



## Mobile Pay 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 Bills – Expedited Check Delivery Step-by-Step

Use the following steps to select Expedited Check Delivery.

Step	Action
1	Tap <b>Menu</b> at the bottom right of the screen.
2	Tap the <b>Pay Bills</b> hyperlink.
3	Optional: Search for a <b>Biller</b> (payee) by: <ul style="list-style-type: none"><li>• Tap and enter keywords into the <b>Search by name or nickname</b> field.</li><li>• Tap the <b>Slider</b> (🔍) icon to search by <b>Category</b>.</li><li>• Tap the <b>Billers</b> (payees) hyperlink to sort billers (payees) A to Z or Z to A.</li><li>• <b>Scroll</b> through the default list of named billers (payees).</li></ul>
4	Tap the <b>Faster Option Available</b> ⚡ hyperlink at the left of the Biller (Payee) record.
5	Review the <b>Expedited Delivery</b> fee and processing details.
6	Use the toggle switch to turn <b>Expedited Delivery</b> on or off. <ul style="list-style-type: none"><li>• <b>Toggle On</b> means the biller (payee) will be sent an Expedited Check payment (2 business days).</li><li>• <b>Toggle Off</b> means the biller (payee) will receive a standard check payment (3 – 5 business days).</li></ul>
7	Scroll down to tap the <b>checkbox</b> to authorize Expedited Delivery and confirm acknowledgement of the Expedited Delivery fee.
8	Tap the <b>Save</b> button at the bottom of the screen to set for Expedited Check payment.
9	Optional: Tap the <b>Cancel</b> button at the bottom of the screen to cancel the Expedited Check request and return to the Pay Bills menu.
10	Optional: Tap the <b>Payment Options</b> hyperlink at the bottom right of the Biller (Payee) record to edit one of the following: <ul style="list-style-type: none"><li>• Amount</li><li>• Pay with (Payment Method)</li><li>• Send Date</li><li>• Faster Option Available (as applicable)</li><li>• Frequency</li><li>• Notifications</li><li>• Memo (optional)</li></ul>
11	Optional: Tap the <b>Turn off expedited delivery</b> ⚡ hyperlink on the left side of the Biller (Payee) record.



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

Step	Action
12	Tap the <b>Amount</b> field and enter the payment amount (including decimal point).
13	Optional: Tap the <b>Trash</b> (🗑️) icon at the top of the screen to delete all scheduled payments.
14	Tap the <b>Review X Bill (\$X.XX)</b> arrow at the top of the screen to review your scheduled bill(s). The amount displayed includes the payment and the Expedited Delivery fee.
15	<b>Review</b> the payment for accuracy.
16	Optional: Tap the <b>Cancel</b> button at the bottom of the screen to cancel the Expedited Check request and return to the Pay Bills menu.
17	Tap the <b>Pay Total</b> button in the Payment Summary box in the top right of the screen to complete the payment (bill payment + Expedited fee). A <b>Success!</b> confirmation message appears.
18	Optional: Scroll down to tap the <b>Edit Payment</b> hyperlink at the bottom left of the screen to edit one the following: <ul style="list-style-type: none"><li>• Amount</li><li>• Pay With (payment method)</li><li>• Send Date</li><li>• Faster Option Available (as applicable)</li><li>• Frequency</li><li>• Notifications</li><li>• Memo (optional)</li></ul>
19	Optional: Scroll down to tap the <b>Set up Recurring Payment</b> button at the bottom of the screen to initiate recurring payments.
20	Tap the <b>Close</b> button to return to the Pay Bills screen.