

PAYMENTS & TRANSFERS > BILL PAY

Bill Pay

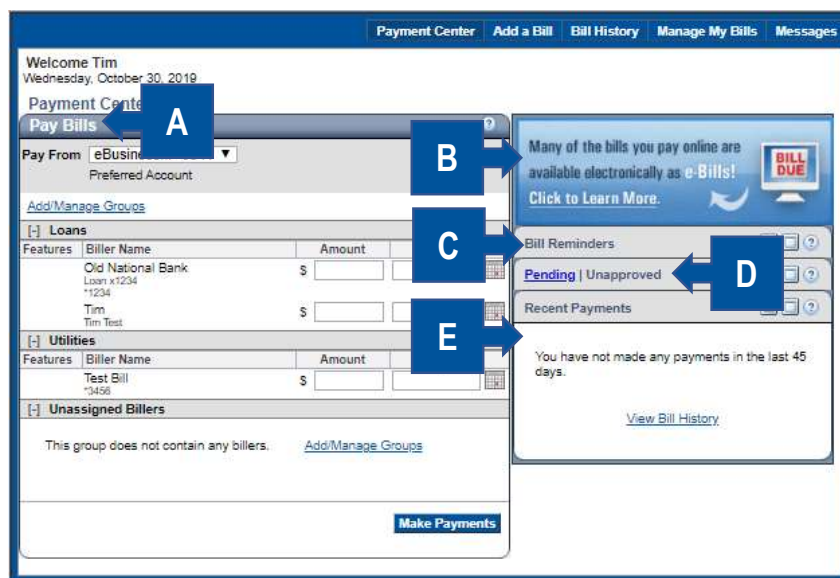
Bill Pay allows you to request a check or electronic payment be delivered to Billers from your Old National account. Billers may be a company or a person. When you add a new Biller, ONPointe Bill Pay will determine if that Biller has enrolled in electronic payment receipt. If they have, they will receive your payment as an ACH electronic funds transfer, with your memo information sent as an addendum to that payment. If they have not enrolled for electronic payment receipt, we will issue a check using your Old National account and mail it to the Biller. Please allow 3-5 business days for delivery of a payment to a Biller.

- **Timing** - Transactions should be created 5 business days or more before their due date. The Bill Pay service will only make available to you dates that are within its Scheduled Payment Date window. Your account will be debited for the payment once the Biller has deposited the item and the check clears your Old National account.
- **Check Positive Pay** – If you subscribe to our Check Positive Pay service and report your issued checks to Old National, note that any checks issued from this service must also be reported as issued items or they will be presented to you as exception items.

Overview: Payments, e-Bills and Reminders

From the **Payment Center**, you can access the following payment functions:

- Pay Bills:** Quickly schedule bill payments for existing Billers.
- e-Bill Enrollment Instructions:** Learn how to replace paper bills with electronic bills.
- Bill Reminders:** Set a reminder for recurring bills so get reminded to pay on time.
- Pending & Unapproved Payments:** View scheduled bill payments that haven't yet been sent and any payments scheduled by another user that are pending approval by a second user.
- Recent Payments:** Recently completed Bill Pay transactions.



Your company administrator may limit some capabilities outlined in this help guide. If you do not see an option described, contact your company's ONPointe Treasury administrator to inquire about your user permissions.

Sending a Bill Payment

Once you've added one or more Billers, the Payment Center will become your primary dashboard for Bill Pay. From the Payment Center screen, you can view a list of your Billers, choose from which account to send a payment, and create bill groups for easy organization. Send a payment to your existing billers using this screen. To add billers, refer to "Add a Bill" later in this help guide.

<p>1) Choose an account to pay from. If more than one option is enrolled, your default account will be displayed with a drop-down box to toggle to a different account.</p>	
<p>2) Locate the biller(s) to be paid. Enter the Amount and choose an available Pay Date by clicking the calendar icon.</p>	
<p>3) (Optional Step) If you would like to add invoice information to this payment, click Add Invoices for the biller. On the Manage Invoice Information screen, enter the invoice number, amount, discount, and description, then click Add Invoice. Repeat this process until you have entered information for all invoices being paid and then click Save.</p>	
<p>4) Click Make Payments when you're ready to proceed.</p>	
<p>5) Review your payments. For Billers that will be paid by check, you can add a memo and a check number. If your payments are ready for processing, click Submit Payments. To edit your payment, click Make Changes. To start over, click Cancel.</p> <p>If you subscribe to Check Positive Pay and report your check issues to Old National, be sure to enter the check number you choose during this process into your Check Positive Pay issues in ONPointe Treasury. If you fail to do so, your Bill Pay check will become an exception item.</p>	

- 6) You will be taken to the Payment Confirmation screen. Click Print to get a copy of your confirmation. Click Finished to return to the Payment Center.

Payment Confirmation

You've paid the following bills. If you want to keep any additional information on file with the bill, click the [Note](#) link.

[Print](#)

Unassigned Billers					
Billers	Account	Amount	Pay Date	Confirmation	
Landscaper Co Landscaper *1234	Checking Account 1 *0541	\$290.00	09/20/2019	PJDYQ-Z3VM3	Note

Check Number: _____
Total: \$290.00

Finished

Canceling or Changing a Pending Bill Payment

This function may also be accessed by clicking **Bill History** in the Navigation Bar.

- 1) From the Payment Center, locate the Pending | Unapproved widget and click Pending.

Pending | Unapproved

Billers	Amount	Pay Date
Landscaper... *1234	\$290.00	09/20

[Change](#) [Cancel](#)

Total: \$290.00

- 2) You can change your payment's pay date, amount, memo or invoices by clicking Change. Make the corrections needed and click Save Changes to apply them or discard your changes by clicking Do Not Save Changes. Any changes will be confirmed on the Change Payment confirmation screen.

Change Payment

You can change the pay date, the amount, and the account this bill is paid from.

Billers	Confirmation
Landscaper Co Landscaper	PJDYQ-Z3VM3

[Cancel This Payment](#)

Pay From: Checking A... *0541
Pay Date: 09/20/2019
Amount: \$290.00
Memo: _____
Check Number: 100

Save Changes **Do Not Save Changes** [Manage Invoices](#)

Invoice Information		
Invoice Number	Amount	Description
1000	\$100.00	
	Discount \$10.00	Early payment
	Total: \$90.00	
1001	\$200.00	

Audit Information					
Initiated By	Initiated Date	Modified By	Modified Date	Approved By	Approval Date
obsurxxxx@theadleyxxxx	22203 9/17/2019	obsurxxxx@theadleyxxxx	22203 9/17/2019	obsurxxxx@theadleyxxxx	22203 9/17/2019

- 3) To cancel a payment you've created, click Cancel from the Payment Center screen. Review the payment and, if you would like to proceed with canceling it, click Cancel Payment. To keep the payment as-is, click Do Not Cancel Payment. To change the payment, click Change this payment in the upper-right corner. Upon canceling a payment, your cancelation will be confirmed on the Cancel Payment screen and it will be removed from your Pending list on the Payments Center.

Cancel Payment

To stop this payment from processing, click **Cancel Payment**. [Change this payment](#)

Billers	Account	Amount	Pay Date	Confirmation
Landscaper Co Landscaper *1234	Checking Account 1 *0541	\$300.00	09/20/2019	PJDYQ-Z3VM3

Memo: _____ Check Number: 100 Note: _____


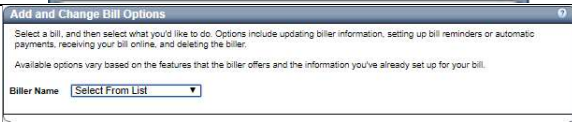
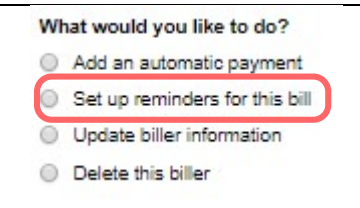


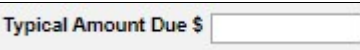
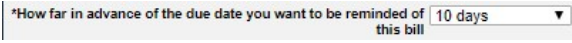
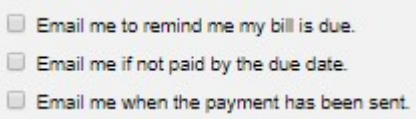
Cancel Payment **Do Not Cancel Payment**

Invoice Information		
Invoice Number	Amount	Description
1000	\$110.00	
	Discount \$10.00	Early payment
	Total: \$100.00	
1001	\$200.00	

Audit Information					
Initiated By	Initiated Date	Modified By	Modified Date	Approved By	Approval Date
obsurxxxx@theadleyxxxx	22203 9/17/2019	obsurxxxx@theadleyxxxx	22203 9/17/2019	obsurxxxx@theadleyxxxx	22203 9/17/2019

Bill Reminders

You can set up email Bill Reminders to help make sure you don't miss a payment. This function may also be accessed by clicking **Manage My Bills** from the Navigation Bar.

<p>1) In the Bill Reminders widget, click Set Up Reminders.</p>	
<p>2) Choose a Biller from the drop-down list.</p>	
<p>3) Choose Set up reminders for this bill.</p>	
<p>4) Enter your typical due date.</p>	
<p>5) Choose how often you pay this bill. Options include:</p> <ul style="list-style-type: none"> • Every 2 weeks • Every 4 weeks • Twice a month • Monthly • Every 2 months • Every 3 months • Every 6 months • Annually 	
<p>6) Enter the typical amount due.</p>	
<p>7) Choose how far in advance you would like to be reminded. Options include:</p> <ul style="list-style-type: none"> • 10 days • 14 days • 21 days • 28 days 	
<p>8) Choose which type(s) of reminder to receive by checking the box beside the desired option(s).</p>	

ONPointe Treasury



9) Click Save Changes when finished.

[Save Changes](#)

You can change your reminders by choosing a Biller from the Manage My Bills screen and selecting Change reminders for this bill. To turn off reminders, choose a Biller from the Manage My Bills screen and select Stop reminders for this bill.

e-Bills

Some billers give their customers the option to receive an electronic version of their bill through Bill Pay. If this option is available, your biller will have a button labeled “Get Bill” in the Features column.

Setting Up e-Bills

1) Click the Get Bill button next to the biller.	
2) Enter your Account Number.	*Account Number <input type="text" value="7898"/>
3) Choose whether to enable email notifications when a new bill arrives.	<input type="radio"/> Notify me by email when the first bill arrives. <input type="radio"/> Don't notify me by email when the first bill arrives.
4) Enter your information as it appears on the bill to validate your account information with the Biller. Some required information may vary from one Biller to the next.	*Email Address <input type="text" value="@oldnational.com"/> * First Name/Middle Initial <input type="text"/> <input type="text"/> * Last Name <input type="text"/> * Address 1 <input type="text"/> Address 2 <input type="text"/> * City <input type="text"/> * State/ZIP Code <input type="text"/> <input type="text"/> - <input type="text"/>
5) Click Add Feature to complete enrollment. You can expect to receive your first e-Bill during your next billing cycle.	Add Feature


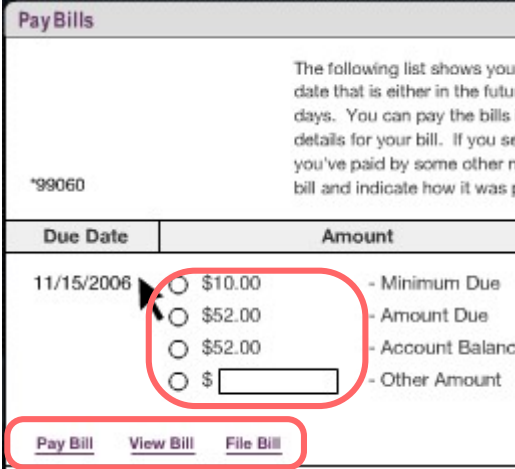
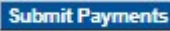
Viewing e-Bills

Once you have enrolled for an e-Bill, you will see the Bill icon next to that Biller's name in the Payment Center.

1) To view previous bills, click the Bill button.																																																																																																									
2) Your e-Bill history will be displayed. To view an e-Bill that is less than six months old, click View for that bill. To view older e-Bills, you will need to contact the Biller or directly log into their website to retrieve the bill.	<table border="1"> <thead> <tr> <th>Due</th> <th>Payee</th> <th>Bill To...</th> <th>Minimum Due</th> <th>eBill</th> <th>Status</th> <th>Amount Paid</th> <th>Deliver By</th> </tr> </thead> <tbody> <tr><td>11/24/2018</td><td>Cell Phone</td><td>\$174.42</td><td>\$174.42</td><td>View</td><td>PAID</td><td>\$174.42</td><td>11/09/2018</td></tr> <tr><td>12/25/2018</td><td>Cell Phone</td><td>\$148.15</td><td>\$148.15</td><td>View</td><td>PAID</td><td>\$148.15</td><td>12/07/2018</td></tr> <tr><td>03/25/2019</td><td>Cell Phone</td><td>\$164.72</td><td>\$164.72</td><td>View</td><td>PAID</td><td>\$164.72</td><td>03/06/2019</td></tr> <tr><td>02/22/2019</td><td>Cell Phone</td><td>\$164.70</td><td>\$164.70</td><td>View</td><td>PAID</td><td>\$164.70</td><td>02/06/2019</td></tr> <tr><td>01/25/2019</td><td>Cell Phone</td><td>\$164.70</td><td>\$164.70</td><td>View</td><td>PAID</td><td>\$164.70</td><td>01/08/2019</td></tr> <tr><td>05/25/2019</td><td>Cell Phone</td><td>\$164.64</td><td>\$164.64</td><td>View</td><td>PAID</td><td>\$164.64</td><td>05/07/2019</td></tr> <tr><td>04/24/2019</td><td>Cell Phone</td><td>\$197.16</td><td>\$197.16</td><td>View</td><td>PAID</td><td>\$197.16</td><td>04/09/2019</td></tr> <tr><td>06/24/2019</td><td>Cell Phone</td><td>\$164.66</td><td>\$164.66</td><td>View</td><td>PAID</td><td>\$164.66</td><td>06/06/2019</td></tr> <tr><td>08/25/2019</td><td>Cell Phone</td><td>\$169.10</td><td>\$169.10</td><td>View</td><td>PAID</td><td>\$169.10</td><td>08/06/2019</td></tr> <tr><td>07/25/2019</td><td>Cell Phone</td><td>\$169.10</td><td>\$169.10</td><td>View</td><td>PAID</td><td>\$169.10</td><td>07/09/2019</td></tr> <tr><td>09/24/2019</td><td>Cell Phone</td><td>\$170.38</td><td>\$170.38</td><td>View</td><td>Filed</td><td></td><td></td></tr> <tr><td>10/25/2019</td><td>Cell Phone</td><td>\$170.38</td><td>\$170.38</td><td>View</td><td>PAID</td><td>\$170.38</td><td>10/08/2019</td></tr> </tbody> </table>	Due	Payee	Bill To...	Minimum Due	eBill	Status	Amount Paid	Deliver By	11/24/2018	Cell Phone	\$174.42	\$174.42	View	PAID	\$174.42	11/09/2018	12/25/2018	Cell Phone	\$148.15	\$148.15	View	PAID	\$148.15	12/07/2018	03/25/2019	Cell Phone	\$164.72	\$164.72	View	PAID	\$164.72	03/06/2019	02/22/2019	Cell Phone	\$164.70	\$164.70	View	PAID	\$164.70	02/06/2019	01/25/2019	Cell Phone	\$164.70	\$164.70	View	PAID	\$164.70	01/08/2019	05/25/2019	Cell Phone	\$164.64	\$164.64	View	PAID	\$164.64	05/07/2019	04/24/2019	Cell Phone	\$197.16	\$197.16	View	PAID	\$197.16	04/09/2019	06/24/2019	Cell Phone	\$164.66	\$164.66	View	PAID	\$164.66	06/06/2019	08/25/2019	Cell Phone	\$169.10	\$169.10	View	PAID	\$169.10	08/06/2019	07/25/2019	Cell Phone	\$169.10	\$169.10	View	PAID	\$169.10	07/09/2019	09/24/2019	Cell Phone	\$170.38	\$170.38	View	Filed			10/25/2019	Cell Phone	\$170.38	\$170.38	View	PAID	\$170.38	10/08/2019
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Paying an e-Bill




When you have a new e-Bill due, you can pay your bill quickly using Bill Pay.

<p>1) Locate the Bill Due icon for the Biller and click it.</p>	
<p>2) The Biller will display various options for payment amount.</p> <p>To pay the bill, choose your desired option by clicking the radio button beside it, then click Pay Bill.</p> <p>To view the bill, click View Bill. Depending on the Biller, you may need to log into their website after clicking this link. Most Billers allow you to download your statement from this link.</p> <p>If you have already paid this bill through another means, click File Bill to indicate that it has already been paid.</p>	
<p>3) Review the payment. Depending on the Biller type, the earliest available payment date will be automatically assigned. Click Submit Payments to complete the payment.</p>	

You can change your reminders by choosing a Biller from the Manage My Bills screen and selecting Change reminders for this bill. To turn off reminders, choose a Biller from the Manage My Bills screen and select Stop reminders for this bill.

Bill History

You can view the past 18 months of Bill Pay activity.

<p>1) Click Bill History in the Navigation Bar.</p>	
<p>2) By default, all payments will be displayed. To view only those payments that are unapproved, click Unapproved Payments.</p>	
<p>3) Choose your desired timeframe to be displayed. Options include:</p> <ul style="list-style-type: none"> • Past 30 days and future • Past 60 days and future • Past 90 days and future • Past 180 days and future • Past 12 months and future • Past 18 months and future • Specific date range 	

4) To filter on certain criteria, use the Additional Options box, choose your filters and click Go. You can choose to filter on:

- All (selected)
- Biller Name
- Category (Biller Group)
- Account
- Initiated By
- Status

5) In your results, use the links in the Action column to:

- View detail about the payment
- Change the payment (future payments only)
- Cancel the payment (future payments only)

Click Download File to export your payment history.

Approving a Payment

When a Level 3 user requests a payment in Bill Pay, it will be queued as an Unapproved Payment until a Level 2 user logs in to approve the payment:

1) Click Unapproved in the Pending | Unapproved Widget to view Unapproved payments.

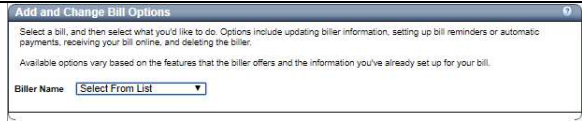
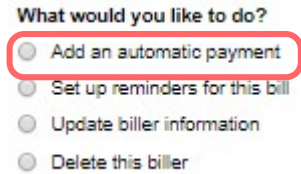
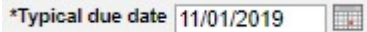
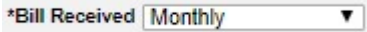
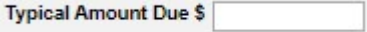
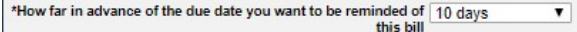
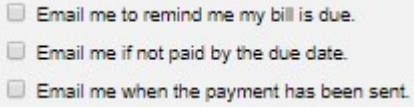
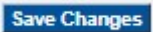
2) Click Approve to release the payment.
Click Change to modify the amount, pay date, pay from account, or memo.
Click Cancel to decline the payment.

[Approve](#) [Change](#) [Cancel](#)

3) View All Unapproved Payments by clicking View All Unapproved Payments. Change or cancel payments from this screen or you can approve multiple payments at once using the checkbox in the Approve column and clicking Continue to process the payment.

Auto-Pay

You can schedule your payments to be sent automatically, on a schedule you determine. This feature should be used for payments that are the same amount each month, but is not recommended for varying amounts.

1) Click Manage My Bills from the Navigator Bar.	
2) Choose a Biller from the drop-down list.	
3) Choose Add an automatic payment.	
4) Enter your typical due date.	
5) Choose how often you pay this bill. Options include: <ul style="list-style-type: none"> • Every 2 weeks • Every 4 weeks • Twice a month • Monthly • Every 2 months • Every 3 months • Every 6 months • Annually 	
6) Enter the typical amount due.	
7) Choose how far in advance you would like to be reminded. Options include: <ul style="list-style-type: none"> • 10 days • 14 days • 21 days • 28 days 	
8) Choose which type(s) of reminder to receive by checking the box beside the desired option(s).	
9) Click Save Changes when finished.	

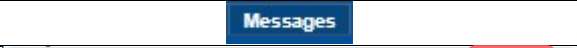



Messages

For questions about your Bill Pay transactions, use the Messages feature within the Bill Pay application. Note that these messages are answered by a separate team than your other ONPointe-related questions, so you should only use this feature

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for non-urgent questions specific to Bill Pay. For urgent Bill Pay matters, contact Business Bill Pay Support. For all other, non-Bill Payment questions, contact Old National Treasury Management through Messages in ONPointe Treasury or by phone.

1) Click Messages in the Navigation Bar.	
2) Your inbox will be displayed. From here, you can click Sent Messages to view messages you've previously created or you can create a new message by clicking Create Message.	
<p>3) To send a message, click Create Message. You will choose a reason from the Specific Reason drop-down box. Options include:</p> <ul style="list-style-type: none"> • Service Fee – Question about service fee (do not use this; instead, contact your Old National Treasury Management representative) • Electronic Bills – General electronic bill question, comment or suggestion • Electronic Bills – Inquiry about status of electronic bill service • Electronic Bills – Electronic bill late or not received • Messages – Response to message from customer service • Export – Question about PFM Export • Product – Unexpected behavior in the product • Other – Other question, comment or suggestion 	
4) Enter a custom subject line and compose your message. Click Send when complete. A representative from Bill Pay Support will reply within 1-2 business days.	

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Questions

For Business Bill Pay support, we have a dedicated support line that can assist with Business Bill Pay questions:

Hours: 7am – 1am ET / 6am – Midnight CT
7 Days a Week
Phone: 844-699-1613

For all other questions regarding ONPointe Treasury, please contact Old National Bank Treasury Management Support.

Hours: 8am – 6pm ET/7am – 5pm CT
Monday-Friday
Phone: 800-844-1720
Email: tmsupport@oldnational.com

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