

# Bill Payer Guide

*Citizens Bank of Mukwonago*  
[www.citizenbank.com](http://www.citizenbank.com)



**CITIZENS BANK**  
OF MUKWONAGO

## Setting Up Your Account To Pay Bills

Access

[www.citizenbank.com](http://www.citizenbank.com)

Click on the "Internet Services" link.

Click the "NetTeller Log In" button and log in.

Click on the Bill Payment Tab

NetTeller | **Bill Payment** | Options  
Main | Interest Rates

First time users will see this screen:

### System Message

**There are currently no active payees. Please add payees before paying bills.**

Bill Payment - Add Payee

This means that you have not set up any payees yet. You will need to proceed to the "Setting up Electronic Payees"

Or

"Setting up Check Payees"

### Note:

We suggest that you attempt to set up an Electronic Payee first.

## Setting Up Payees

### Electronic

Select 'Payees' from the Bill Pay menu.

NetTeller | **Bill Payment**  
Main | Payees | Add Payment

Click 'Add Payee'

**Add Payee**

Next to the Payee Type click on Search Electronic Payee List

(An electronic payee cannot be added without performing a search. If the requested payee is not a result of a search, it must be added as a check payee)

Enter the name of the payee you want to add

BillPay Online - Electronic Payee Search

Search:  me.

**Search results for Verizon**

Enter Payee Name  **Submit**

Payee Name

Verizon Select

Verizon Wireless Select

**Close**

Click Select next to the payee.

(If the selected payee requires you to choose a specific billing address, you will see a screen similar to the image below.)

Billing Addresses for Verizon

PO BOX 1100	ALBANY	NY	12250-0000	Select
PO BOX 1100	ALBANY	NY	12250-0001	Select

If no specific address is required, simply complete the remaining fields and select 'Submit'.

(If your account number does not match the required format of the Payee, a message will display with an option to set up as a check payee.)

## Setting Up Payees Check

Select 'Payees' from the Bill Pay menu.

NetTeller Bill Payment  
Main | Payees | Add Payment

Click 'Add Payee'

Add Payee

To add a check payee, enter the payee information in the required fields and click 'Submit'

(A check payee is any payee that is not in the Electronic Payee Database)

When payees are added, they can be viewed by selecting 'Payees' from the Bill Pay menu.

NetTeller Bill Payment  
Main | Payees | Add Payment

Payee	Account Number	Type	Status	Edit	Delete
Verizon	123456789123456789	Electronic	Active	Edit	Delete
Visa Payment	123456	Check	Active	Edit	Delete

Edit and Delete options are available from the View Payee List

Once a payee is added, you can only edit the account number and the alias of the payee.

## Setting Up Payments

NetTeller Bill Payment Options  
Main | Payees | Add Payment | Quick Payment

Choose 'Add Payment' to set up a recurring payment.

Choose 'Quick Payment' to set up multiple one-time payments.

**For Recurring Payments:** from the drop-down menus, select the account from which the bill will be paid and the payee. Enter the dollar amount of the payment and any memo information.

(Memo information is transmitted with Check payments only.)

Choose the frequency of the payment. The default is set to One-Time Payment. Enter the expiration date of the payment and whether or not the amount is different for each payment.

When the payment information is complete, click 'Submit'

**For Quick Payments:** choose the payees you want to pay and click submit. Enter the payment date, memo, from account and amount. Click 'Submit'

BillPay Online - Quick Payment Select Payee(s)  
 Verizon  Visa Payment

Date	Payee	Memo	Account	Amount
10/31/2003	Verizon		Checking 500	0.00
10/31/2003	Visa Payment		Checking 500	0.00

## Editing Payments

Click the 'Quick Edit' box for each payment you want to edit. Then select the 'Quick Edit' button. You can change the amount, memo, and account from which the bill is paid. Changes will affect the next payment date.

Status	Date	Payee
<input checked="" type="checkbox"/> Active	10/31/2003	Verizon
<input checked="" type="checkbox"/> Active	10/31/2003	Visa Payment

Quick Edit

Date	Payee	Frequency	Memo	Account	Amount
10/31/2003	Verizon	One-Time		Checking 500	30.00
10/31/2003	Visa Payment	One-Time		Checking 0003	125.00

Submit Cancel

## Viewing Payment History

Select 'History' from the Bill Pay menu.

Bill Payment Options  
Quick Payment | History

Payments made in the last 30 days will display by default. To view more history, click Select Range of Payment History and enter the criteria for the search.