



## Tablet Pay My Bills – Expedited Check Delivery **step-by-step guide**

You can opt to generate a physical check to your Biller(s) with priority. Payment is delivered in 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    | Tap the <b>Pay my Bills</b> menu at the top of the screen.  |
| 2    | 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> |
| 3    | Tap the <b>Faster Option Available</b> ⚡ hyperlink at the left of the biller (payee) record.  |
| 4    | Review the <b>Expedited Delivery</b> fee and processing details.  |
| 5    | Use the toggle switch in the upper right to turn <b>Expedited Delivery</b> on or off. <ul style="list-style-type: none"><li>• <b>On</b> means the biller (payee) will be sent via Expedited Check payment (2 business days).</li><li>• <b>Off</b> means the biller (payee) will receive a standard check payment (3 – 5 business days).</li></ul>   |
| 6    | Tap the <b>checkbox</b> to authorize the Expedited Delivery fee.  |
| 7    | 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.  |
| 8    | Tap the <b>Save</b> button at the bottom of the screen to confirm the Expedited Check payment request.  |
| 9    | Tap the <b>Amount</b> field and enter the payment amount (including decimal point).   |
| 10   | Optional: Tap the <b>Turn off expedited delivery</b> ⚡ hyperlink on the left side of the Biller (Payee) record to cancel Expedited Delivery.  |
| 11   | 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. <b>Review</b> the payment for accuracy.  |
| 12   | Optional: Tap the <b>Trash</b> (🗑️) icon at the top left of the screen to delete all scheduled payments.  |
| 13   | Optional: Tap the <b>Cancel</b> button to cancel the Expedited Check request and return to the Pay Bills screen.  |
| 14   | Tap the <b>Pay Total \$X.XX</b> button in the Payment Summary box to complete the payment (bill payment + Expedited fee). A <b>Success!</b> confirmation message appears.   |



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

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 15          | Scroll down to tap the <b>Close</b> button to return to the Pay Bills screen.  |
| 16          | Optional: Tap the <b>Set up Recurring Payment</b> button at the bottom of the screen to initiate recurring payments. |