BankFinancial℠

ePay Portal – Quick Reference

Step-By-Step-Quick Pay

Quick Pay

1. Navigate to the provided URL address. The business to you which you are making a payment may also have a website with a link to the address.
2. Select the **Pay Now** option. This may read differently for each business website.

3. Complete the required fields. Click Continue when completed.

4. The **Payment Confirmation** page gives you the opportunity to verify the data and authorize the debit from your account. You may also go back to make any necessary changes by selecting the **Back** option.
5. Read the **Check Authorization Agreement** and, if acceptable, select the check box next to **I accept this agreement**.
6. Select Agree and Submit.

7. Click **Print Receipt** to get a paper copy of the transaction or **Save Receipt** to save a copy.
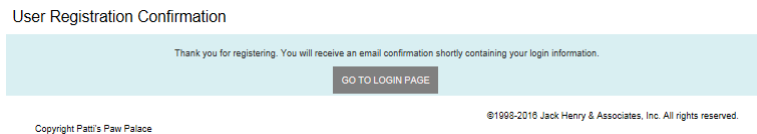
![BankFinancial logo]

Registering as a User

1. Navigate to the provided URL address. The business to which you are making a payment may also have a website with a link to the address.
2. Select **Create Account** to register your information. This option may read differently on the website itself.
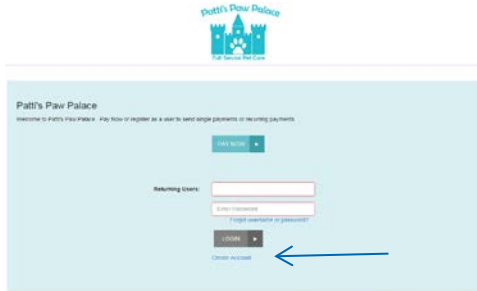
3. The **User Registration** page appears. Complete all the required fields. Select **Register** when finished.
4. A **User Registration** confirmation window will appear, and an email will be sent to the indicated address. Select **Go to Login Page**.

User Registration Confirmation

Thank you for registering. You will receive an email confirmation shortly containing your login information.

GO TO LOGIN PAGE

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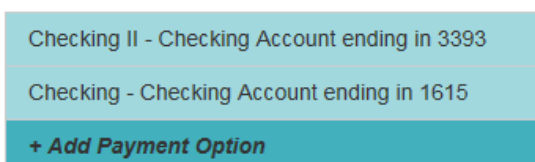
Payment Accounts

Adding a Payment Account
1. Select **Edit payment Options** and then **Add Payment Options** at the bottom of the page to create accounts (checking or credit card) that you may want to debit for a payment/donation.
2. Complete the required fields.
3. Click **Add Payment**.
4. An **Add Account** confirmation window will display.

Payment Options

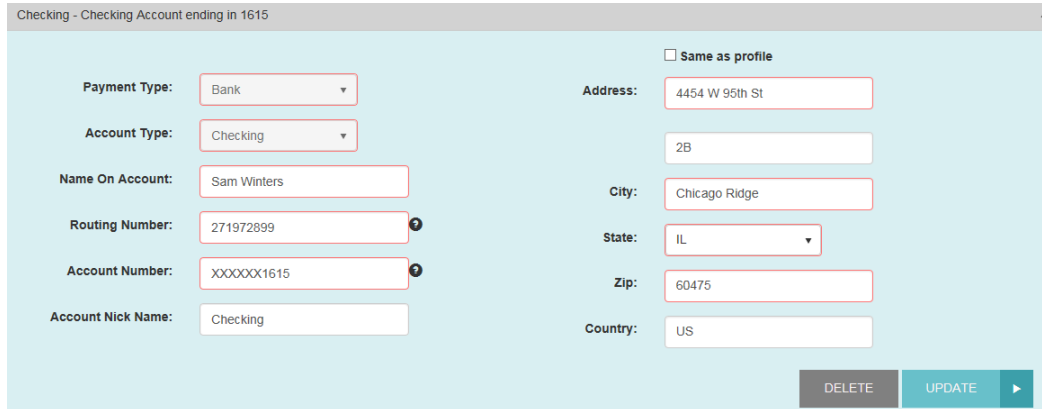Payment option added successfully.

Edit a Payment Account
1. From the navigational links on the top, select **Edit Payment Options**.
2. The **Payment Options** will appear at the bottom of the page. To view and/or make changes to an account, select the account name.

Checking II - Checking Account ending in 3393

Checking - Checking Account ending in 1615

+ Add Payment Option

3. The **Edit Account** page appears. Make any changes necessary, and select **Save**.

Deleting a Payment Account

1. From the navigational links on the top, select **Edit Payment Options**.
2. From the **Payment Option** section, select the account name and click **Delete** next to the account you want to erase.

3. The system will prompt you to confirm deleting an account. Select **Yes** to continue.
4. The system will confirm the deletion of the account. Select **Close**.

Updating Your Profile

1. From the top navigational bar, select the **Edit Profile** option.
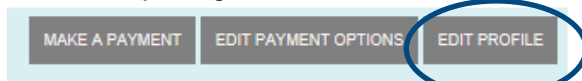
2. The **User Profile** page appears. This page contains three sections of information you may update:
   - **User profile information –** Personal contact information for the profile.
   - **Password information –** Password information for the profile.
   - **Secret question/answer information –** Secret question and answer setup for security purposes in the event you have keyed in login information incorrectly at least five times.
3. Update the necessary information in each section and select the Update option when completed.

![BankFinancial℠ logo]

Payments

Create a Single Payment

1. Select **Make a Payment** from the navigational bar on the left. The **Make Payment** page will appear.

Make Payment

2. Fill in the required fields.
3. Select **Continue**.
4. The **Payment Confirmation** page will display with the opportunity to verify the data and authorize the debit/charge, or to go back for any necessary changes. The figure below illustrates a payment confirmation for a payment made using a check.

Confirmation

5. Read the **Check Authorization Agreement** or **Credit Card Charge Authorization Agreement**. If acceptable, select the check box next to **I accept this agreement**.
6. Click **Submit**.
7. A **Transaction Receipt** window appears. Select **Print Receipt** to print a copy for your records or **Save Receipt** to save a copy to your device.

Create a Recurring Payment

1. Select **Make a Payment** from the navigation bar to the left.
2. The **Make a Payment** page appears.
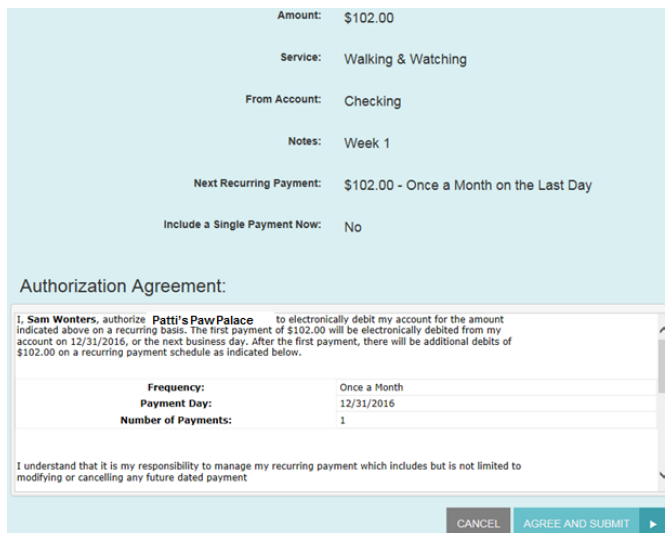
3. Fill in the following required fields.
4. Click **Continue** at the bottom of the page.
5. The **Recurring/Future Dated Payment** Confirmation page displays with the opportunity to verify the data and authorize the payment(s), or to go back for any necessary changes.

6. Click **Submit** at the bottom of the page. A window will appear confirming the payment(s) to be made.

Response:	Successfully created recurring payment.
Amount:	$102.00
Service:	Walking & Watching
Account #:	Checking
Transaction Date:	12/20/2016 3:01 PM
Notes:	Week 1

Manage a Recurring Payment

1. To make changes to a recurring payment, go back to the **Welcome** page and double-click on the recurring payment.

Next Payment Date	Amount	Location	
In 9 Days	$102.00	Walking & Watching	Enabled
In 11 Days	$102.00	Walking & Watching	Enabled

Amount:	$102.00	Service:	Walking & Watching ▼	Select Account:	Checking ▼
Frequency:	Once a Month ▼	Payment Day:	Last Day ▼	Start Date:	12/31/2016
# Of Payments:	1	# Payments Made:	0	Next Recurrence:	12/31/2016
	☐ Infinite Payment		☑ Enabled ☐ Delete Payment		CANCEL SUBMIT ▶

2. The **Edit Recurring** page appears. Make any changes necessary, and select **Submit.**

Deleting a Recurring Payment

From the **Edit Recurring** page, select the **Delete Payment** box to permanently remove the recurring payment, and select **Submit**.
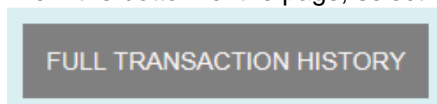
Disable a Recurring Payment

From the **Edit Recurring** page, uncheck the **Enabled** box to suspend the recurring payment, and select **Submit**.

Reports

Payment History

3. From the bottom of the page, select **Full Transaction History**.

FULL TRANSACTION HISTORY

4. The **Payment History** page appears.

5. Enter the date range you want to view and select Run Report.

6. The payment history can also be exported to Excel or a PDF file.

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Transaction History

| From Date: | 12/20/2016 |
| To Date: | 12/21/2016 |

RUN REPORT ▶

Excel ▼ **EXPORT** ▶

Transaction Date	Amount	Payment Type	Status	Name On Account	Location	Description	Reference Number	Reference Number
Year: 2016								
12/20/2016 03:05 PM	$50.00	Checking	Approved	Sam Winters	Walking & Watching		Week2	9C43FBLGBA2