

Mobile Pay Bills- Activity

Bill Pay Activity allows you to view past and future billers (payees) activity.

Pay Bills - Activity Step-by-Step

Use the following steps to view bill pay activity.

Step	Action
1	Tap Menu at the bottom right of the screen.
2	Tap the Pay Bills hyperlink.
3	Tap the Activity menu hyperlink at the top of the screen.
4	The Activity page defaults to the List view.
5	Optional: To search for a Biller (payee), do any of the following: <ul style="list-style-type: none">• Tap and enter keywords into the Search by name or nickname field.• Tap the Slider () icon to filter by Status, Date, and/or Category.• Tap the Sort by () icon to sort billers (payees) Newest First or Oldest First.• Scroll through the list of billers (payees) activity.
6	Each bill pay activity record shows a color-coded status bar as follows: <ul style="list-style-type: none">• Blue – Sending• Grey – Processing• Green – Paid• Yellow – Bill Due• Orange – Bill Past Due
7	Tap the arrow (>) on the right of a payment activity record to view more information. Scheduled and Recent payment activity is displayed.
8	Tap the View Payment Details hyperlink at the bottom left of the screen to view the following: <ul style="list-style-type: none">• Send On and Pay On Dates• Bill Center Reference Number• Payment Method• Delete Payment• Edit Payment



Pay Bills – Activity Step-by-Step continued

Use the following steps to view bill pay activity.

Step	Action
9	Scroll down to tap the Go Back button to return to the Activity screen.
10	Optional: Tap the Calendar View button at the top right of the screen.
11	Optional: Tap the drop-down arrow to the right of the Summary to view the activity summary for the selected month.
12	Optional: Tap the left arrow (←) to navigate to previous month and the right arrow (→) to navigate to next month.
13	Optional: Tap on a Date in the calendar to display that day's activity at the bottom of the screen.
14	Scroll down to view the calendar legend .
15	Scroll down to view the Daily Activity