

#### Step 1

Select the **"Bill Pay"** option from the Quick Links section or select **"Payments"** from the menu option located to the upper right-hand side of the screen.

Quick Links			Welcome	e, JENNY DC	E D (Menu)
			Menu		
Favourites	Bill Pay	Credit Card Payment	Accounts	←⇒ Transfers	Payments
Third Party Transfer	Other Bank Transfer	ిరేఫి& Transfer Between Accounts	© Transactions	Favourites	Documents
			\$ \$ \$	(Ja)	Ω
			Products	Inquiries	Contact Us
			$\bigcirc$	×	
			Alert Settings	Settings	Stop Payments

8

#### Step 2

Select the 'Bill Pay' option.

Payments Home					
Type to search		Q			
Bill Pay	Credit Card	Third Party Credit Card			

### Step 3

From the Education drop-down list, select "Young Women's Christian Association."

Note: You can also search the name of the company or school you want to pay by entering it in the Quick Payment search bar.



### Step 4

The Bill Pay screen will be displayed.

- a. Select the account you want to make the payment from.
- b. Enter the student account number.
- c. Click "Search Account."

✓ Details	✓ Review-	
	Bill Pay	
Payment Details		
*Date:	26/07/2023	
*Service Provider:	Young Women's Christian Association	
*Company Service:	Young Women's Christian Association	
*From Account:	XXXXX6030 (BZD 595.74) - REGULAR SAVINGS ACCOUNT	
*Student Account Number:	123	
	Search Account CANCEL CONTINUE	

# Step 5

The payment and transaction details will be displayed.

- a. Enter the amount to be paid.
- b. Enter a note. (optional)
- c. Click "Continue."

	Bill Pay	
ayment Details		
*Date:	26/07/2023	
*Service Provider:	Young Women's Christian Association	
*Company Service:	Young Women's Christian Association	~
*From Account:	XXXXX6030 (BZD 595.74) - REGULAR SAVINGS ACCOUNT	~
* Student Account Number:	123	
	SearchAccount	
Payment Detail:	JOHN DOE	~
*Amount	40.00	
Note:	Payment	
ransaction Details		
Student Account Number:	123	
Name:	JOHN DOE	
Message:	CAN/CFI CONTINUE	
	CONTINUE	

# Step 6

Carefully review the payment details. If all is correct, click **"Continue."** If a change is required, click **"Back**" and make the necessary changes.

V Review V Confirmation
Review Payment Details
26/07/2023 10:27:28
Education
Young Women's Christian Association
Young Women's Christian Association
REGULAR SAVINGS ACCOUNT XXXXX6030
40.00
Payment
123
JOHN DOE
Account Found
BACK

## Step 7

Enter your entrust token password and select **"Submit."** By clicking submit you are authorizing the payment.

	review Fayment Details
	Enhanced Security
	Enter your token password
	Cancel Submit
1	**
	Name TUCKAS SMITH

# Step 8

The payment details confirmation screen will be displayed. Select the PDF icon on the upper right-hand side of the screen to view the receipt.

	Payment Details Confirmation	D,
Ø Your payment has been processed succes	sfully	
Payment Details		
Reference #:	229169056683348900	
Date and Time:	28/07/2023 11:54:59	
From Account:	REGULAR SAVINGS ACCOUNT XXXXX6030	
Amount:	40.00 BZD	
Note:	payment	
Status:	Completed	
Transaction Details		
Service Provider:	Young Women's Christian Association	
Company Service:	Young Women's Christian Association	
Student Account Number:	123	
Name:	JOHN DOE	
Message:	Account Found	
	SAVE FAVOURITE MAKE NEW PAYMENT PAYMENTS LIST	



Transaction Status: Completed

#### **Payment Details**

Reference #:229169056683348900Date and Time:28/07/2023 11:54:59From Account:REGULAR SAVINGS ACCOUNT XXXX6030Amount:40.00 BZDNote:paymentStatus:Completed

#### **Transaction Details**

Service Provider: Young Women's Christian Association Company Service: Young Women's Christian Association Student Account Number: 123 Name: JOHN DOE Message: Account Found