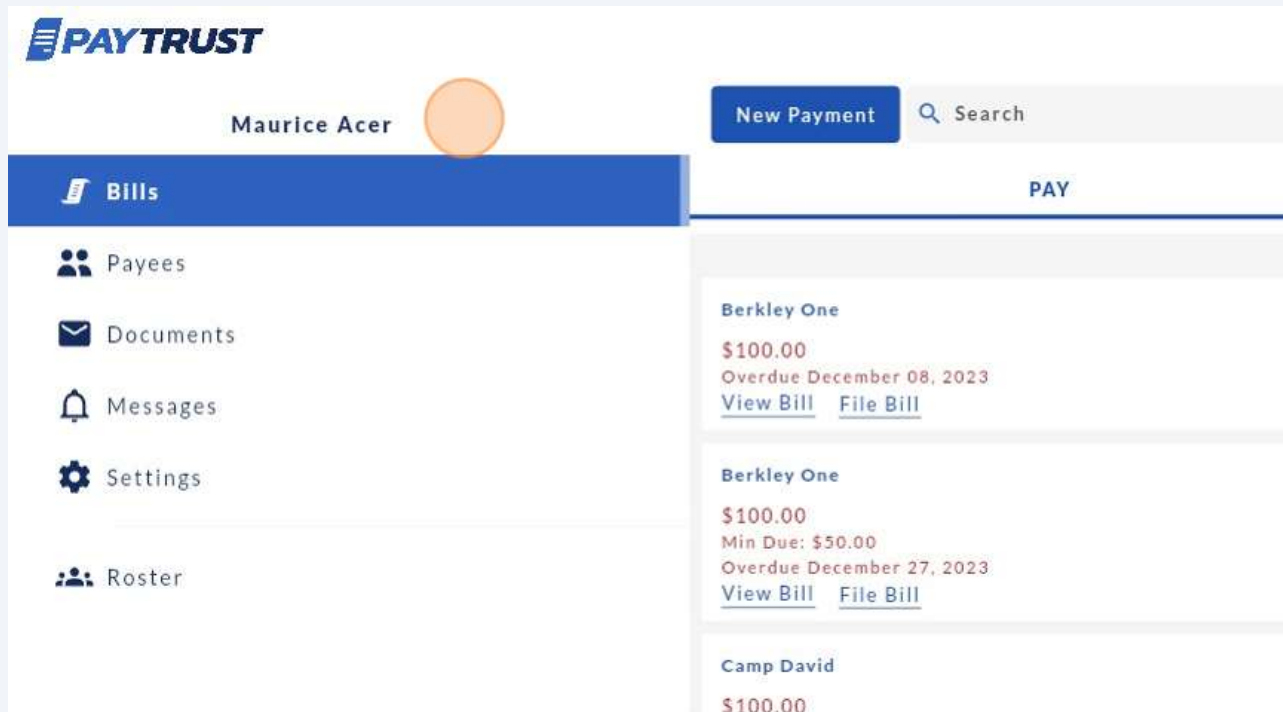


Navigating the New Paytrust Client App

1

To the left of the homepage, you will see a column with a list of tabs that will allow you to view certain items and perform specific actions in your account.

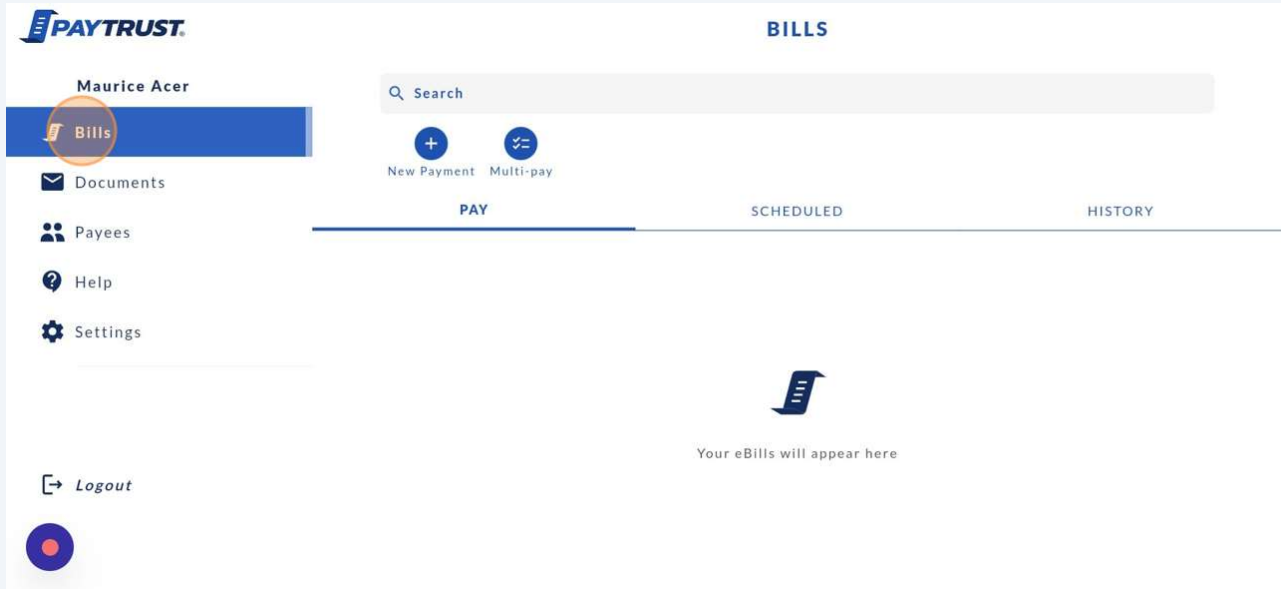


The following section provides only a brief overview of the different tabs of the Paytrust Mobile Web Portal.

If you would like a more in-depth tutorial about the possible functions on your account, please refer to the other How To Tutorials available.

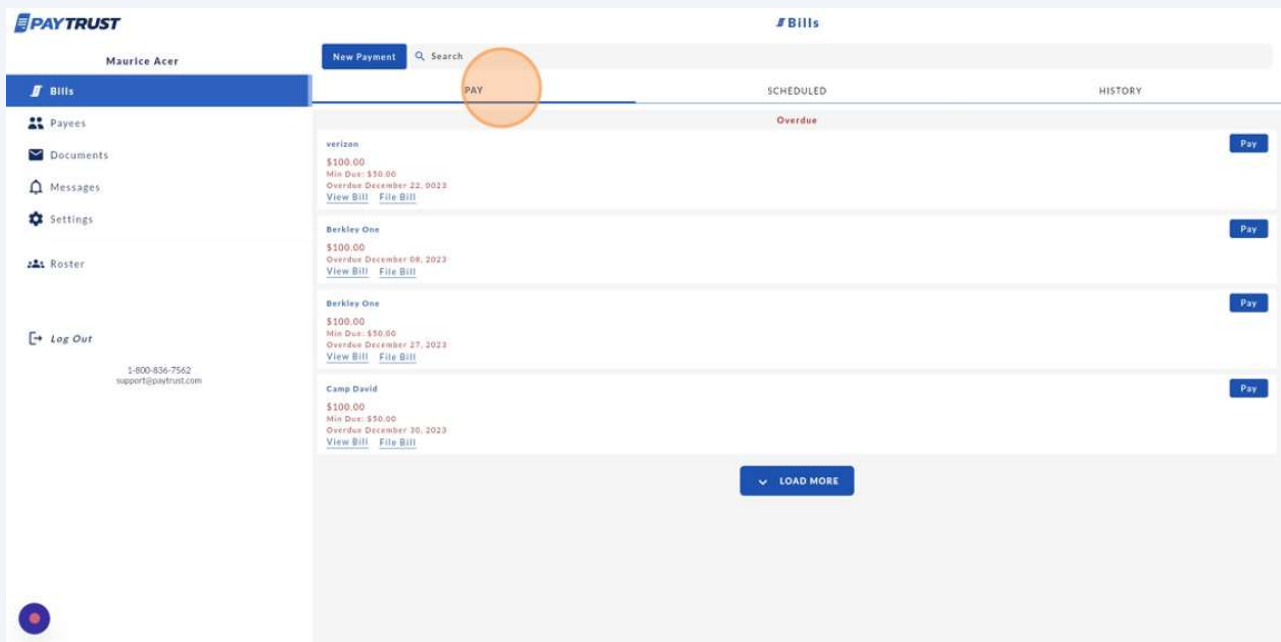
2

Bills: Here, you can view a list of unpaid bills and ebills retrieved from your payees. You can also make or cancel payments, and view the statuses of your bills.



3

Bills: The "Pay" tab shows any unpaid bills that have uploaded to your account. You can also find those bills under the respective Payee, but can only make a payment on this tab. To pay a bill that is listed in the Pay tab, click the "Pay" button on the right side opposite the bill you want to pay. To schedule a one-time payment without a bill, click the "New Payment" button at the top of the Pay tab.



4

Bills: The "Scheduled" tab shows all the payments that are scheduled, including those that you made as manual, one-time payment, and those that were scheduled from your autopay rules. You can also "Cancel" a scheduled payment by clicking the "Details" underneath the payment you want to cancel.

The screenshot shows the Paytrust interface for user Maurice Acer. The 'Bills' section is active, and the 'SCHEDULED' tab is selected. The page displays a list of scheduled payments with the following details:

Merchant	Account	Scheduled Date	Amount
Total Scheduled:			
Citigold ...8084	Autopay	October 31, 2023	\$100.00
Chase ...7776		Scheduled for November 07, 2023	\$50.00
Clearchoice	Bank of America - Rental ...8303	Scheduled for January 04, 2024	\$50.00
poland Springs	Chase ...7776	Scheduled for January 31, 2024	\$100.00
poland Springs	Chase ...7776	Scheduled for January 31, 2024	\$100.00

5

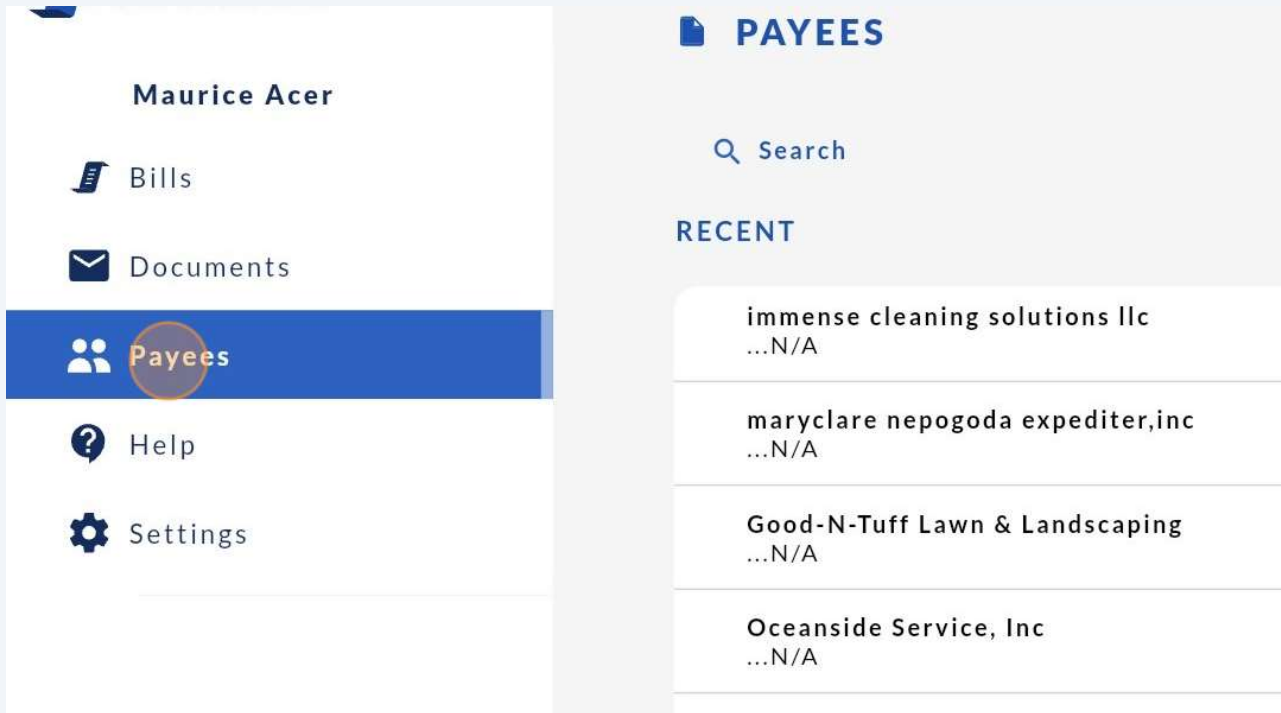
Bills: The "History" tab shows all payments you made through your Paytrust account for the last 7 years. Payments designated cancelled were previously scheduled but cancelled prior to the processing date.

The screenshot shows the Paytrust interface for user Maurice Acer. The 'Bills' section is active, and the 'HISTORY' tab is selected. The page displays a list of cancelled payments with the following details:

Merchant	Account	Scheduled Date	Amount
January 18, 2024			
Gardener for the Florida Home	Chase ...7776	Cancelled	\$500.00
January 09, 2024			
Camp David	Bank of America - Rental ...8303	Cancelled	\$100.00
December 31, 2023			
Clearchoice	Bank of America - Rental ...8303	Cancelled	\$100.00
Clearchoice	Bank of America - Rental ...8303	Processing	\$100.00
Clearchoice	Bank of America - Rental ...8303	Cancelled	\$100.00
December 28, 2023			
Florida Home Internet	Citigold ...8084	Cancelled	\$157.19
Florida Home Internet	Citigold ...8084	Cancelled	\$158.19

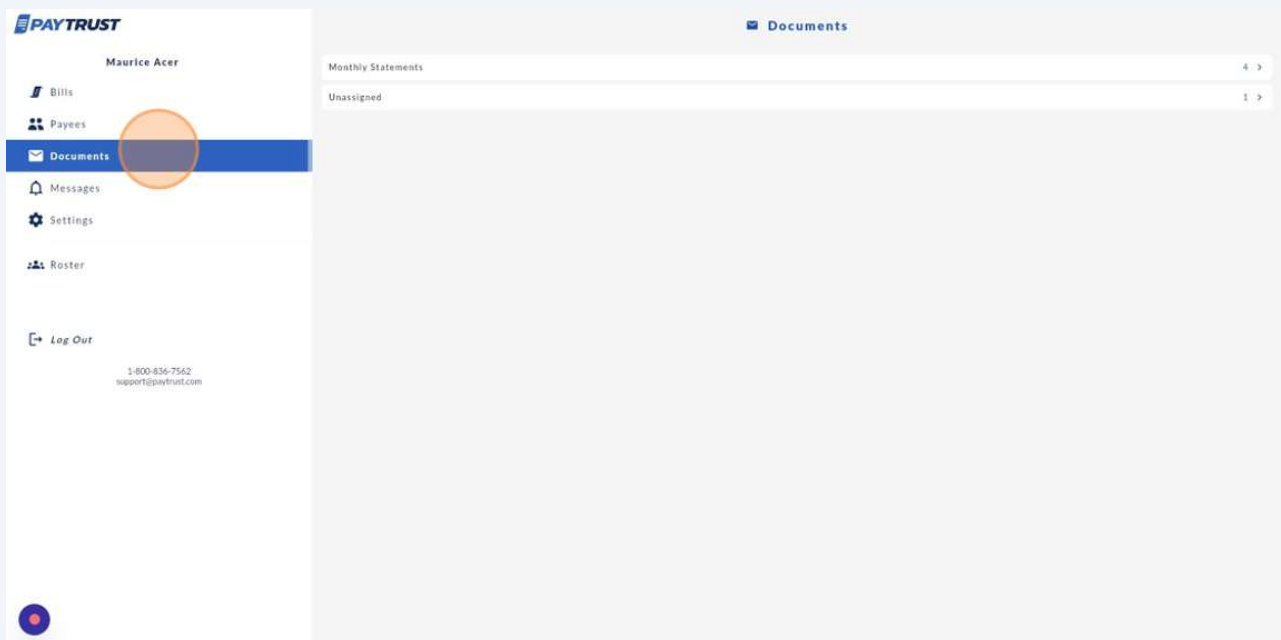
6

Payees: In this tab, you will be able to view all active accounts for businesses and people that you pay through Paytrust. In addition, you may sort and search for payees, add new payees, edit existing payees, view payee details such as bills or notices, make payments for a specific payee, hide or permanently delete payees, set up eBills for eligible payees, and create and update your payees' autopay rules.



7

Documents: On this tab, you will be able to view your Monthly statements, showing all transactions made through Paytrust each month. You will also be able to view and assign any unassigned documents such as bills or notices.



8

Messages: On this page, you can view important notifications regarding your bill payments, payee accounts, and profile updates, all in one place.

The screenshot shows a user interface for a user named Maurice Acer. On the left is a navigation menu with options: Bills, Payees, Documents, Messages (highlighted with a blue bar and a bell icon), Settings, and Roster. On the right, under the heading 'RECENT', there is a list of five notifications, each in a white box with a thin border. The notifications are: 'Account Mary Nepogoda info changed' (10/31/23 04:37PM), 'Account josette ades - test info changed' (10/31/23 04:33PM), 'Account josette ades - test info changed' (10/31/23 04:33PM), 'Account WaterOne info changed' (10/30/23 09:35PM), and 'Account WaterOne info changed' (10/30/23 09:34PM).

9

Settings: Here's where you can view and update your User Profile, such as your email address, address, and phone number. You can also view your Funding Accounts and designate which will be the default account.

The screenshot shows a user interface for a user named Maurice Acer. On the left is a navigation menu with options: Bills, Documents, Payees, Help, Settings (highlighted with a blue bar and a gear icon), and Logout. On the right, under the heading 'USER PROFILE', there are three sections: 'Funding Accounts', 'Contact Information', and 'Alerts'. The 'Alerts' section contains 'Email Preferences'. Below that is the 'Security' section with 'Change Password'. At the bottom is the 'About the App' section with 'Terms of Service' and 'Private Policy'.

Logging Out

10

To **Logout** of the Paytrust Mobile Web App, click "Logout" at the bottom of the menu.

