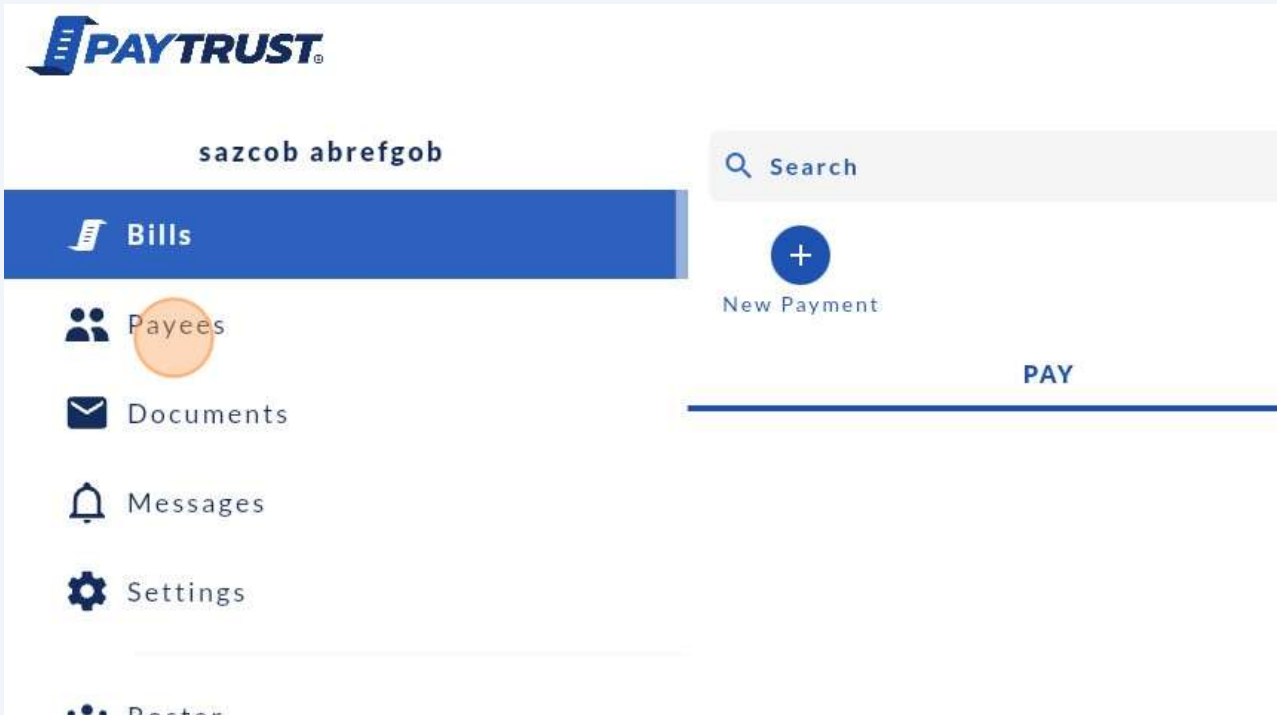# How to Set Up and Edit Autopay Rules

SETTING UP AUTOPAY

1   Click on the "Payees" Tab

2   Find the Payee that you would like to set up Autopay for

📄 **PAYEES**

➕ Add a Payee

🔍 Search

Name (ascending) ⌄

Show Hidden Payees 🔘

Abel Heating ...N/A	›
Bank of America ...9335	›
Bank of America ...8123	›
BlueCross BlueShield of MN ...9761	›
BlueCross BlueShield of Mn ...4873	›
Capital One Card Services ...7886	›
CenterPoint Energy Minnegasco ...0683	›
Chase Credit Card ...7385	›
City of Chanhassen ...8182	›
First Bankcard	

3 Below "Settings" click the arrow next to "Autopay". Before setting up autopay, you will find Autopay toggled to "Off".

If autopay is "On" that means your account is already on Autopay. To edit the Autopay settings, click the arrow next to "On."

< Back

ABEL HEATING

Payee Information	Edit

Nickname
Abel Heating

Account No. (Last 4 Digits)
**N/A

Settings

eBills	Set Up >
Autopay	Off >
Notices	0 >
Filed Bills	0 >

Is hidden

Remove payee

4 To turn Autopay on, toggle the button on right side of the page.

< Back

**Abel Heating
(...N/A)**

Pay Automatically

5 You will see this pop up window to select an operation. All operations will be explained in the steps outlined below.

ob

**Abel Heating
(...N/A)**

Pay Automatically

🛈

Select operation

Automatically pay the full or minimum amount due when a bill is received.

Pay In Response to Bill

Schedule autopay at regular intervals.

Recurring

Create a personalized autopay rule.

My Own Rule

Choose to save the bill without making a payment.

Pay Nothing

Cancel
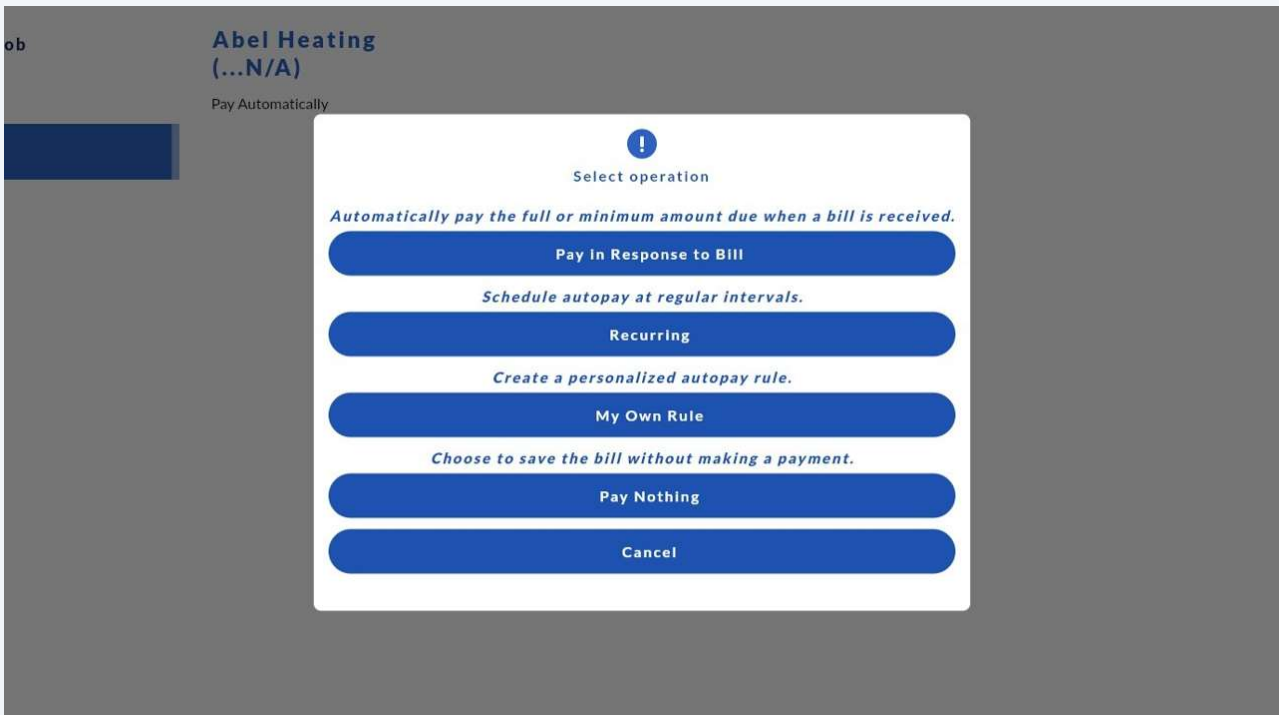
6 If you Click on the first option: "Pay in Response to a Bill", your automatic payments will be made based on the data pulled from an uploaded bill in the payee's account.

7 After clicking "In Response to a Bill," you will set up different conditions to match your needs. Click the arrow next to Payment Amount to set the amount that is paid when the bill is uploaded.

8 You have the option to pay the full balance of each bill or the minimum balance only (for bills in which this is a possibility, for example: credit card bills, loan payments, property taxes, etc.)

Whenever you select an option from any of these menus, you will see a check mark appear next to this item to show that it has been selected. In this case, you will also see another box pop up to enter a payment limit.

< Back

Payment amount

Always pay full balance
Do not pay and send me an email if full balance is more than or equal to:

0.00

✓

Always pay minimum due

9 The amount entered in this box is the dollar amount limit that you set for automatic payments made to this payee. If the full balance of your bill is equal to or higher than this amount, it will not get paid and you will receive an email notification that payment will be cancelled unless action is taken.

You will then need to make the payment manually in the "pay" section of the bills tab and you might consider increasing the bill limit for future payments if you are likely to receive a bill that exceeds your limit again.

TRUST.

< Back

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Always pay full balance
Do not pay and send me an email if full balance is more

$5000.00

Always pay minimum due

10 If you choose to have your autopayment set for a minimum balance only, you will still need to set a dollar amount limit for the full statement balance.

ob abrefgob

< Back

Always pay full balance

Always pay minimum due
Do not pay and send me an email if full balance is more than or

ts

$0.00

< Back

Payment an

Always pay full balance

Always pay minimum due
Do not pay and send me an email if full balance is more than or equal to:

$1000.00

⚠️ Please be advised that the billing limit for the "Always pay minimum due" option is also determined by the *full balance* of the bill.

Example: If you set up autopay to make minimum balance only payments - typically falling around $100, but your full statement balance is usually around $1000, then entering $200 as a limit in this case would mean that most of your invoices will not get paid automatically. This is because your full balance (of around $1000) would be higher than your limit of $200.

11 Once you've selected how much should be paid, and you've added your payment limit, click "back" to see it on your autopay menu.

< Back

Payment amount

Always pay full balance

Always pay minimum due
Do not pay and send me an email if full balance is more than or equal to:

12 You will see the option you selected under "payment amount"

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< Back

Abel Heating
(...N/A)

Pay Automatically

Autopay option

Pay

Payment amount
Always pay minimum due

Start on
Select Date

Send payment
Set date

Pay From
Select

Memo

Memo

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instru... have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revoca... no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business da... next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the p...

Set up autopay

- Bills
- Payees
- Documents
- Messages
- Settings
- Roster
- Logout

13 If you change your mind or want to edit this in the future, you can click the arrow again to choose a different option or update the balance limit.

el Heating
(N/A)

tomatically

ay option   Pay in Response to Bill >

ent amount
's pay minimum due   >

on
t Date

payment
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t   >

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pleting this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instructions given. If you
ny questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revocations must be received
er than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the
usiness day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the payment process.

T.

< *Back*

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Always pay full balance

Always pay minimum due
Do not pay and send me an email if full balance is more than or eq

$0

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Always pay full balance
Do not pay and send me an email if full balance is more than o

0.00

Always pay minimum due

PAYTRUST.

sazcob abrefgob

J Bills

Payees

✉ Documents

🔔 Messages

⚙ Settings

👥 Roster

[→ *Logout*

Payment amount

Always pay full balance
Do not pay and send me an email if full balance is more than or equal to:

$500.00   ×

Always pay minimum due

AYTRUST®

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Bills

Payees

Documents

Messages

Settings

< Back

Always pay full balance
Do not pay and send me an email if full balance is mo

$500.00

Always pay minimum due

---

14 To select the date you would like the system to start making these payments, click on the calendar icon next to "Start on".

abrefgob

Pay Automatically

Autopay option
Pay in Response to Bill >

Payment amount
Always pay full balance
>

Do not pay and send me an email if full balance is more than or equal to:
$500.00

Start on
Select Date

Send payment
Set date
When selecting your payment timing, please consider the 3-day processing period

Pay From
Select
>

Memo

Memo

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revocations must be received no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the payment process.

Set up autopay

15 A Calendar will be pop up, and you can scroll through the calendar to select the date that you would like this autopay rule to start on.

SELECT DATE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9

✓ APPLY

ⓘ You will need to be sure that the date you select is one in the future.

---

16 Once you've found the date that you'd like automatic payments to start, click apply.

5	6	7

✓ APPLY

⚠ Please note that depending on when you set up autopay for a particular account, payments might not start until the billing cycle after the date selected. Therefore, it is always a good practice to check that payment is displayed in the "Scheduled" section of the "Bills" tab a few days before the first automatic payment should process. If you do not see the scheduled payment for the first billing cycle, you may consider paying your current balance manually and checking for the scheduled payment at the next billing cycle to ensure autopay has been set up properly.

17 Once selected on the calendar, you will see the date displayed under "Start on" in the autopay menu

18 To set a date that payment gets sent to the payee each billing cycle, click the calendar next to the "send payment" option.

19 On this page you will have two options. You may either select to have the bill paid a certain number of days before your bill's due date, or to have payments made ASAP once the bill is uploaded to the account.

20 Once you've decided on your payment schedule, click the back icon to return to the menu.

< Back

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When selecting your payment timing, please consider the 3-da

Calendar days prior to due date

0

When bill arrives

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r.

abrefgob

< Back   **Send payment**

When selecting your payment timing, please consider the 3-day processing period

Calendar days prior to due date

0

When bill arrives

✓

21 You can now find this information below "send payment":

22 Next, click the "pay from" arrow to choose the funding account that will be used to make this automatic payment.

23 You will be taken to a page where you will see a list of your funding accounts. you must click on the funding account that you want to use for the automatic payments.

In the below example, you will see that although this client has only 1 funding account, the account will still need to be selected before continuing on with the set up of automatic payments.

24 Once an account is selected, you will again see a green check mark next to the last four digits of the account number. Select "back" to return again to the main autopay menu.

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- Bills
- Payees
- Documents
- Messages
- Settings
- Roster

- Logout

< Back

Pay From

First National Bank of the Lakes
Active • Default

...1183 ✓

---
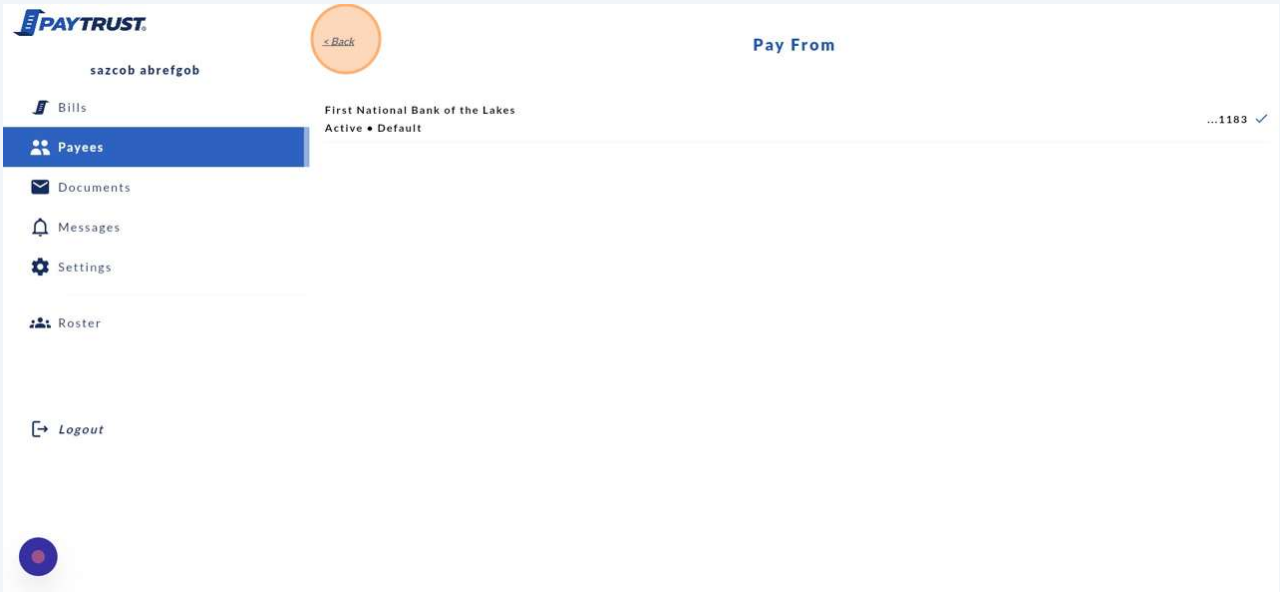
25 Once you return, you will see your funding account selected.

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- Bills
- Payees
- Documents
- Messages
- Settings
- Roster

- Logout

...../*•*/

Pay Automatically
Autopay option

Pay in R

Payment amount
Always pay full balance

Do not pay and send me an email if full balance is more than or equal to:
$500.00

Start on
December 01, 2023

Send payment
10 day(s) prior to due date
When selecting your payment timing, please consider the 3-day processing period

Pay From
test 1183

Memo

Memo

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instructio
have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revocation
no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day wil
next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the paym

Set up autopay

26 You may add a memo that will display on all checks or ACH deposits in the memo box, simply click in the window underneath "memo" and type the info you would like to include on all automatic payments for this payee moving forward.

Note: Memos are optional and not necessary in order to process payment.

ⓘ The memo you compose will be used for all automatic payments moving forward (unless you edit or remove it later on). As such you may want to include static account information, such as the account or policy number here. You may also want to refrain from entering data that will change with each billing cycle such as an invoice number or date, so you won't have to update the memo with each bill. However, you can include any info you want in the memo, as long as it doesn't exceed the character limits.

27 Once you have completed all fields for autopay data, and you are satisfied with your choices, click "Set up Autopay".

28 Once you've clicked "Set Up Autopay," you will see a window pop up confirming the new autopayment rule.
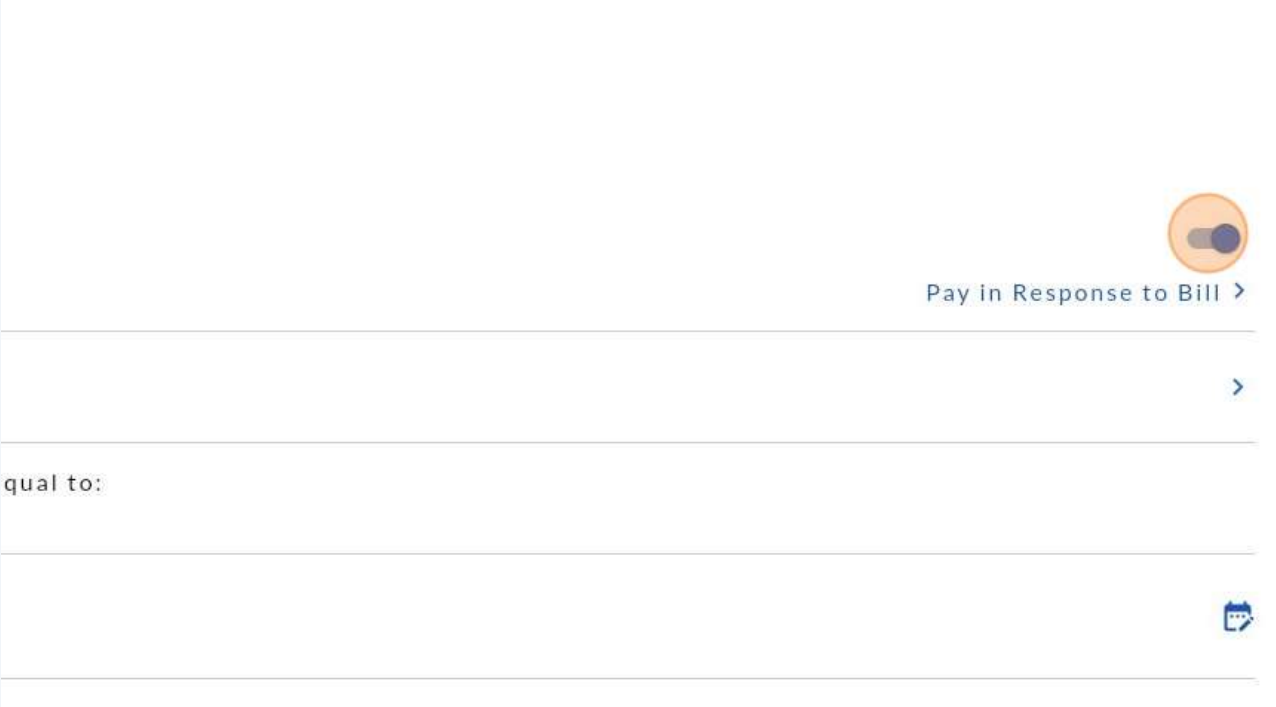
29 Once you're finished viewing, you may click the "x" at the top right corner to exit the window and return to the Payee Page.
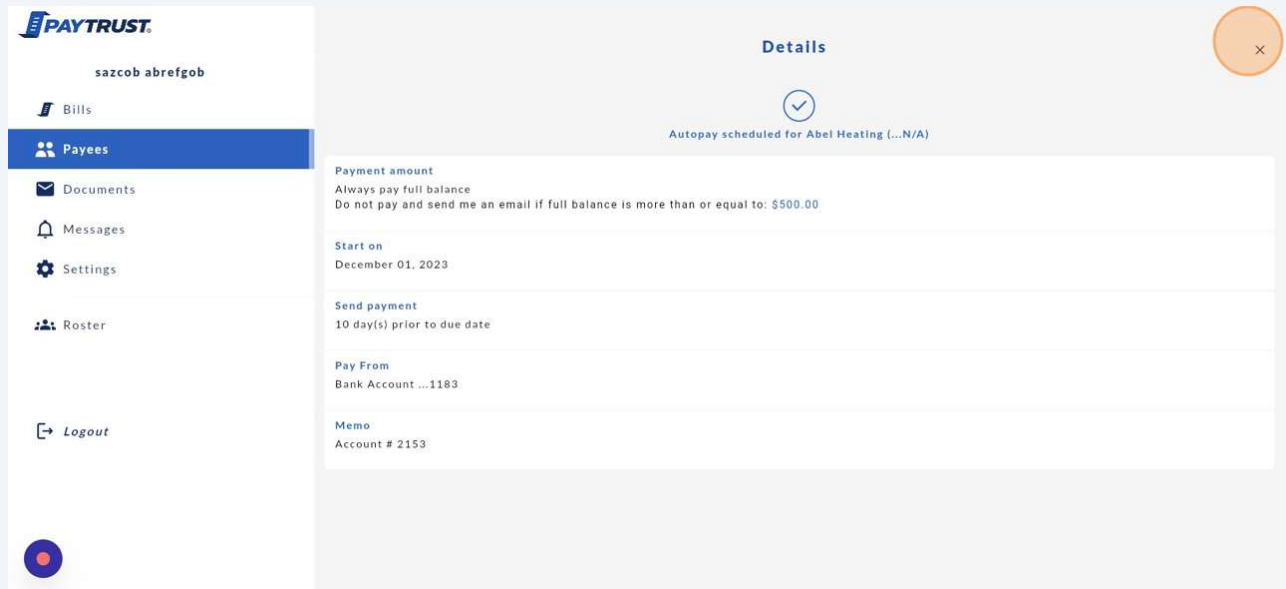
30 If you need to edit or turn Autopay off click the arrow next to on.
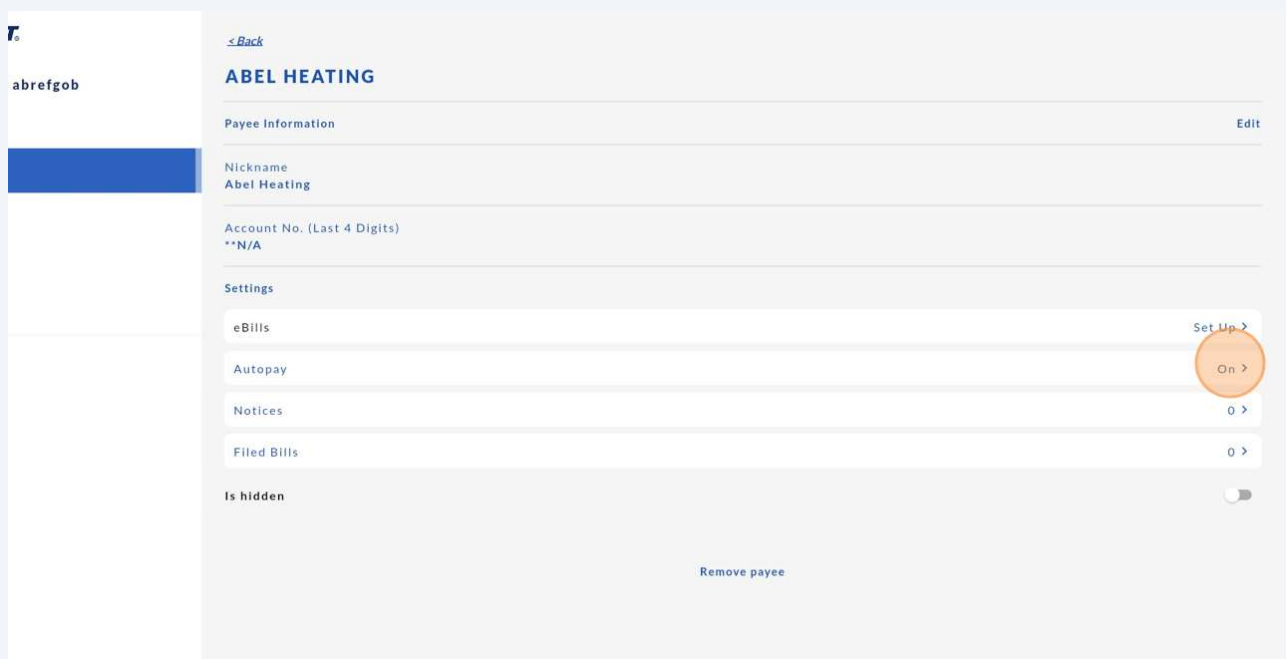
31   Click the toggle on the top right to turn off autopay

Pay in Response to Bill >

>

qual to:

ℹ️ If instead, you wish to change your autopay rules, you may do so by following the same setup steps above for any section you would like to change.

EDITING AUTOPAY RULE

32 If you would like to change the way in which an automatic payment is made, click the arrow next to "Autopay Option".

33 You will be taken back to this menu.

SETTING UP RECURRING PAYMENTS

34 **Recurring Payments** are payments made automatically of the same amount at a regular frequency. To set up this type of payment, click "Recurring."
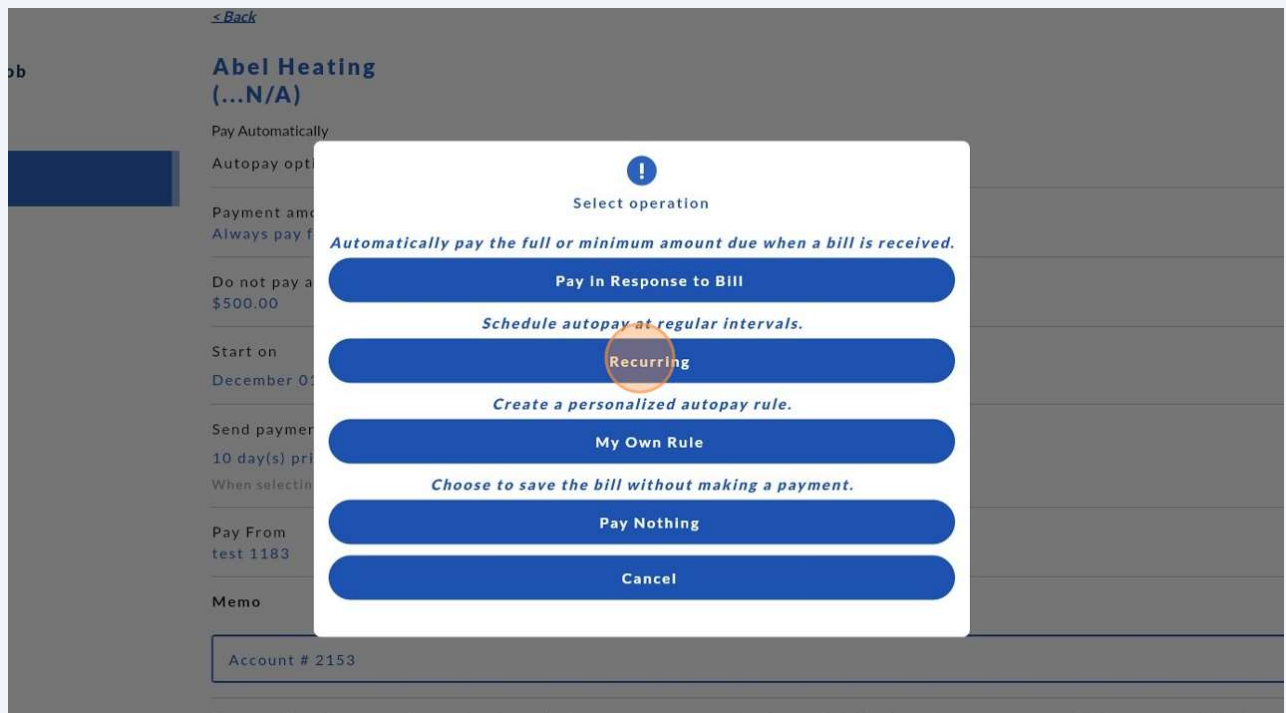
(i) You can set up recurring payments for any Payee, and you do not need a statement to make it work. You will need to select a fixed amount to pay, the frequency of the payments, whether to continue payments indefinitely or stop on a date or after a set number of payments, and choose which funding account will be used for this payment stream.

35 First, you will need to enter a fixed payment amount. This is the amount that will be paid each time, regardless of a billing amount balance.

(i) Recurring Payments are usually set up for Payees when:

• you do not receive statements from a Payee but want to make regular payments (landscaper, family memeber or charity);

• when the balance does not fluctuate from bill to bill (mortgage or car payment);

• if you have a level payment plan (utility or medical bills); or

• you want to consistently pay more or less than the minimum or balance due

36 Once you've entered your fixed amount, you will select the "start on" date for the same way you would for automatic payments in response to a bill (see steps 14-17 above).

37 After selecting a start date, click the arrow next to "Frequency", this will be the timing for each payment to be made.

38 Select the frequency for which you would like your payments to be made. Payment will be sent out starting at the date you chose earlier and will be paid in regular intervals based on this selection.

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- Bills
- Payees
- Documents
- Messages
- Settings

- Roster

Logout

< Back

Frequency

Monthly ✓

Weekly

Every two weeks

Twice a Month

Every four weeks

Every 2 months

Every 3 months

Every 6 months

Annually

39 In this example, I would like my $50 payment to be sent to my payee twice a month, so I will select twice a month for my payment frequency.

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ter

Monthly

Weekly

Every two weeks

Twice a Month

Every four weeks

Every 2 months

Every 3 months

Every 6 months

40 Once your selection is complete, you will see a check mark next to the option you chose, and you can then click "back" to return to your previous menu.

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< Back

Frequency

 Bills

Payees

 Documents

 Messages

 Settings

 Roster

 Logout

Monthly

Weekly

Every two weeks

Twice a Month   ✓

Every four weeks

Every 2 months

Every 3 months

Every 6 months

Annually

41 Continuing down the list, you will see the "Continue Payments" section. Click on the arrow next to it to select the duration of your automatic payments.

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< Back

Ridgeview Clinics (...0863)

 Bills

Payees

 Documents

 Messages

 Settings

 Roster

 Logout

Pay Automatically   ⬤

Autopay option   Recurring >

Fixed amount
$50.00   ×

Start on
December 14, 2023

Frequency
Twice a Month   >

Continue payments
Until I modify or cancel   >

Pay From
Select   >

Memo

Memo

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revocations must be received no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the payment process.

42 Click on "Until I modify or cancel" to have payments sent indefinitely until you stop them manually by shutting off autopay or by editing this option later.

AYTRUST.

< Back

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Bills

Payees

Documents

Messages

Settings

Until I modify or cancel

Until date
Set date

After number of payments

0

⚠ Please note: "Until I modify or cancel" is the default option, so if you do not click on the arrow to change this option in the main menu before setting up autopay, payments will be sent regularly until you cancel or change the settings.

43 If you click the second option: "Until date," enter the date on which you would like payments to stop.

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< Back

Until I modify or cancel

Until date
Set date

ts

After number of payments

0

44 You will find the date you would like payments to stop on the calendar that pops up.

SELECT DATE

S	M	T	W	T	F	S
16	17	18	19	20	21	22
23	24	25	26	27	28	

March, 2025

✓ APPLY

⚠ Please pay attention to what month and year you are on when scrolling through the calendar so as to select the correct date.

45 Once you've found your date click "Apply" at the bottom of the calendar.

1   2

✓ APPLY
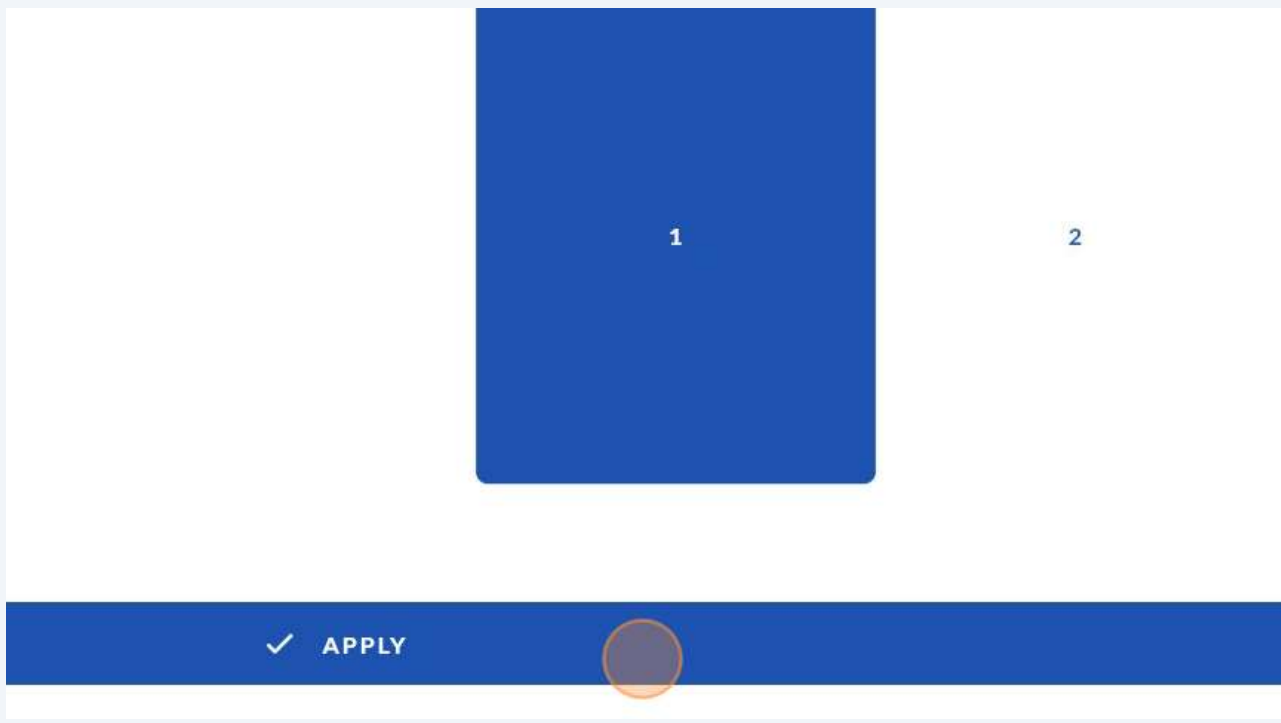
46 You will then see the date you chose to stop payments listed here:

TRUST.

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Until I modify or cancel

Until date
October 01, 2025

After number of payments

0
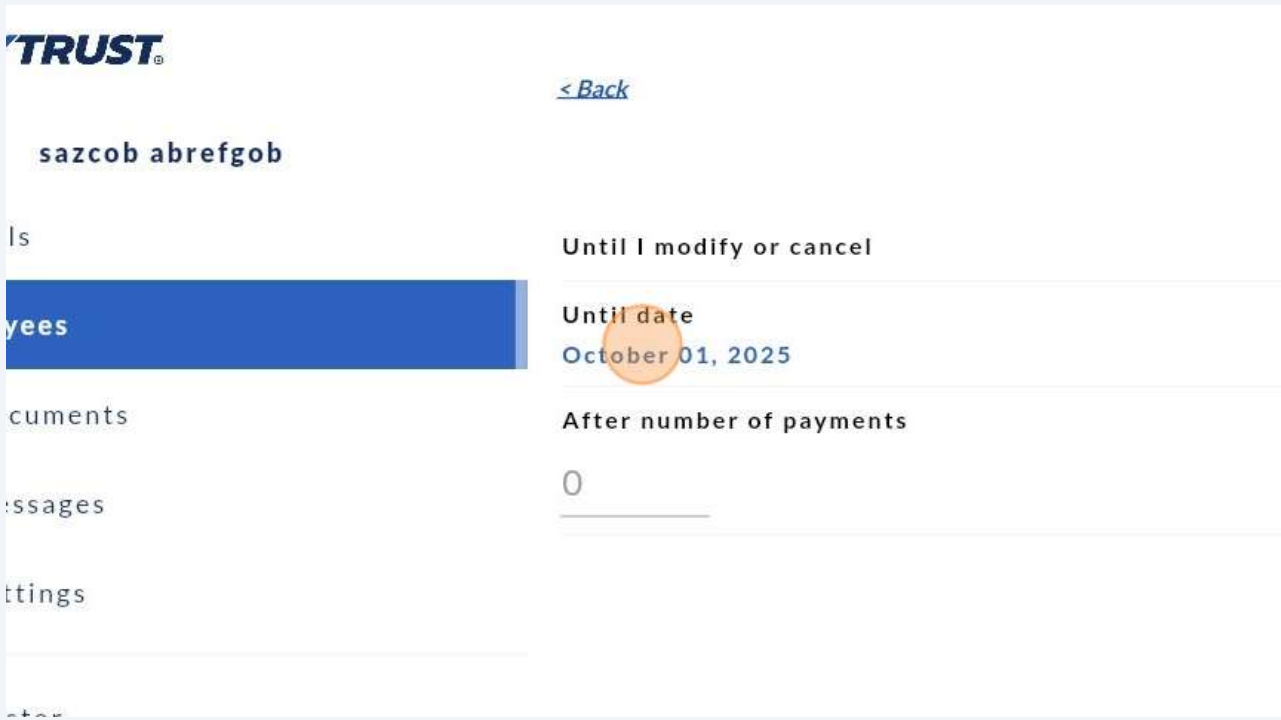
> ⓘ Tip: You may decide to choose this option for bills that will have a fixed amount due for an extended period of time, but that will change after that amount of time has passed.
>
> For example, your auto insurance may require the same amount to be paid each month up until your annual policy renewal, at which point you may decide to opt for a different plan, or your rates may change.
>
> You may also choose to use this option for items such as car or mortgage payments, as you know that the total balance will be paid off by a certain date.

47 Instead of choosing a pay "until date," you may select a number of payments that you would like to be made at the frequency you chose prior. After the selected number of payments has been reached, the recurring payments will cease.

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Until I modify or cancel

Until date
Set date

After number of payments

0

48 Example: I may choose to have $50 sent every two weeks for the next 50 payments, after which the recurring payments will stop. In my example, I will recieve a notification as I approach the 25th month of payments (2x/month for 50 payments), that my autopay/recurring payment is expiring.

s	Until date
	Set date
nents	After number of payments
ges	50 ✕
gs	
r	
t	

ⓘ Tip: Setting up recurring payments to stop after a number of payments might be helpful for bills and payment plans in which the total balance will be satisfied after a certain number of fixed payments have been met.

For example, if you have a car loan that you know will be completely paid off in 2 years if you keep making regular monthly payments, you may choose to have the same amount paid at a monthly frequency set to stop after 24 payments have been made.

49 Once you've selected your option, click "Back" once again to return to the autopay set up menu.

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< Back   **Continue payments**

Bills

Payees   Until I modify or cancel

Documents   Until date
                    Set date
Messages
                    After number of payments
Settings   24   ✕   ✓

Roster

[→ *Logout*

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50 Once you have settled on your choices, click the arrow next to "Pay From" to select your funding account as seen in steps 22-25.

abrefgob

Pay Automatically   ⬤

Autopay option   Recurring >

Fixed amount
$50.00   ✕

Start on   📝
December 14, 2023

Frequency   >
Twice a Month

Continue payments   >
After 24 payment(s)

Pay From   >
Select

Memo

[Memo   ]

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revocations must be received no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the payment process.

Set up autopay

51 You can include a memo in the memo line for each payment made to the payee for recurring fixed payments as well (see step 26).

Continue payments
After 24 payment(s)

Pay From
test 1183

Memo
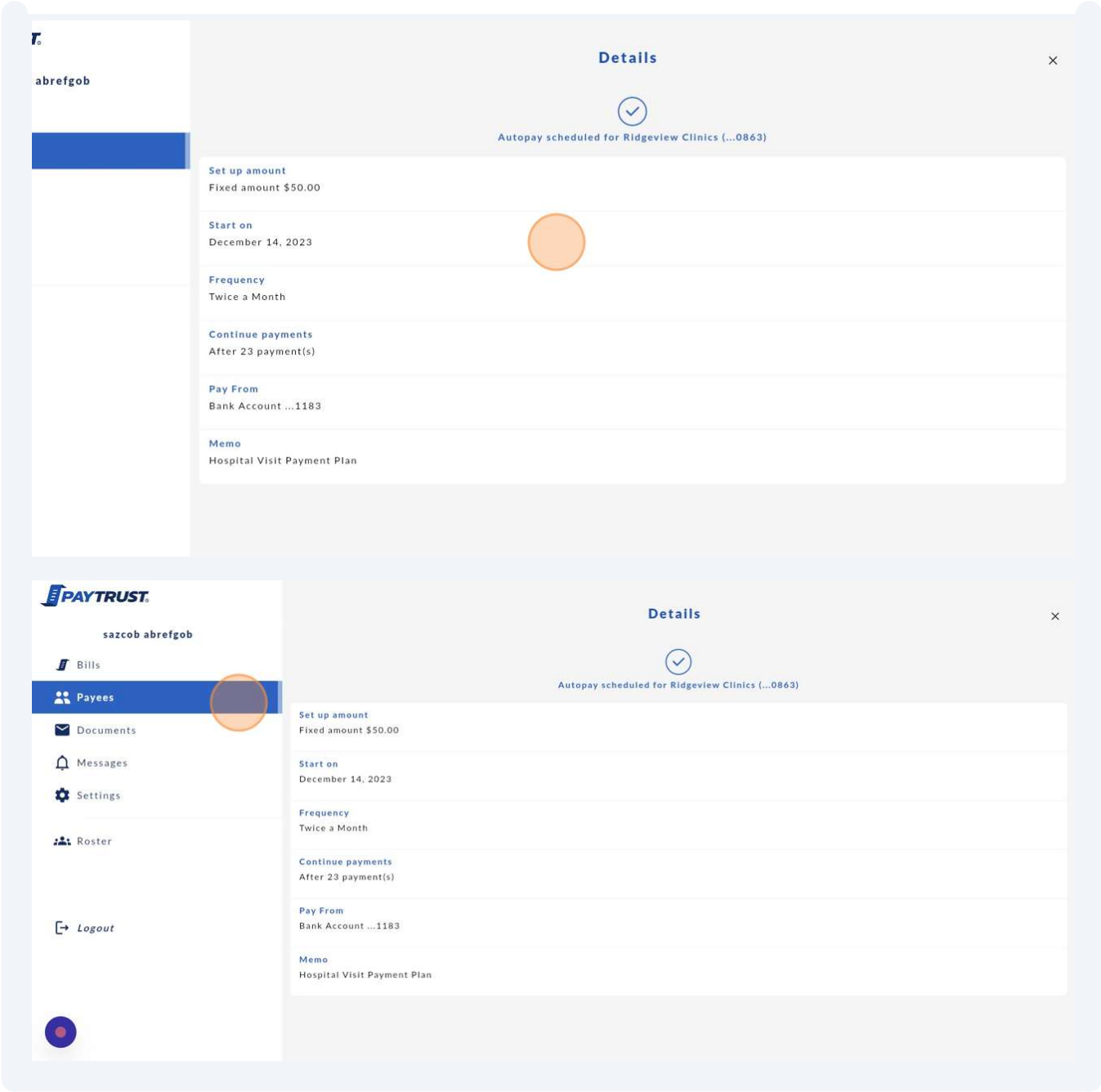
Hospital Visit Payment Plan

By completing this transaction, you hereby authorize us to process recurring electronic debits from the acc have any questions regarding your payment or wish to revoke this authorization prior to the payment being no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modifi next business day. We recommend that you print/save a copy of this authorization for your records. Click Se

Set up autopay

52 Once you have made your selections to set up your recurring payments, click "Set Up Autopay" to receive a confirmation and return to the Payee page.

reby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per yc ment or wish to revoke this authorization prior to the payment being processed, please contact Customer Servic rocessing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a bus you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to termin

Set up autopay

Details   ×

✓

Autopay scheduled for Ridgeview Clinics (...0863)

Set up amount
Fixed amount $50.00

Start on
December 14, 2023

Frequency
Twice a Month

Continue payments
After 23 payment(s)

Pay From
Bank Account ...1183

Memo
Hospital Visit Payment Plan

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🏧 Bills

👥 Payees

✉ Documents

🔔 Messages

⚙ Settings

👥 Roster

⟼ Logout

Details   ×

✓

Autopay scheduled for Ridgeview Clinics (...0863)

Set up amount
Fixed amount $50.00

Start on
December 14, 2023

Frequency
Twice a Month

Continue payments
After 23 payment(s)

Pay From
Bank Account ...1183

Memo
Hospital Visit Payment Plan

SETTING UP A CUSTOM AUTOPAY RULE

53   Now, we'll set up a Custom Autopay Rule for a new Payee:

Bank of America
...8123

BlueCross BlueShield of MN
...9761

BlueCross BlueShield of Mn
...4873

Capital One Card Services
...7886

CenterPoint Energy Minnegasco
...0683

Chase Credit Card
...7385

City of Chanhassen
...8182

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< Back

CAPITAL ONE CARD SERVICES

Payee Information   Edit

Nickname
Capital One Card Services

Account No. (Last 4 Digits)
**7886

Settings

eBills   Set Up >

Autopay   Off >

Notices   0 >

Filed Bills   0 >

Is hidden

Remove payee

abrefgob

< Back

Capital One Card Services (...7886)

Pay Automatically

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54   If you want to create a customized autopay rule for a specific Payee, select "My Own Rule" from the menu.

Automatically pay the full or minimum amount due when a bill is received.

Pay in Response to Bill

Schedule autopay at regular intervals.

Recurring

Create a personalized autopay rule.

My Own Rule

Choose to save the bill without making a payment.

Pay Nothing

Cancel

(i)   Note: This option works best on payments in which you receive a regular bill, such as ebills and mailed bills, because the custom rules are contingent upon the balance due for a bill that is uploaded to your account.

55 You will see under "Autopay options", "Create My Own Rule." Click the plus sign to start setting the parameters for your new rule.

56 You will see two sections on this page: the first section will say "If less than - Pay":, the second will say: "Otherwise - Pay"

57 To make your own rule, you will set a dollar limit for a bill or payment in which anything less than a certain amount is paid in a certain way and anything equal to or higher than that amount will be paid in a different way.

58 For this example, I will set my rule so that if a bill is less than $2,000, Paytrust will automatically send the full amount from the funding account I will choose.

59 Once this option is clicked, you will see a check mark next to it.

60 Next, I will jump to the "Otherwise" section to choose how I would like the payment to be made for any bills that meet or exceed the $2,000 limit I entered above. In this case, if the bill is over $2,000, I would like the minimum balance due to be paid.

Pay fixed amount

Pay nothing and send an email notification

Otherwise

Pay full amount

Pay minimum due

Pay fixed amount

Pay nothing and send an email notification

61 Once you have set your rule, click Save at the bottom.

< Back

Create my own rule

If less than

$2000   ×

Pay full amount   ✓

Pay minimum due

Pay fixed amount

Pay nothing and send an email notification

Otherwise

Pay full amount

Pay minimum due   ✓

Pay fixed amount

Pay nothing and send an email notification

Save

62 Note: The options available for a custom autopay rule are to pay 1) full amount, 2) minimum due, 3) fixed amount, or 4) nothing. you can also choose the options to pay a fixed amount or pay nothing depending on the amount of your bill as well. This is true for the "If less than" rule AND the "Otherwise" rule.

63 Once you have set the rule you like and saved it, click back to return to complete the rest of the autopay set up.

64   Once you've set your rule, you will see it listed in the autopay menu.

Pay Automatically ⬤
Autopay option   My Own Rule ›

My own rule ✓
If less than: $2,000.00
Pay full balance
Otherwise
Pay minimum due

Edit

Start on 📝
Select Date

Send payment 📝
Set date
When selecting your payment timing, please consider the 3-day processing period

Pay From ›
Select

Memo

Memo

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revocations must be received no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the payment process.

Set up autopay

---

65   Complete all other fields as you would normally (see above Autopay Steps), and once you have finished, click Set Up Autopay to complete the set up.

Pay Automatically ⬤
Autopay option   My Own Rule ›

My own rule ✓
If less than: $2,000.00
Pay full balance
Otherwise
Pay minimum due

Edit

Start on 📝
January 01, 2024

Send payment 📝
When bill arrives
When selecting your payment timing, please consider the 3-day processing period

Pay From ›
test 1183

Memo

Memo

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account you provided, to pay your bill(s) per your instructions given. If you have any questions regarding your payment or wish to revoke this authorization prior to the payment being processed, please contact Customer Service. Revocations must be received no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Payments made after the cutoff on a business day will be processed the next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up autopay to complete or Back to terminate the payment process.

Set up autopay

66 You will see a confirmation message.

Details ✕

abrefgob

Autopay scheduled for Capital One Card Services (...7886)

My own rule
If less than: $2,000.00
Pay full balance
Otherwise
Pay minimum due

Start on
January 01, 2024

Send payment
When bill arrives

Pay From
Bank Account ...1183

Memo

SETTING A RULE TO PAY NOTHING

67 Finally, the last option you can choose for setting up autopay on the original menu, is to choose to "Pay Nothing." In this case, once your bill has been uploaded, whether as an ebill or by mail, the system will not make a payment (pay nothing) and you will not receive additional alerts to make a payment for your bill or statement. You will still receive a notification that you have a new bill uploaded to your account.
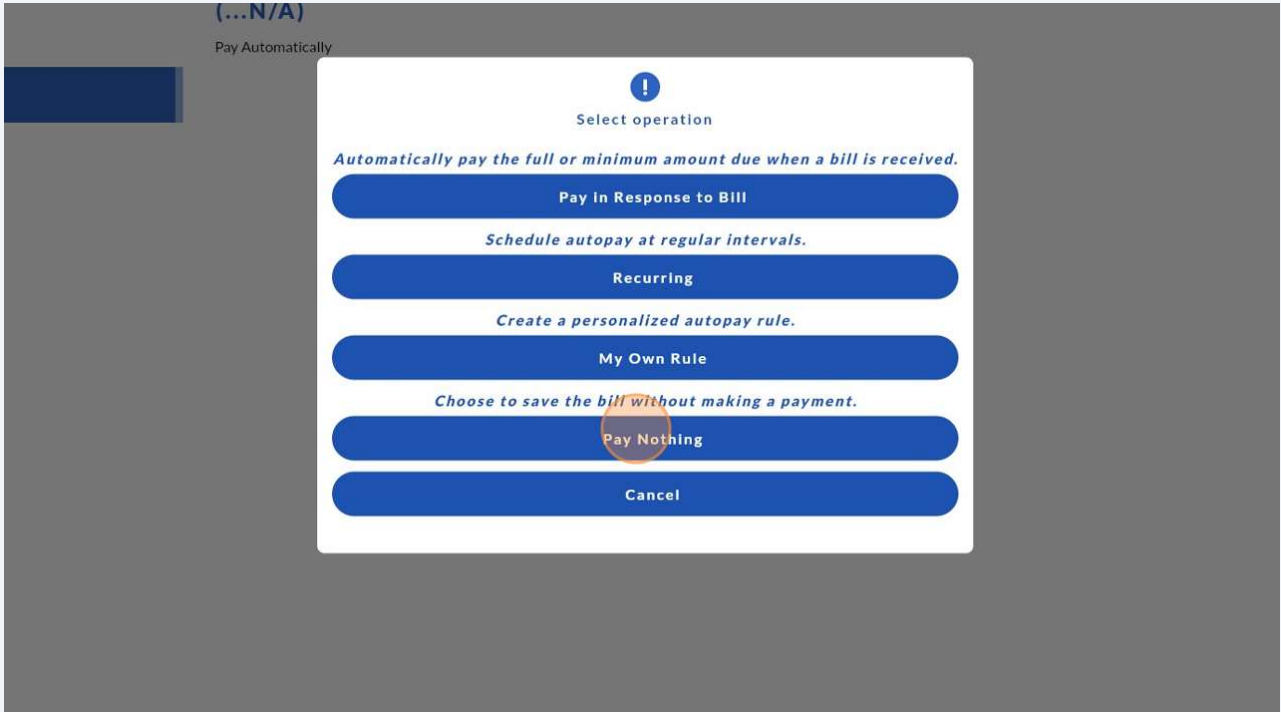
ⓘ The pay nothing option works best for accounts that you only want to monitor through your Paytrust portal. Maybe payments for your bill have already been set up for autopay with the payee, but you still want the option to view your bills and notices through your portal to keep all bills in the same place. Or maybe you want to set up a Payee and file statements that do not require payment, such as your checking account statements, for your records.

68 For this option, all you would need to do is set a start date, for when you'd like statements to stop being paid upon receipt. Once finished, you can select "Set Up Autopay" as usual to confirm this rule.

PAYTRUST

Maurice Acer

- Bills
- **Payees**
- Documents
- Messages
- Settings

- Roster

- Logout

< Back

Avi Ezri Foundation (...N/A)

Pay Automatically

Autopay option

Payment amount
Pay nothing and save this bill upon receipt

Start on
Select Date

Memo

| Memo |

By completing this transaction, you hereby authorize us to process recurring electronic debits from the account yo have any questions regarding your payment or wish to revoke this authorization prior to the payment being proces no later than 3 business days prior to processing. Once processed, payment(s) cannot be canceled or modified. Pay next business day. We recommend that you print/save a copy of this authorization for your records. Click Set up au

Set up autopay