

## Bill Payment Service

### The New Gale Credit Union Bill Payment Service is now located inside of Online Banking!

*Experience a whole new way to manage your finances and pay your bills!*

#### On a Personal Computer:

- Visit our Home Page at [www.galecu.net](http://www.galecu.net) and either Login or Enroll to our Online Banking Application.
- Select the Bill Pay Link at the top and you are ready to get started.
- Next set up your Payees with the

#### On a Mobile Phone or Tablet:

- Visit the Google Play Store or Apple Store and search for the Gale Credit Union App to install.
- Once installed and your login is established, select the Bill Pay Link at the bottom and you are ready to get started.

#### Steps:

1. If you are using your smart phone or tablet to access Bill Pay and you have a paper bill that is ready to pay, then try the...

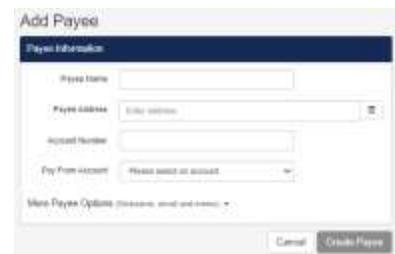
a. Pay with Picture: Set up your Payees with the snap of a picture!

- Select under the “I want to” drop down “Pay with Picture”
- Snap a photo of your Bill, set the amount and date, and pay!
- We will then set up your Payee for you for future use. It is really that easy!



b. Otherwise, select Add Payee at the top, search for common Payees or enter the information on your own.

c. You are not set to pay your Payees.



The image shows a mobile app interface for 'Add Payee'. The form has the following fields: 'Payee Name', 'Payee Address' (with a dropdown for 'City address'), 'Account Number', and 'Pay From Account' (with a dropdown for 'Please select an account'). Below the form, there is a link 'View Payee Options (instructions, email and more)'. At the bottom right, there are 'Cancel' and 'Create Payee' buttons.

## Key Notes:

- Scheduling: You have the option to set a “Send On” date or an “Estimated Delivery” date. Each date adjusts based on the date of the other. Money will be withdrawn from your account on the “Send On” date.
  - If funds are not available, it may try 3 more times and will then reject the payment if no funds are available.
- Accounts: Bills can be paid from a checking account or a Health Savings Account only.
- Memo: You can place a note in the Memo field for reference – optional.
- Edit: Select the Edit button to make changes to your Payee or give it a nickname to appear on the Pay Bills screen.
- Rush: You can rush a paper check payment for a fee, but keep in mind that the overnight usually means the next morning 24 hours later.
- History: This link will show the history of payments sent to this Payee
- Recurring Payments: You can even turn on Recurring payments with many frequency options! Funds are withdrawn from your account on the Send On date.
- Track Paper Checks: Click the  button to track your paper check! Under the recent payments section.
- Scheduled Payments: Quickly see what payments you have scheduled on the top right.
- Email Notifications: Update your Preferences and receive email notifications for payments.
- View Payees: View only the Recent Payees or select to review All Payees at the top of the Pay Bills screen – your choice.
- Navigation: Easily navigate to your accounts and back to Bill Pay without logging out and back.
- FREE: Yes, that is right, it is FREE to Members!

And many more features to make managing your finances from the comfort of your home or on your mobile device simple.

