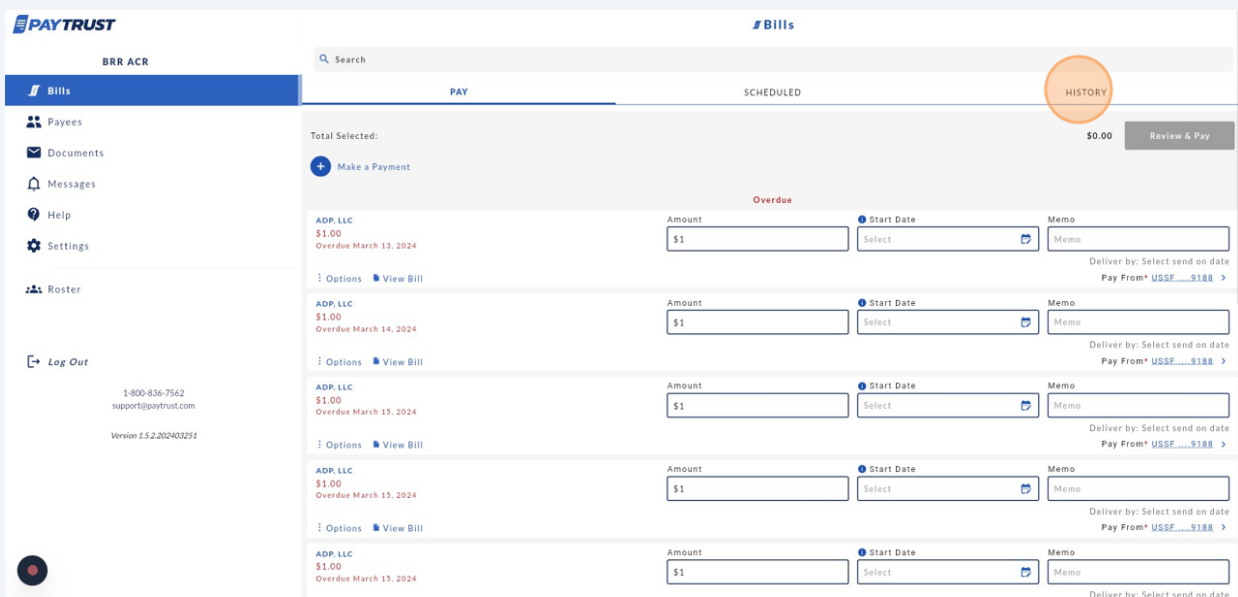


How to Download Custom Payment Reports

1 Log in to paytrust.silverbills.com

2 On the "Bills" section, click on the "History" tab.



The screenshot displays the PAYTRUST interface for the "Bills" section. The left sidebar contains navigation links: Bills, Payees, Documents, Messages, Help, Settings, Roster, and Log Out. The main content area is titled "Bills" and features a search bar and tabs for "PAY", "SCHEDULED", and "HISTORY" (which is highlighted with an orange circle). Below the tabs, a "Total Selected:" section shows a "Make a Payment" button and a total amount of "\$0.00" with a "Review & Pay" button. The "Overdue" section lists five bills from ADP, LLC, each for \$1.00, with due dates ranging from March 13, 2024, to March 15, 2024. Each bill entry includes an "Amount" field, a "Start Date" dropdown, a "Memo" field, and a "Pay From" dropdown. The bottom of the page shows contact information: 1-800-636-7562, support@paytrust.com, and Version 1.5.2.202403251.

- 3 At the top of the "History" page, click "Create a Report."

The screenshot shows the 'Bills' page with a search bar at the top. Below the search bar, there are two tabs: 'PAY' and 'SCHEDULED'. A 'Create a Report' button is highlighted with an orange circle. The table below shows three bills:

February 27, 2024	
ALARMSMITH USSF ...9188 Canceled Details	
December 04, 2023	
Paytrust Bill Center USSF ...9188 Completed Details	
November 01, 2023	
Paytrust Bill Center USSF ...9188	

- 4 Click here to set the dates for the payments you would like to download.

The screenshot shows the 'Report Settings' page. At the top, there is a 'Back' button. Below it, the title 'Report Settings' is displayed. There are three sections, each with a label and a selection button:

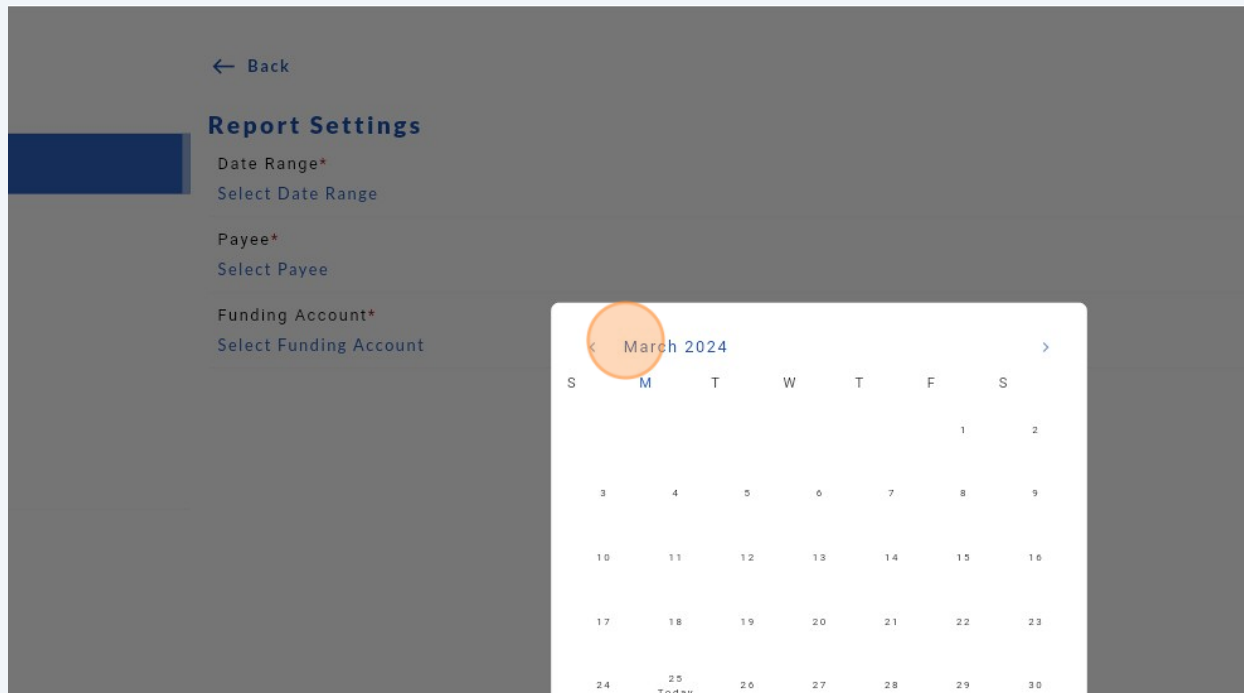
- Date Range***
Select Date Range
- Payee***
Select Payee
- Funding Account***
Select Funding Account

The 'Select Date Range' button is highlighted with an orange circle.

5

A calendar will pop up. You can toggle through each month using the arrows at the top.

Or, you may click on the current month in blue to bring up the menu for the full year.

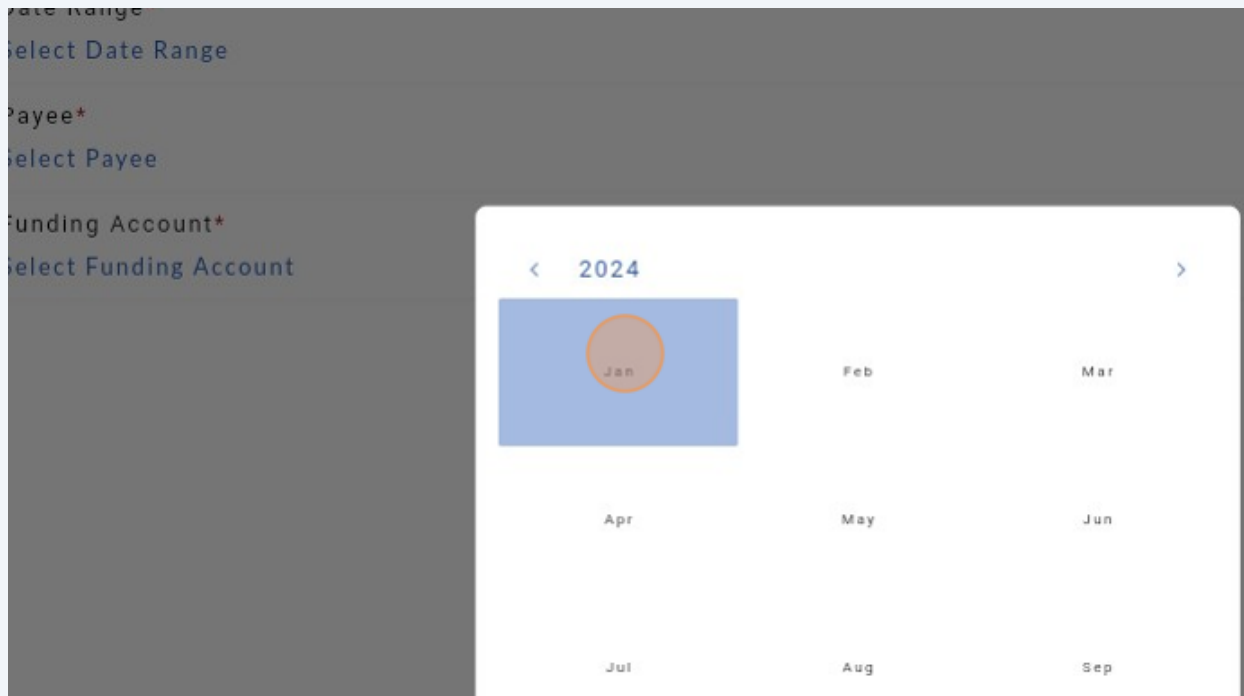


6

Currently, you will be selecting the beginning date for the list of payments to download.

7

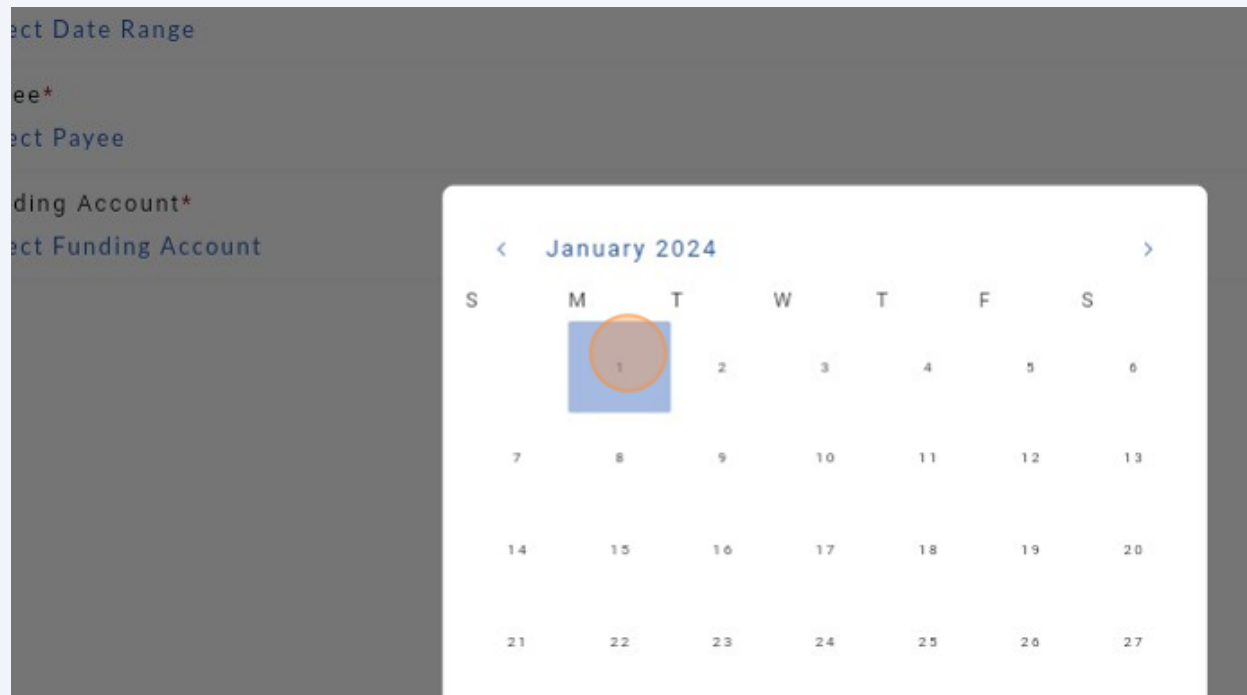
When viewing dates by year, you can toggle through each year using the arrows at the top next to the current year displayed, or you can select the month from the menu below.



Tip: If you click on the year in blue at the top (not the arrows on either side), it will bring you to a decade view, and then if you click on the decade at the top it will bring you further out to a century view.

8

Once you've zoomed into the correct year and month, find the date you would like the report to start showing payments and click on that calendar day.



9

Now, you will select the date you would like the report to end.

The second date you select therefore is the last day that the report will show payments for.

10

Click the month at the top to zoom back out to the yearly view and find the month you would like the report to stop displaying payments.

Instead, you may also toggle through the arrows on either side of the month to find this date as well.

Report Settings

Date Range*

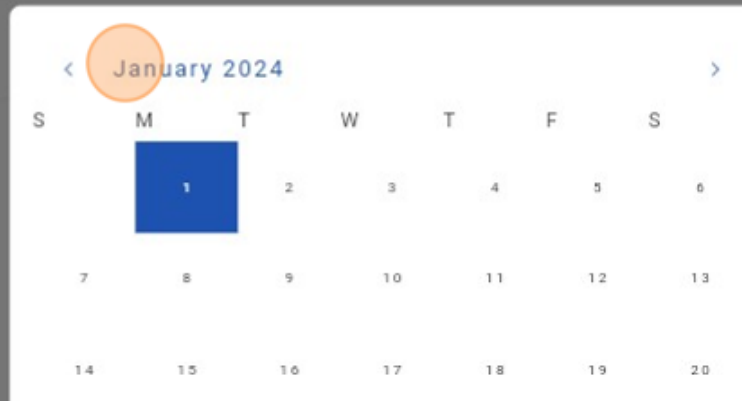
Select Date Range

Payee*

Select Payee

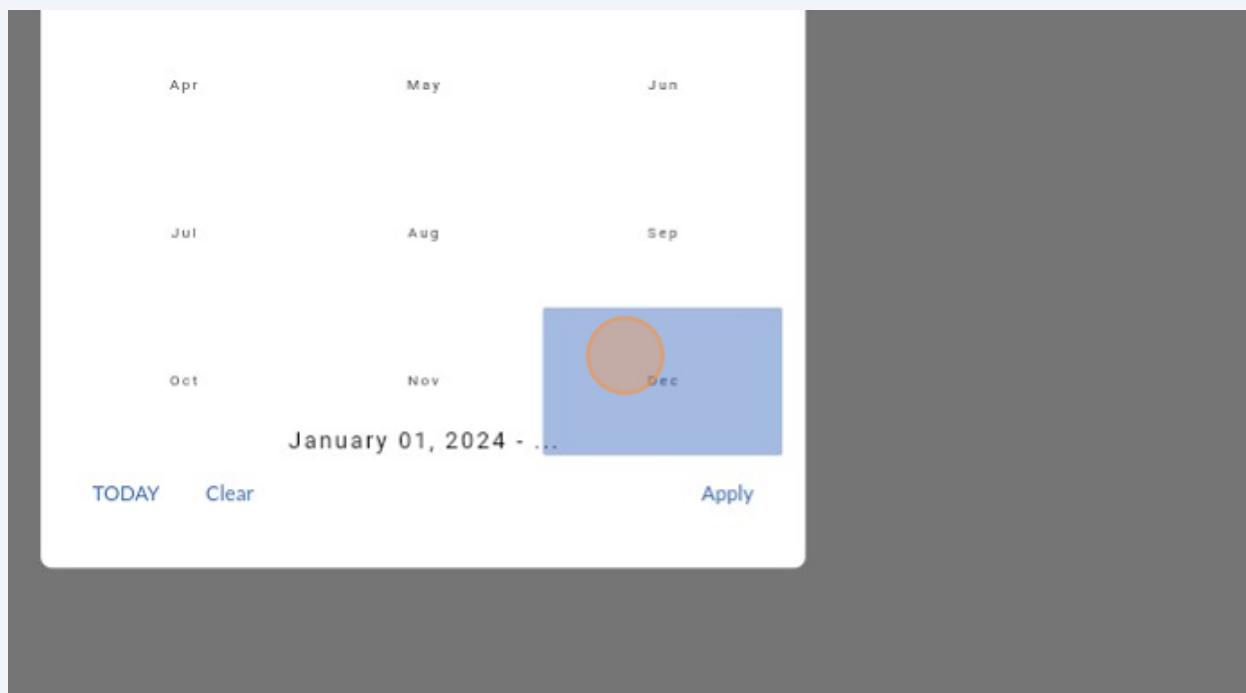
Funding Account*

Select Funding Account



11

In this case, I zoomed out to the yearly view and clicked December.



12

If you zoom too far out and want to go back to the current view, click "Today" at the bottom left to take you back to the current calendar date.

Report Settings

Date Range*
Select Date Range

Payee*
Select Payee

Funding Account*
Select Funding Account

< 2000 - 2099 >

2000 - 2009	2010 - 2019	2020 - 2029
2030 - 2039	2040 - 2049	2050 - 2059

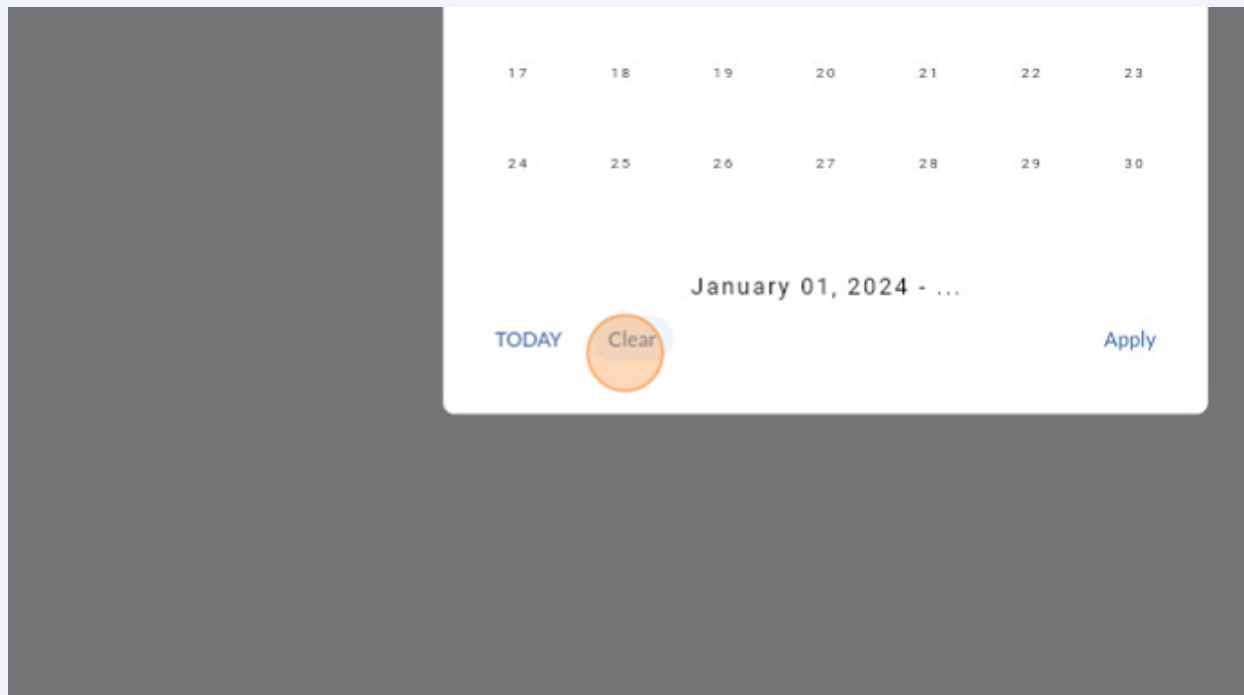
2060 - 2069	2070 - 2079	2080 - 2089
2090 - 2099	2100 - 2109	2110 - 2119

Select Date Range

TODAY Clear Ap

13

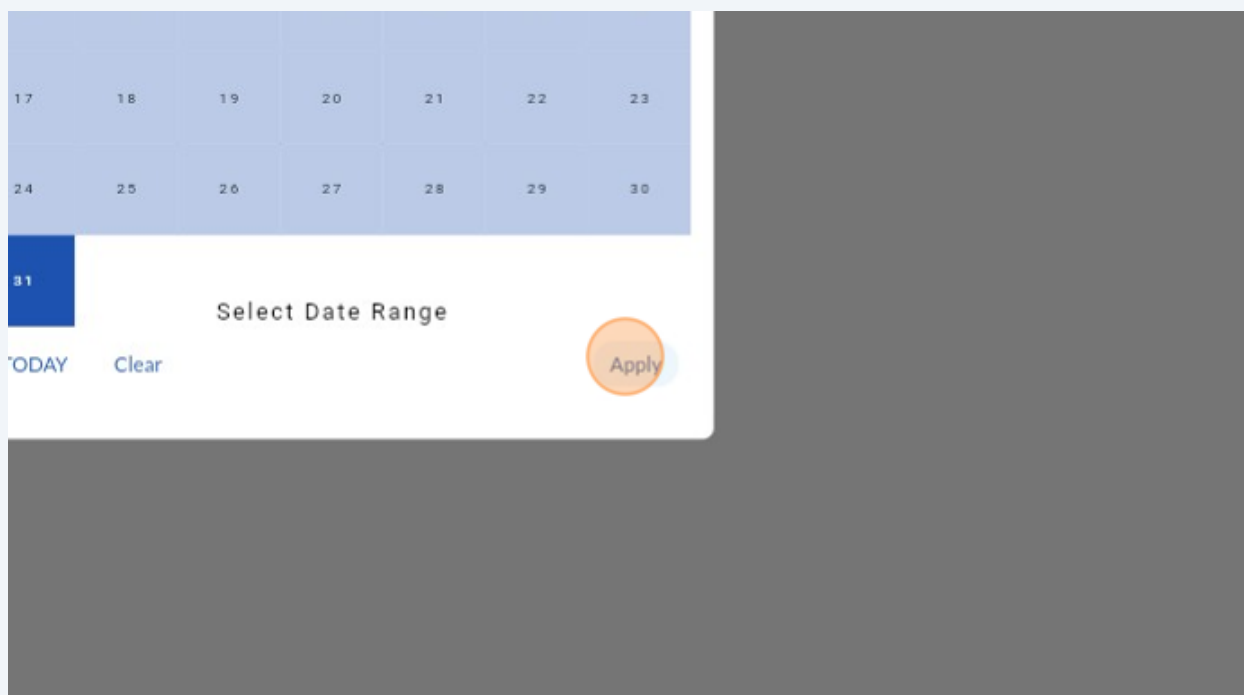
If you accidentally selected the wrong date range, you may click "clear" to start again.



14

Once you have selected the appropriate month, click the date you would like the report to end.

Click "Apply" at the bottom right corner of the calendar to set the date range.





If done correctly, you should see dates between the beginning and end dates you selected highlighted in a lighter blue. As you can see in the example step above.

15

After setting the date range, you will be brought back to the "Report Settings Menu."

Click the "Payee" section to select the payee you want to print the report for.

← Back

Report Settings

Date Range*
January 01 - December 31, 2023

Payee*
Select Payee

Funding Account*
Select Funding Account

16

Click "search" and enter the name of the payee you would like to print a report for. Once you find the payee(s) that you want added to the report, click on the payee to select it. You can repeat this step and continue to search for and select payees that you want to add to the report.

If you do not wish to use the search function, you may scroll through the list of your payee(s) below and click on to select the payee(s) you would like to add to the report.

← Back

Add a Payee Search

Name (ascending) ▾

ADP, LLC ...2028
Adrian Echevarria ...XOMK
ALARMSMITH ...L239

17 You will see a blue check mark next to the payee(s) that you select.

The screenshot shows the 'Payees' selection screen. At the top, there is a 'Back' button and a search bar with the text 'Add a Payee' and a search icon. Below the search bar, there is a dropdown menu for 'Name (ascending)' and a toggle for 'Show Hidden Payees'. The main area contains a list of payees, each with a selection circle to its right. The payees listed are: ARONI LANDSCAPING SVC INC (...#42), Capital Digestive Care (...DIAK), CAPTITAL ONE, F.S.B. (...2029), NM, Inc. (...6793), Palma's Landscape LLC (...DIAK), and Saks First (...874). The selection circle for CAPTITAL ONE, F.S.B. is highlighted with an orange circle and contains a blue checkmark. At the bottom, there is a 'Clear' button, a 'Select All' button, and a large blue 'Apply' button.

Payee Name	Selection
ARONI LANDSCAPING SVC INC ...#42	<input type="radio"/>
Capital Digestive Care ...DIAK	<input type="radio"/>
CAPTITAL ONE, F.S.B. ...2029	<input checked="" type="radio"/>
NM, Inc. ...6793	<input type="radio"/>
Palma's Landscape LLC ...DIAK	<input type="radio"/>
Saks First ...874	<input type="radio"/>

18 If you would like to select multiple payees to print the report for at once, you can go down your list of payees, and click on the circle next to the ones you would like to add to the report.

When your payee's show a blue check mark in the circle to the right, this means that they will be added to the report that you download.

The screenshot shows the 'Payees' selection screen with a list of payees. The payees listed are: ADP, LLC (...2028), Adrian Echevarria (...XOMK), ALARMSMITH (...L239), Alba Garcia (...LWUI), AMBER DISPOSAL (...BRR), Andersen and Maanavi (...DIAK), Andersen and Maanavi, MD (...DIAK), Anderson Orthopaedic Clinic (...poev), Anderson Orthopaedic Clinic (...1877), and Aquaman Pool Service, Inc. (...poev). The selection circles for ADP, LLC, Adrian Echevarria, and ALARMSMITH are highlighted with blue checkmarks. The selection circle for Alba Garcia is highlighted with an orange circle and is currently empty. At the bottom, there is a 'Clear' button, a 'Select All' button, and a large blue 'Apply' button.

Payee Name	Selection
ADP, LLC ...2028	<input checked="" type="radio"/>
Adrian Echevarria ...XOMK	<input checked="" type="radio"/>
ALARMSMITH ...L239	<input checked="" type="radio"/>
Alba Garcia ...LWUI	<input type="radio"/>
AMBER DISPOSAL ...BRR	<input type="radio"/>
Andersen and Maanavi ...DIAK	<input type="radio"/>
Andersen and Maanavi, MD ...DIAK	<input type="radio"/>
Anderson Orthopaedic Clinic ...poev	<input type="radio"/>
Anderson Orthopaedic Clinic ...1877	<input type="radio"/>
Aquaman Pool Service, Inc. ...poev	<input type="radio"/>

19

If you would like all payees to show in your report, click the "select all" text at the bottom right (just above "Apply").

The screenshot shows a web interface for selecting payees. At the top, there is a dropdown menu set to 'Name (ascending)' and a toggle for 'Show Hidden Payees'. Below this is a list of payees, each with a checkbox on the right. The first five payees have their checkboxes checked (blue checkmarks), while the remaining five have unchecked checkboxes (empty circles). The payees listed are:

- ADP, LLC ...28
- Adrian Echevarria ...XOMK
- ALARMSMITH ...L239
- Alba Garcia ...LWUI
- AMBER DISPOSAL ...BRR
- Andersen and Maanavi ...DIAK
- Andersen and Maanavi, MD ...DIAK
- Anderson Orthopaedic Clinic ...poev
- Anderson Orthopaedic Clinic ...1877
- Aquaman Pool Service, Inc. ...poev

At the bottom of the list, there is a blue bar with the word 'Apply' in the center. To the right of the 'Apply' bar, the text 'Select All' is visible, highlighted by an orange circle.

20

Click "clear" at the bottom left to clear your selection and start choosing payee's again.

This screenshot shows the same payee selection interface as the previous one. The list of payees and their checkboxes are identical. However, in this view, the 'Clear' button is highlighted with an orange circle. The 'Clear' button is located at the bottom left of the interface, below the 'Apply' bar. The 'Apply' bar is still present at the bottom center.



Please note: Once you have selected a payee, you may "unselect" it by clicking on it again to remove the blue check mark. Therefore, you do not need to clear your whole section if you accidentally select one payee from the list by accident.

21

Lastly, click on "Select Funding Account" to choose to include the payments only from specific funding accounts on your report.

The screenshot shows a web form titled "Report Settings". It has a blue header bar on the left. The form contains three main sections, each with a label and a value:

- Date Range***: January 01 - December 31, 2023
- Payee***: CAPITAL ONE, F.S.B.
- Funding Account***: Select Funding Account

An orange circle highlights the "Select Funding Account" text in the Funding Account field.

22

As with your Payees, you can search and click on the funding accounts you want to include from the active and inactive lists.

You can also choose to "Select All" at the bottom right to download payments from all funding accounts on your report, or click "clear" at the bottom left to clear your selection and start again.

The screenshot displays the 'Funding Accounts' section of a software interface. At the top, there is a 'Back' button and a 'Funding Accounts' header. Below the header is a search bar and a dropdown menu set to 'Name (ascending)'. A table lists two funding accounts: 'USSF' (Active • Default) and 'MCC' (Inactive). Each row has a radio button for selection. An orange circle highlights the radio button for the 'USSF' account. At the bottom of the interface, there are 'Clear' and 'Select All' buttons, and a large blue 'Apply' button.

Name (ascending) ▾	
USSF Active • Default	<input type="radio"/>
MCC Inactive	<input type="radio"/>

Clear Select All

Apply

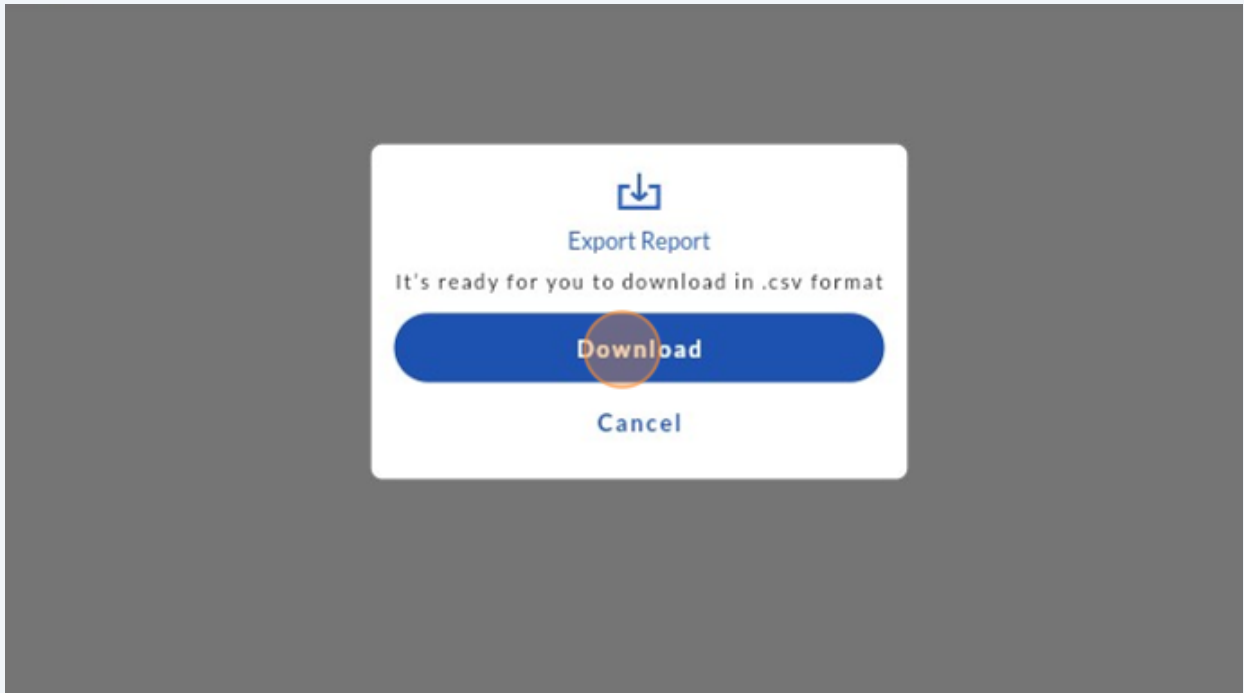
23 Once you have selected the correct funding accounts, click "apply."

The screenshot shows a web form with two rows of funding accounts. The first row is labeled 'USSF' and 'Active • Default'. The second row is labeled 'MCC' and 'Inactive'. Below these rows is a large, empty light gray area. At the bottom of the form is a blue bar with a white 'Apply' button in the center. A small 'Select' label is visible on the right side of the blue bar.

24 Once you've completed all fields, click "generate report" to download the CSV/excel document with your payment information.

The screenshot shows a 'Report Settings' form. At the top left is a '← Back' link. The form has three main sections: 'Date Range*' with the value 'January 01 - December 31, 2023', 'Payee*' with the value 'CARDMEMBER SERVICE, Fisher Island Club, Northeast Carpenters Funds', and 'Funding Account*' with the value 'USSF...9188, MCC...6978'. Each section has a right arrow icon. At the bottom of the form is a blue bar with a white 'Generate Report' button in the center.

25 Click "Download".



26

The payment report will be uploaded to your device, and you will be able to find your transaction history wherever downloads are stored on the device you used to download the report.

