

Tablet Pay My Bills - Activity

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

Pay My Bills - Activity Step-by-Step

Use the following steps to view bill pay activity.

- | Step | Action |
|------|--|
| 1 | Tap the Pay my Bills menu at the top of the screen. |
| 2 | Tap the Activity menu hyperlink at the top left of the screen. |
| 3 | Tap the List View button at the top left of the screen to view all billers (payees) in list order.
Tap the Calendar View button to view the following: <ul style="list-style-type: none">• Bill Pay Activity specific to month• Monthly Bill Pay Summary• Daily Bill Pay Activity |
| 4 | 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. |

List View

- | | |
|---|--|
| 1 | Scroll down to view your bill pay activity: the most recently scheduled bill appears first.
Bill statuses display as: <ul style="list-style-type: none">• Scheduled (Blue Bar)• Processing (Grey Bar)• Paid/Mailed (Green Bar)• Bill Due (Yellow Bar)• Bill Past Due (Orange Bar) |
|---|--|

Pay My Bills – Activity Step-by-Step

Use the following steps to view bill pay activity.

- | Step | Action |
|------|--|
| 2 | Tap the arrow (>) on the right of a biller (Payee) record to view payment details. |
| 3 | Tap the View Payment Details hyperlink at the bottom left of the screen to: <ul style="list-style-type: none">• View Send On and Pay On Dates• View Bill Center Reference Number• View Payment Method• Delete Payment• Edit Payment |
| 4 | Optional: Scroll down to tap the Show All hyperlink to see all activity for the payee. |
| 5 | Tap the Go Back button to return to the Activity screen. |

Calendar View

- 1 Tap the **Calendar View** button at the top of the screen.
- 2 Tap the **left** (←) or **right** (→) **arrows** to change the month.
- 3 Tap on a **Date** in the calendar to display that day's activity at the bottom of the screen.
- 4 Scroll down to view the **calendar legend**.
- 5 Scroll down to view the **Daily Activity** at the bottom right of the screen.
- 6 Scroll down to view the **Month's Summary** at the bottom left.