



Desktop Pay My Bills – Expedited Check Delivery

Expedited Check Delivery generates a physical check to your Biller(s) with priority delivering the payment within two business days for a fee.

Pay My Bills – Expedited Check Delivery Step-by-Step

Use the following steps to select Expedited Check Delivery.

Step	Action
1	Click the Pay my Bills menu at the top of the screen.
2	Optional: Search for Biller (payee) to make a payment by using one of the following methods: <ul style="list-style-type: none">• Click and enter keywords into the Search by name or nickname field.• Click the Slider () icon to search by Category.• Click the Billers (payees) hyperlink to sort billers (payees) A to Z or Z to A.• Scroll through the list of named billers (payees).
3	Click the Faster Option Available  hyperlink at the left of the biller (payee) record.
4	Review the Expedited Delivery fee and processing details.
5	Use the toggle switch to turn Expedited Delivery on or off. <ul style="list-style-type: none">• Toggle On means the biller (payee) will be sent an Expedited Check payment (2 business days).• Toggle Off means the biller (payee) will receive a standard check payment (3 – 5 business days).
6	Click the checkbox to authorize Expedited Delivery and confirm acknowledgement of the Expedited Delivery fee.
7	Optional: Click the Cancel button at the bottom of the screen to cancel the Expedited Check request and return to the Pay Bills menu.
8	Click the Save button at the bottom of the screen to process your Expedited Check payment.
9	Optional: Click the Turn off expedited delivery  hyperlink on the left side of the Biller (Payee) record.
10	Click the Amount field and enter the desired payment amount (including decimal point).
11	Optional: Click the Trash () icon at the top of the screen to delete all scheduled payments.
12	Click the Review X Bill (\$X.XX) arrow at the top of the screen to review scheduled bill(s) based on your entries. The amount displayed will include the payment and the Expedited Delivery fee.



Pay My Bills – Expedited Check Delivery Step-by-Step continued

Use the following steps to select Expedited Check Delivery.

Step	Action
13	Review the payment for accuracy.
14	Optional: Click the Edit Payment hyperlink at the bottom left of the screen to edit one the following: <ul style="list-style-type: none">• Amount• Pay With Account• Send Date• Frequency• Notifications• Memo (optional)
15	Optional: Click the Cancel button in the Payment Summary box in the top right of the screen to return to Pay Bills.
16	Click the Pay Total \$X.XX button in the Payment Summary box in the top right of the screen to complete the payment. A Success! confirmation message appears.
17	Optional: Click the Set up Recurring Payment button at the bottom of the screen to initiate recurring payments.
18	Click the Close button to return to the Pay Bills screen.