



**Anytime Access
FREE
Online Bill Pay**

**www.SouthCentralCU.org
(517) 787-2220**

ENROLLMENT

New users must first enroll in the Bill Pay system which then takes 24 hours for activation. Once activated, gather the billing statements for the accounts you'd like to pay online. Log-On to the Anytime Access Internet Banking Program and select the "Bill Pay" pull-down at the top. Next select "Add Payees."

SETTING UP PAYEES

Under the "Add Payees" button, you'll be asked to enter the billing information for each payee including account number and mailing address.

ELECTRONIC VS. CHECK PAYMENTS

After entering the name and address for a payment, the system will check to see if this payee accepts electronic payments. If it does, all payments will be sent electronically and will generally clear your account in one to two days. However, if the payee does not yet take electronic payments, a paper check will be mailed to the billing address listed. Once you schedule a payment, the funds are not immediately put on hold. Funds are not withdrawn from your account until the electronic payment or check clears your account.

PAYMENT OPTIONS

Bill Pay gives you the opportunity to set-up the payment schedule for each payee differently. You can choose to make payments one at a time or schedule monthly deductions on the date of your choosing. No more late payment fees! It's easy and cost effective - no stamps or gas money required!

PAYMENT HISTORY

The "Payment History" options gives you a quick snapshot of all recent payments. This makes it easy to track monthly expenses and keep payments timely.



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South Central is pleased to offer our members the highest level of convenience and safety for internet banking transactions. You'll love having *Anytime Access* to your account information, call any office to have your account set-up for online banking giving you access to:

- *Check Account Balances*
- *View Cleared Checks*
- *Make Loan Payments*
- *Transfer Funds*
- *Check Loan Balances*
- *View Account Histories*

USER NAME

Your user name should be a minimum of eight characters comprised of both letters and numbers, it can not include symbols or punctuation. We recommend using something familiar and easy to remember, but not easily guessed by others.

ACCESS CODE

Your access code is a set of four numbers - no letters or symbols.

SECURITY QUESTIONS

Security questions provide an added layer of online safety in protecting your account information. You should write down or print off a copy of both the questions and answers given for these and keep them in a safe location. Be sure to include whether answers are in upper or lower case and spelled correctly.

FORGOT USER NAME, ACCESS CODE OR SECURITY QUESTIONS?

If you've forgotten our misplaced your user name, access code or security question answers, just call **(517) 787-2220** and we can reset them for you.



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