

Bill Pay

Rockland Trust continually invests in technology to ensure we provide you with the most advanced banking services as well as the latest security technology possible. Please use this guide to learn how to navigate our new advanced and secure Bill Pay.

Add new biller → [+ Pay someone new](#)

Toggle between views → MULTI PAY | SINGLE PAY

Toggle between tabs → Activity | History | More

| Pay To | Coming Due ↓ | Last Scheduled | \$ Amount | Deliver By |
|---|-----------------------|-------------------------|-----------|------------|
| Car Insurance ▾ ...1234 | 6 days on 05/11/21 | | | 05/06/21 |
| Home Insurance ▾ ...6789 | | \$270.00 on 05/04/21 | | 05/06/21 |
| Electricity ▾ ...0101 | | | 100.00 | 05/07/21 |
| Credit Card ▾ ...1122 | | | | 05/06/21 |
| Total: Pay from: XXXX9876, ...9876, \$1,000.00 | | | | |

Annotations:

- Set reminders** → 6 days on 05/11/21
- Last payment info** → \$270.00 on 05/04/21
- Enter amount and date for payment** → 100.00
- See current balance in your funding account** → Total: Pay from: XXXX9876, ...9876, \$1,000.00
- Click to schedule all payments** → Confirm all payments

Activity Panel: Forecast your balance | Print

| Deliver By ↑ | Paid To | \$ Amount |
|--------------|---------|-----------|
|--------------|---------|-----------|

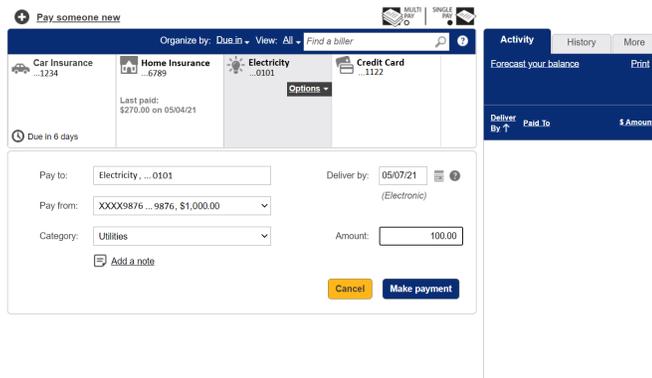
Continue reading on the following pages to see what new features are available with Bill Pay.

1. Make your payments (Single Pay and Multi Pay View)

This section allows you to pay virtually anyone, get an at-a-glance view of existing billers, add new billers, and manage payment options.

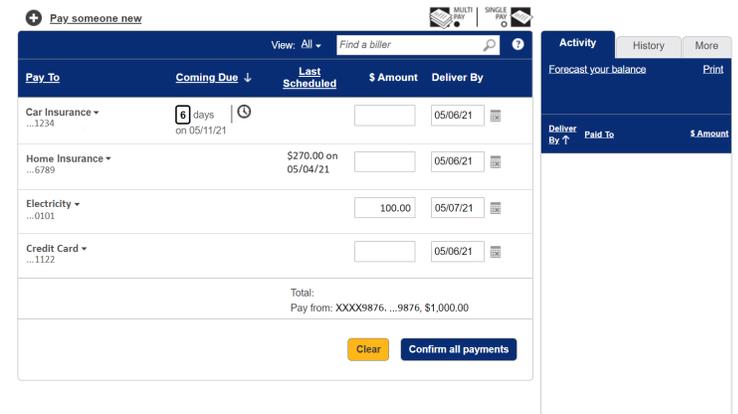
Single Pay

If you prefer to submit each payment individually, you can use **Single Pay**.



Multi Pay

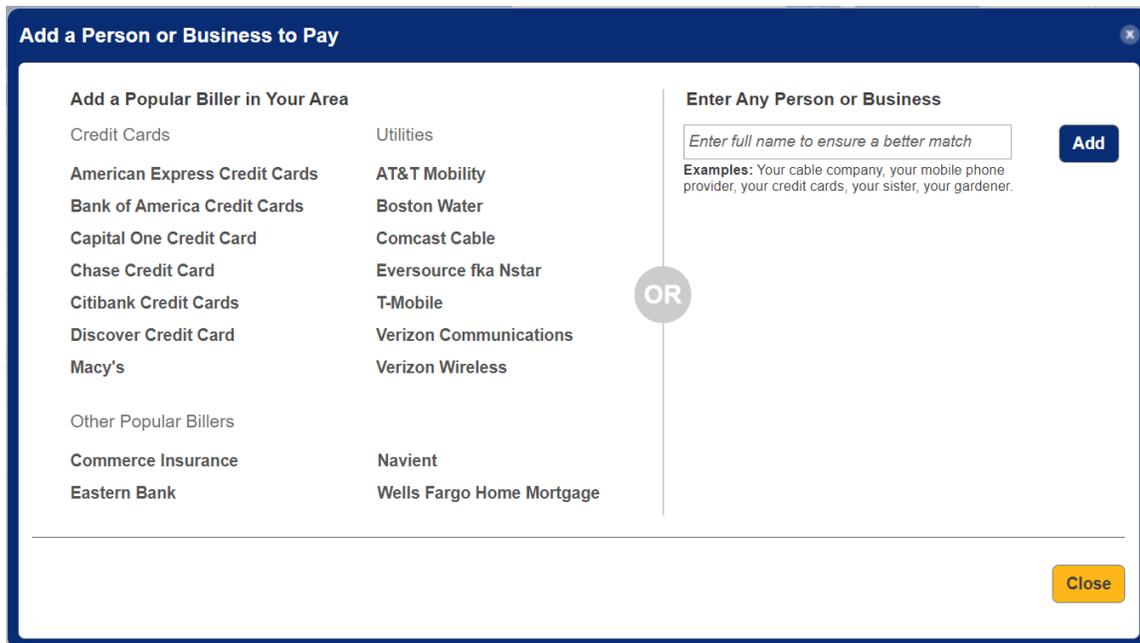
Use **Multi Pay** to submit multiple payments with the click of a single button.



With **Single Pay** you can schedule one biller at a time. With **Multi Pay**, you can enter various deliver by dates and amounts to schedule numerous payments with one click.

2. Pay popular billers in your area

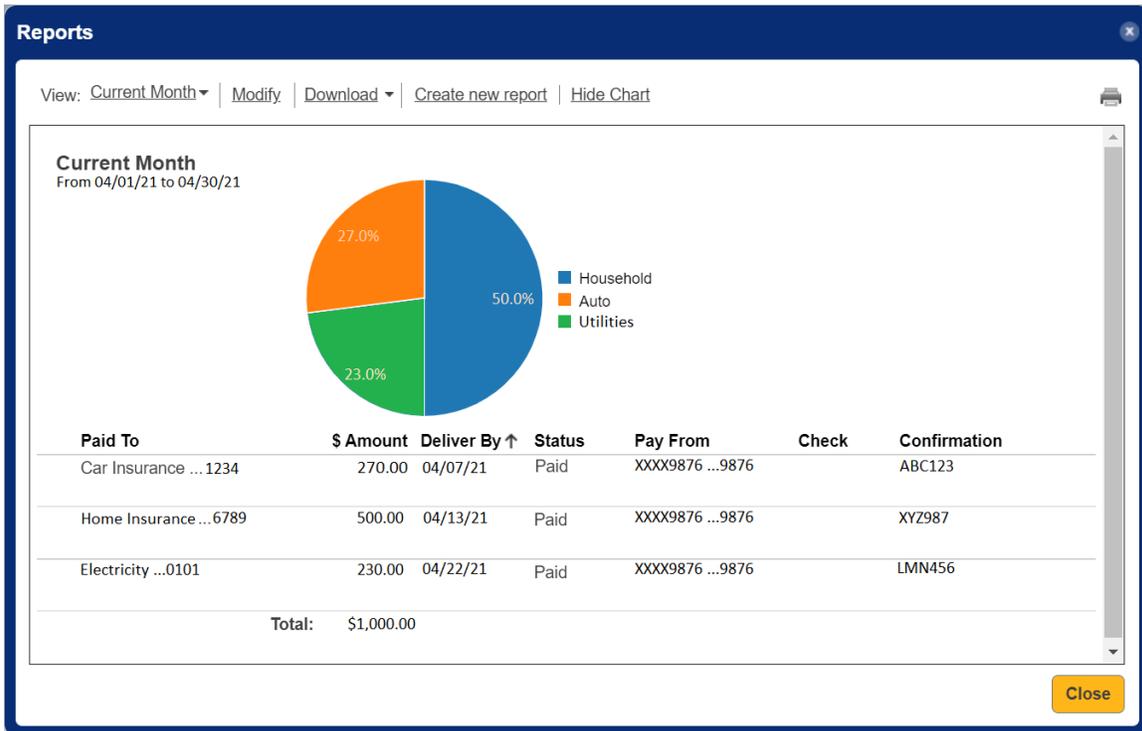
The top billers in your area automatically populate to help you start paying your bills quicker. Don't see the name of your biller listed? No problem, enter the person's name or business name in the search bar and pull from our extensive list of billers or manually enter one as well.



It is important to note, that any biller not on our extensive list of billers will be sent via paper check and all billers that do populate will be sent via electronic payment.

3. View payment history with easy to use reports

The **Reports** tool under the **More** tab lets you create visual reports to analyze your spending habits.



4. Forecast your balance

The **Forecast your balance** tool under the **Activity** tab pulls in your current balance from your funding account and tells you how much money you will have left after any pending payments are made.

Adjust the **Activity through** field to get the outlook you want and add any deposits or payments you're expecting to always get the best estimate of how much money you will have.

The screenshot shows the 'Balance Worksheet' window with the following details:

- Account: XXXX 9876, ...9876
- Activity through: 05/11/21 (calendar icon)
- Include: Scheduled, Unscheduled eBills and reminders
- Balance: \$1,000.00
- Table of Transactions:

| <input checked="" type="checkbox"/> | Date | Description | Amount |
|-------------------------------------|----------|-----------------------|----------|
| <input checked="" type="checkbox"/> | 05/11/21 | Car Insurance ...1234 | \$100.00 |
| <input checked="" type="checkbox"/> | | Paycheck | \$750.00 |

Payment: Deposit:

Buttons: Add additional row

What's Left: \$1,650.00

5. View transportation method

When you enter your bill pay information, you can see how the payment will be sent out right under the **Deliver by** box.

The screenshot shows the 'Pay someone new' interface. At the top, there are icons for 'MULTI PAY' and 'SINGLE PAY'. Below the header, there's a 'View: All' dropdown and a search bar 'Find a biller'. The main table lists bills with columns for 'Pay To', 'Coming Due', 'Last Scheduled', '\$ Amount', and 'Deliver By'. The 'Deliver By' column shows '(Electronic)' for Car Insurance, Home Insurance, and Electricity, and '(Check)' for Credit Card. A 'Total' section at the bottom shows 'Pay from: XXXX9876, ...9876, \$1,000.00'. There are 'Clear' and 'Confirm all payments' buttons at the bottom. On the right, there's an 'Activity' sidebar with 'Forecast your balance' and 'Print' links, and a table header for 'Deliver By', 'Paid To', and '\$ Amount'.

| Pay To | Coming Due ↓ | Last Scheduled | \$ Amount | Deliver By |
|---------------------------|--------------|----------------|-----------|--------------------------|
| Car Insurance ...1234 | | | 175.00 | 05/16/21 (Electronic) |
| Home Insurance ...6789 | | | 250.00 | 05/26/21 (Check) |
| Electricity ...0101 | | | 100.00 | 05/07/21 (Electronic) |
| Credit Card ...1122 | | | | 05/06/21 |

Total:
Pay from: XXXX9876, ...9876, \$1,000.00

Clear Confirm all payments

Once you click **Confirm all payments** (if in Multi Pay view), you will be able to review the payments one last time including the method of payment before they are officially submitted.

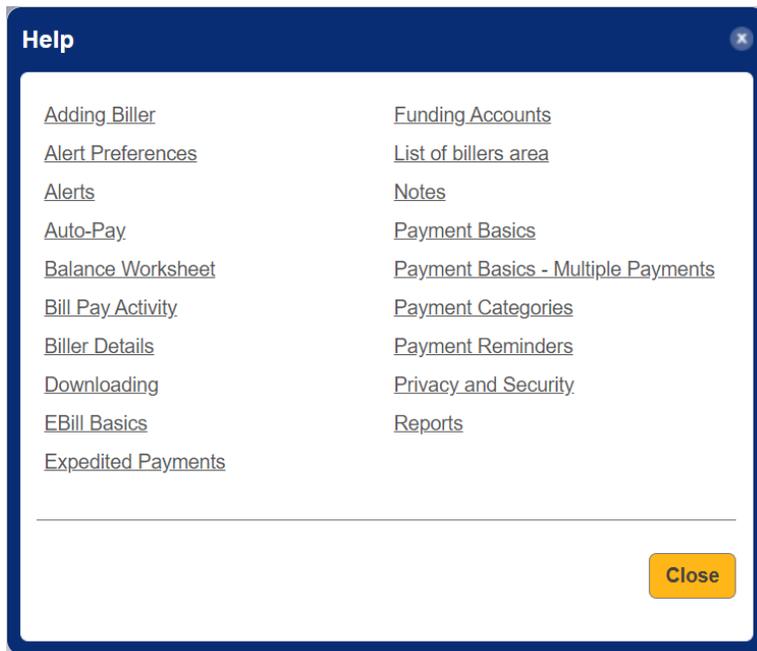
6. Customize your view

Create a variety of customized views to make paying your bills even easier. Filter the view of your payees by due date or even customize by choosing which payees you want to always show. You can even name the view for organization purposes.

This screenshot is similar to the previous one, but the 'View: All' dropdown menu is open, showing options: 'All', 'Due in 30 days', 'Due in 60 days', 'Due in 90 days', 'Add custom view', 'Select a date', and 'Show/Hide billers'. The 'Add custom view' option is highlighted with a blue box. The rest of the interface, including the table of bills and the 'Confirm all payments' button, remains the same.

7. FAQs

To learn more about the new features, click on the **More** tab and then **Help**.



Rockland Trust is committed to providing excellent customer service. If you have any questions regarding Bill Pay, please contact us at 508.732.7072.