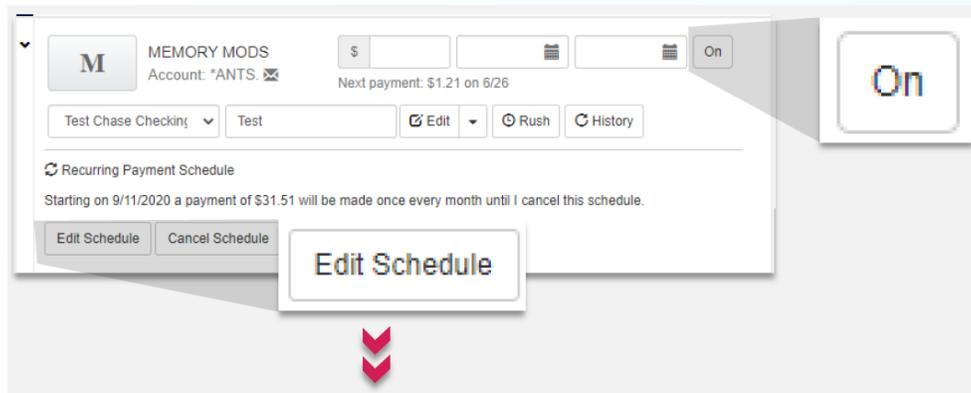
- Payee: COMCAST
- Amount: \$3.56
- Date: 9/16/20

At the bottom of the dialog are 'No' and 'Yes' buttons.

- 1) Click on the Cancel Payments Icon in the Payment Details / Options from the Scheduled Payments Widget or View All Scheduled Payments page
- 2) -- OR --
- 3) Click Cancel Payments form Edit Payment Page
- 4) Canceled Payments will be removed from your scheduled Payments, Scheduled Payments Widget, or View All Scheduled Payments Page.

9. EDITING A RECURRING SCHEDULE

Click on the **Recurring** button next to a **Biller**, the **Edit Payments** button in the scheduled **Payments** areas, or the **Edit Scheduled** button from the **Payee Line** next to a **payee**.



Recurring Payment MEMORY MODS

Payment Details

Payment Amount	Send On	Est. Delivery	Pay From Account
\$ 31.51	10/9/2020	10/14/2020	Test Chase Checking *67890

Delivery Options

Payment Frequency	Non-Business Day Option
Once Every Month	Pay Previous Business Day

Send Payments

Until I cancel this schedule

Until this date 9/14/2020

Until 0 payments are made

Discard Changes Cancel Schedule Save

- 1) Click Discard Changes to forego any changes and return to the previous page.
- 2) Click Save to confirm changes to the Recurring Schedule.
- 3) Changes will appear for each payment of the Recurring Schedule under Payee Details from the Pay Bills page and when viewing the Payment in the Widgets or View Scheduled Payments Page.

10. CANCELING A RECURRING PAYMENT

- 1) Click on Cancel Payment Icon from the Scheduled Payments Widget or View Scheduled Payments page.
- 2) Choose Delete this Occurrence to stop a 1 time occurrence.
- 3) Choose Delete Entire Schedule to stop all future payments.
- 4) Click the Yes button to confirm cancelation of the occurrence.
- 5) The payment will now reflect the next Payment Date

Payee	Send ...	Estim...	Amount	Pay From	Method	Type	Recurring	Memo	
COMCAST - *29021	8/29/19	8/30/19	\$31.51	Test Ch...	⚡	📅	✓	TEST	🗑️ 📄
OAKY SMOKERS CUSTOM FIREP...	8/30/19	9/04/19	\$2.54	Other C...	✉ 5101	📅	-	TEST	🗑️ 📄

Scheduled Payments 🔍 ☰

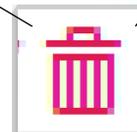
Total: \$37.56

COMCAST 🗑️ 📄

\$31.51 on 8/29/19 ⏹ ⚡

STATE FARM INSURANCE 🗑️ 📄

\$6.05 on 8/29/19 ⚡ 📅



Delete this occurrence
Delete entire schedule

Cancel Recurring Payment ✕

Are you sure you want to cancel only this occurrence?

Payee: MEMORY MODS
Amount: \$31.55
Date: 9/14/20