

# How to View, File, and Reassign Bills

This guide provides step-by-step instructions on how to view bills, file bills for record-keeping purposes, unfile bills to move them back to the "Bills" tab for payment, and how to re-assign bills to different payees. The guide also includes information on re-assigning bills as notices and how to view and manage notices for each payee.

- 1 Log in to your account at [Paytrust.Silverbills.com](https://Paytrust.Silverbills.com).

## Bill Options Overview and Viewing Bills

- 2 You will be directed to the "Pay" Section of the "Bills" Tab. From here, you will see a list of bills to be paid.

Click "View Bill" to view your bills from a new tab on your browser, or click "options" to execute a separate function for your bill.

The screenshot displays the 'PAY' section of the Silverbills interface. At the top, there are three tabs: 'PAY', 'SCHEDULED', and 'HISTORY'. Below the tabs, a summary bar shows 'Total Selected: \$0.00' and a 'Review & Pay' button. A '+ Make a Payment' button is also visible. The main area lists bills due within 2 weeks. Each bill entry includes the payee name, amount, due date, and options to 'View Bill' or 'Options'. The 'Options' button for the first bill is highlighted with an orange circle.

Payee	Amount	Send On	Memo
AAA \$55.00 Min Due: \$20.00 Due: February 15, 2024	0.00	Select	Memo
American Electric Power \$11.56 Min Due: \$11.00 Due: February 17, 2024	0.00	Select	Memo
PIR - full \$22.00 Due: February 20, 2024	0.00	Select	Memo
pay in reponse \$66.00 Due: February 20, 2024	0.00	Select	Memo

3

After clicking "Options" the following window will appear. You can also click "View Bill" here to view your bill in a new tab of your browser.

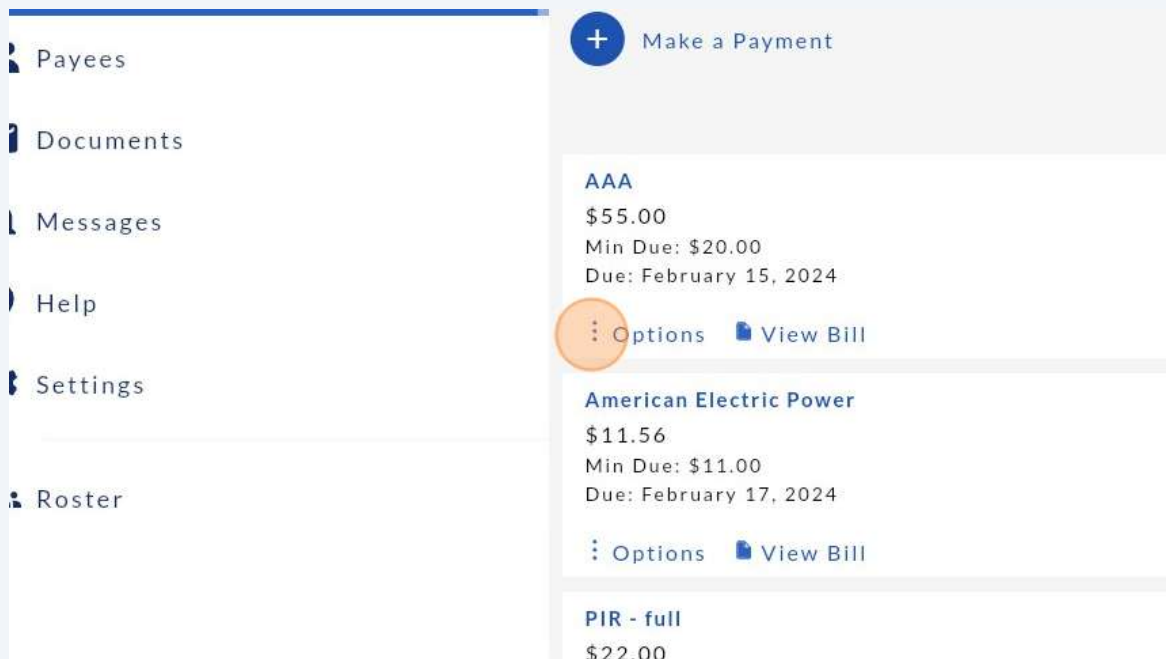


## Filing Bills

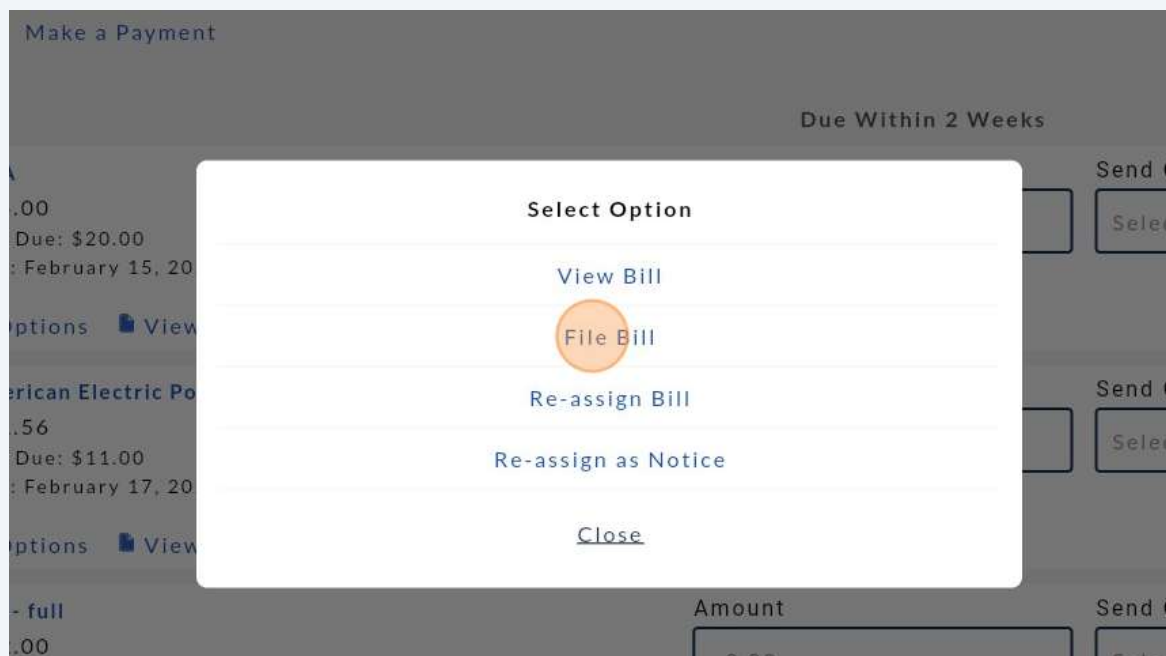


The Filing Bills feature is an easy way for you to keep a bill in the database for your records even when you choose not to pay it. You can file bills that are due in the future and overdue bills that you have decided not to pay.

4 Click the three dots next to "Options."



5 Click "File Bill".



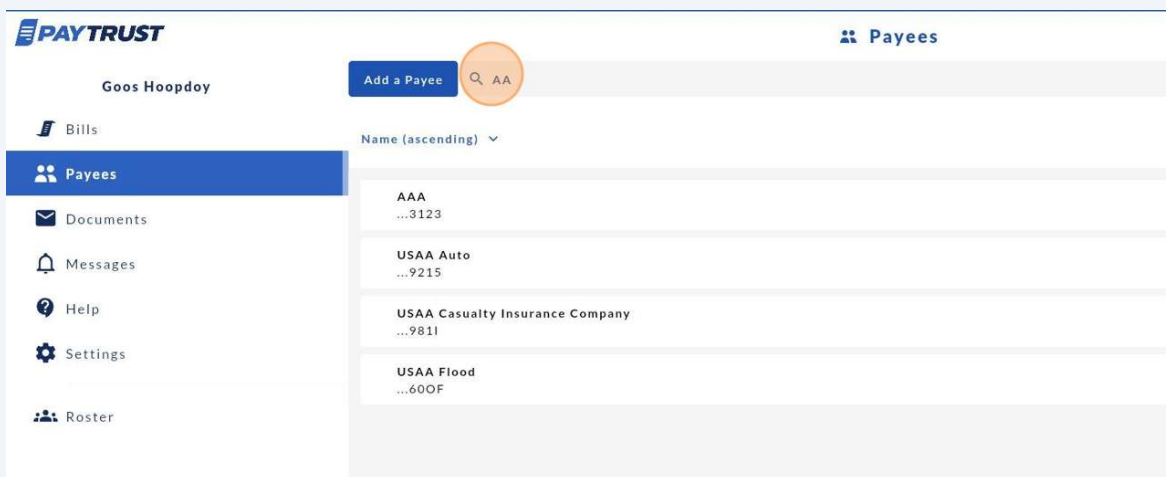
- 6 Once you are certain you would like to file your bill, click "Confirm."



- 7 Your bill will now be removed from your list of bills to pay.

- 8 You can find your filed bill by going to the "Payees" tab of your portal and searching for the payee you filed your bill for.

Once found, click on the payee.



9

Find the Filed Bills section in the Payee's Page under the "Settings" info, and click the Arrow next to the number of filed bills.

**AAA**

## Payee Information

[Update Payee](#)

Name  
personal payee

Service Category  
Beejar LLC

Account No. (Last 4 Digits)  
\*\*3123

Pay-To Address  
1140 FIRST EDITION DR  
DURHAM, NC  
27703

## Settings

Autopay

Off &gt;

Service Categories

Beejar LLC &gt;

Reminder

Off &gt;

Notices

0 &gt;

Filed Bills

1 &gt;

10

You will see a list of bills that have been filed for this payee.



This month

**AAA**

\$143.00

Min Due: \$143.00

Due: February 11, 2024

[Options](#) [View Bill](#)

## Unfiling Bills

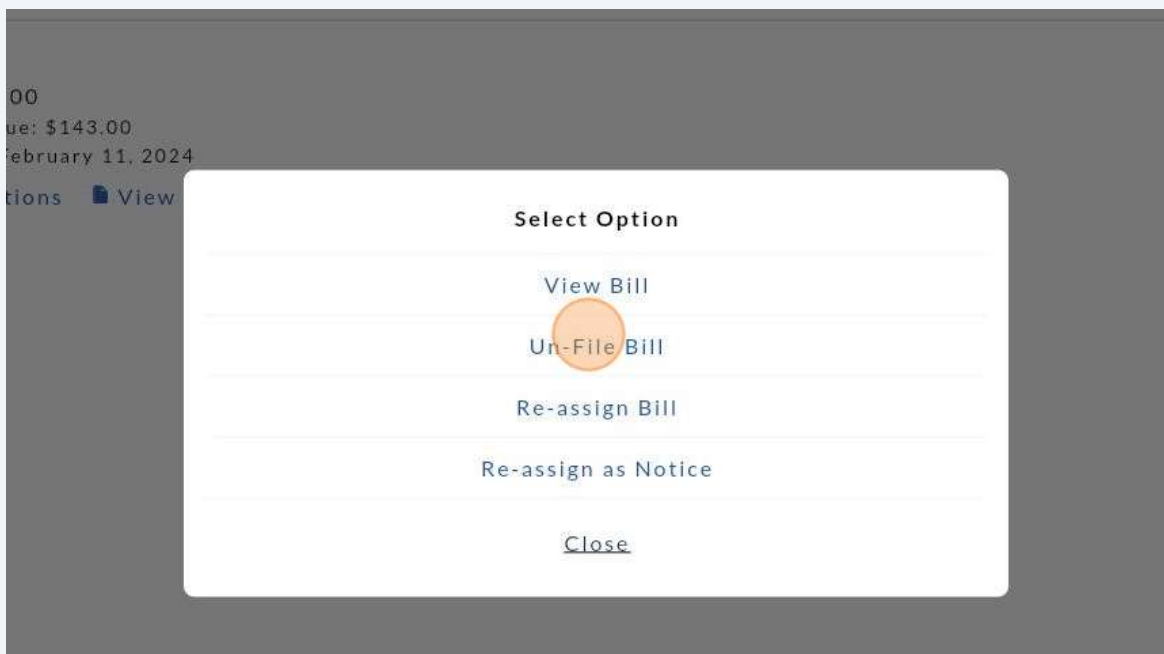
11

From the filed bills section of your payee's page, click the three dots next to "Options"



12

Click "Un-File Bill" to move the bill back to the "Pay" section of the "Bills" tab to be paid.



## Re-assigning Bills

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In the "Bills" tab under the "Pay" Section in the portal, find the bill you would like to reassign. Click the three dots next to "Options," underneath the bill details.

The screenshot shows the Goos Hoopday portal interface. On the left is a sidebar with navigation links: Bills, Payees, Documents, Messages, Help, Settings, Roster, and Log Out. The main content area is titled 'PAY' and 'SCHEDULED'. It displays a list of bills under the heading 'Total Selected:'. The first bill is from 'AAA' for \$55.00, due February 15, 2024. An orange circle highlights the three-dot menu icon next to the 'Options' link for this bill. Other bills listed include 'American Electric Power' and 'PIR - full'. Each bill entry shows the amount, minimum due, due date, and links for 'Options' and 'View Bill'.

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Click "Re-assign Bill"

The screenshot shows a 'Select Option' modal dialog box overlaid on the bill list. The dialog contains five options: 'View Bill', 'File Bill', 'Re-assign Bill', 'Re-assign as Notice', and 'Close'. The 'Re-assign Bill' option is highlighted with an orange circle. The background shows the same bill list as the previous screenshot, but it is dimmed.

15

Find the payee you would like to reassign the bill to in the populated list (Search your payee in the search bar for faster results). Click on the payee.

**PAYTRUST**

Goos Hoopdoy

**Bills**

- Payees
- Documents
- Messages
- Help
- Settings
- Roster

Log Out

1-800-836-7562  
support@paytrust.com

Version 1.5.2.202402137

AB Design-Drafting  
...YISL

Able Landscaping  
...B/U

ACK Bound, LLC  
...C/a

ACME Architecture  
...C/a

Adam Chetkowski & Ali Grosslight  
...B/U

ADGAM Consulting  
...C/a

**Alberto Benevides**  
...C/a

Albion Surveys  
...B/U

Alec Perkins  
...B/U

Alejandro Diaz  
...C/a

Alex Zecca  
...B/U

American Chimney Sweep Service  
...

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You may click the open document icon to the right of "View Bill" to open your statement in a new tab on your browser.

oopdoy

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**Bill Settings**

**Alberto Benevides**  
(...C/a)

View Bill

Total Due\*

\$0.00

Minimum Due (optional)

0.00

Due On  
Select Date

Assign bill

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t@paytrust.com

1.5.2.202402137



**17** Enter the total balance of your bill under "Total Due."

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**Bill Settings**

**Alberto Benevides**  
(...c/a)

View Bill

Total Due\*

0.00

Minimum Due (optional)

0.00

Due On

Select Date

**18** Enter the minimum balance due if applicable.

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View Bill

Total Due\*

0.00

Minimum Due (optional)

0.00

Due On

Select Date

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Click the calendar icon next to "due on" to set the due date of the bill.

oopdoy

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### Bill Settings

**Alberto Benevides**  
(...c/a)

[View Bill](#)

Total Due\*

0.00

Minimum Due (optional)

0.00

Due On

Select Date

[Assign bill](#)

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t@paytrust.com  
1.5.2.202402137

20

Find the due date for the bill in the calendar. You may toggle through months by using the arrows at the top of the calendar.

The screenshot shows a 'Bill Settings' page for 'Alberto Benevides (...c/a)'. The page includes a 'Back' button, a 'View Bill' link, and two sections: 'Total Due\*' with a value of '\$100.00' and 'Minimum Due (optional)' with a value of '\$50.00'. Below these is a 'Due On' section with a 'Select Date' button. A calendar modal is open, displaying 'February 2024'. The calendar has a header with left and right arrows and the month/year. The days of the week are listed at the top. The dates are arranged in a grid. The 13th is marked 'Today'. The 28th is highlighted with a blue square. At the bottom of the calendar, there are buttons for 'TODAY', 'Clear', and 'Apply'.

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## Bill Settings

**Alberto Benevides**  
(...c/a)

[View Bill](#)

Total Due\*

\$100.00

Minimum Due (optional)

\$50.00

Due On

Select Date

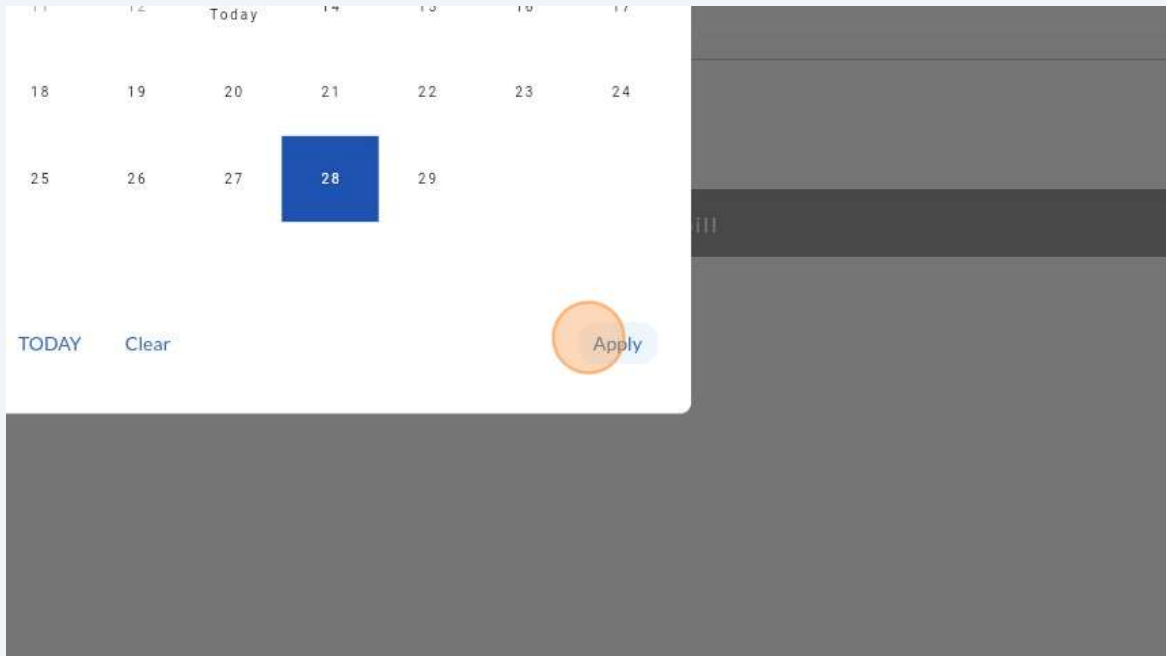
February 2024

S	M	T	W	T	F	S
					1	2
					3	4
	5	6	7	8	9	10
11	12	13 Today	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

TODAY Clear Apply

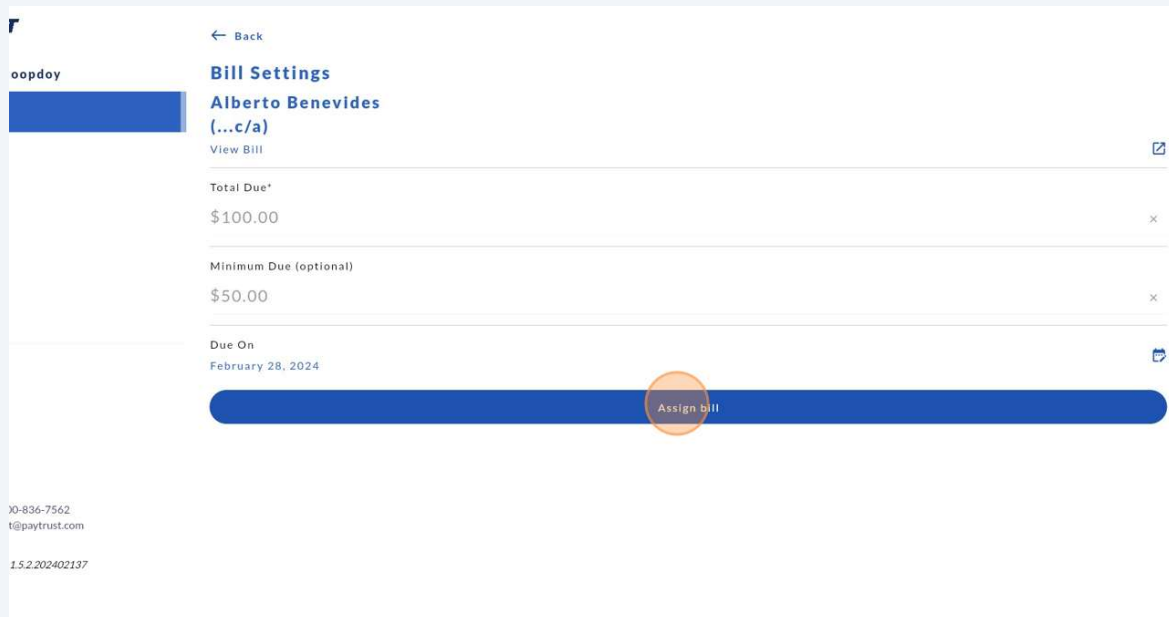
21

Click on the due date for the bill. Then, click "Apply" at the bottom right to set the date.



22

Once all fields are complete, click "Assign Bill."



- 23 Once done correctly, you will see the following confirmation screen.

Document assigned as bill

Name	Alberto Benevides
Account Number	c/a
Total Due	\$100.00
Minimum Due	\$50.00
Due On	February 28, 2024
Bill	Atestdoc.pdf

[View Payee](#)

[View Bills](#)

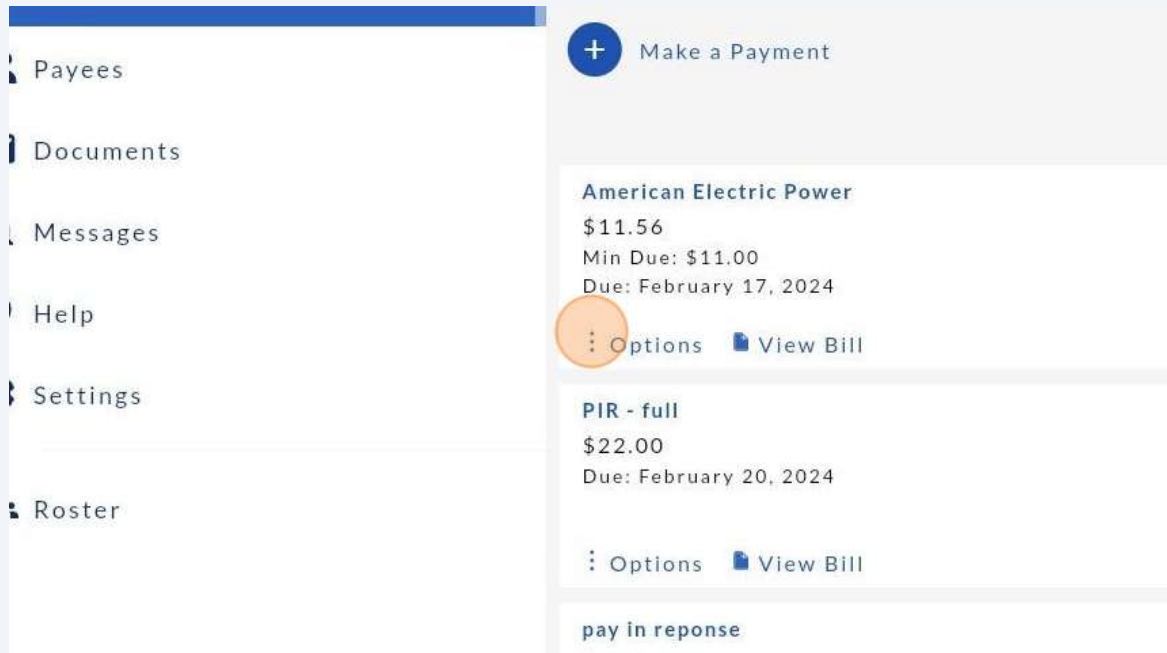
[Back to Documents](#)

- 24 Your bill will now be displayed with the corrected payee and payment details in the "Pay" section in the "Bills" tab of the portal.

## Reassigning a Bill as A Notice

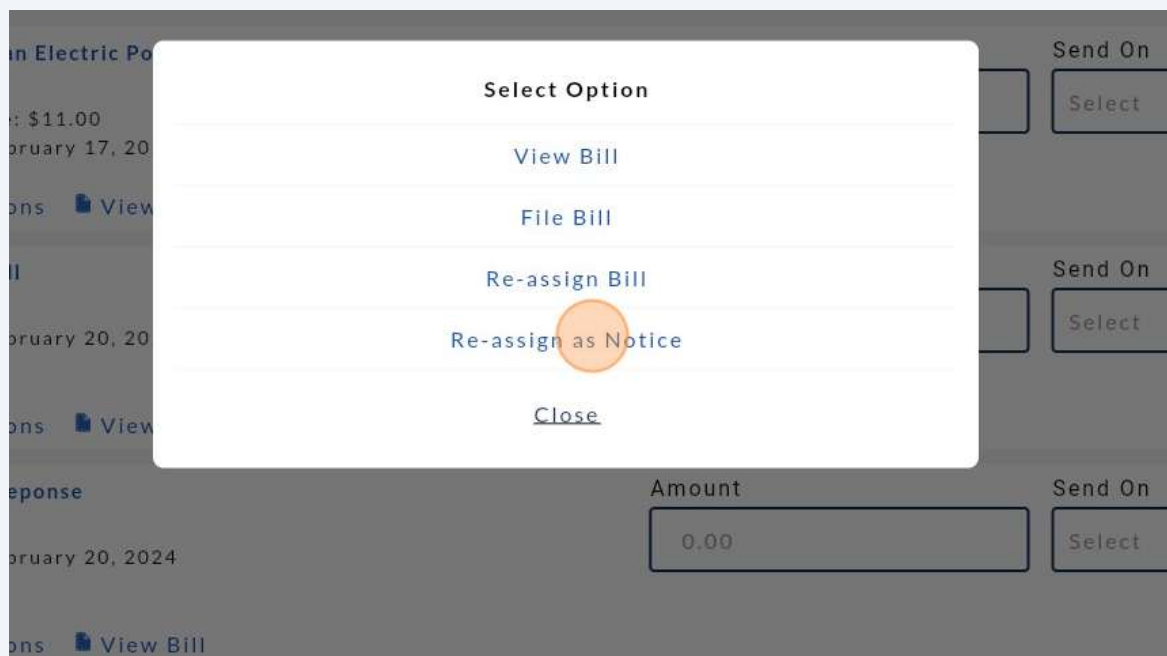
25

Find your Bill in the "Pay" Section of the "Bills" Tab in the portal.  
Click the three dots next to "Options."



26

Click "Re-assign as Notice."



27

Find and select the payee for which you would like to assign the notice from the populated list. (Type your payee in the search bar at the top of the page for faster results).

Payees

Add a Payee

Search

Name (ascending) ▾

Show Hidden Payees ☐

A-1 Integrity Services ...c/a	>
AAA ...3123	>
AB Design-Drafting ...YISL	>
Able Landscaping ...B/U	>
ACK Bound, LLC ...c/a	>
ACME Architecture ...c/a	>
Adam Chetkowski & Ali Grosslight ...B/U	>
ADGAM Consulting ...c/a	>
Alberto Benevides ...c/a	>

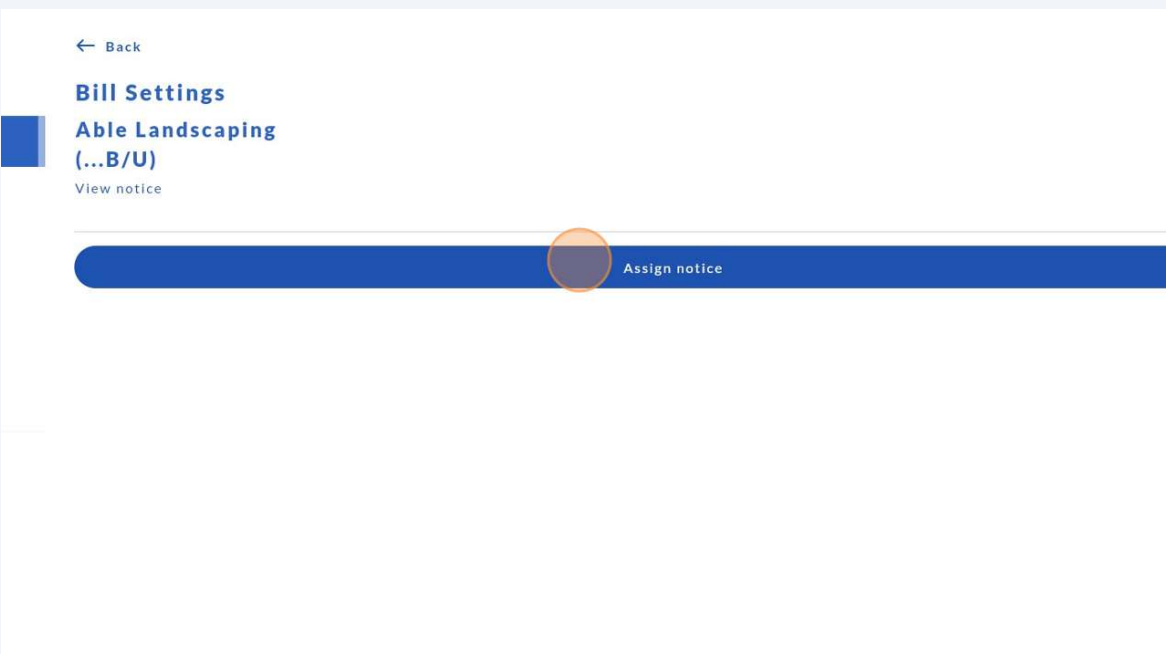
28

Click the open document icon to the right of "View Notice" to open the notice in a new tab in your browser.



29

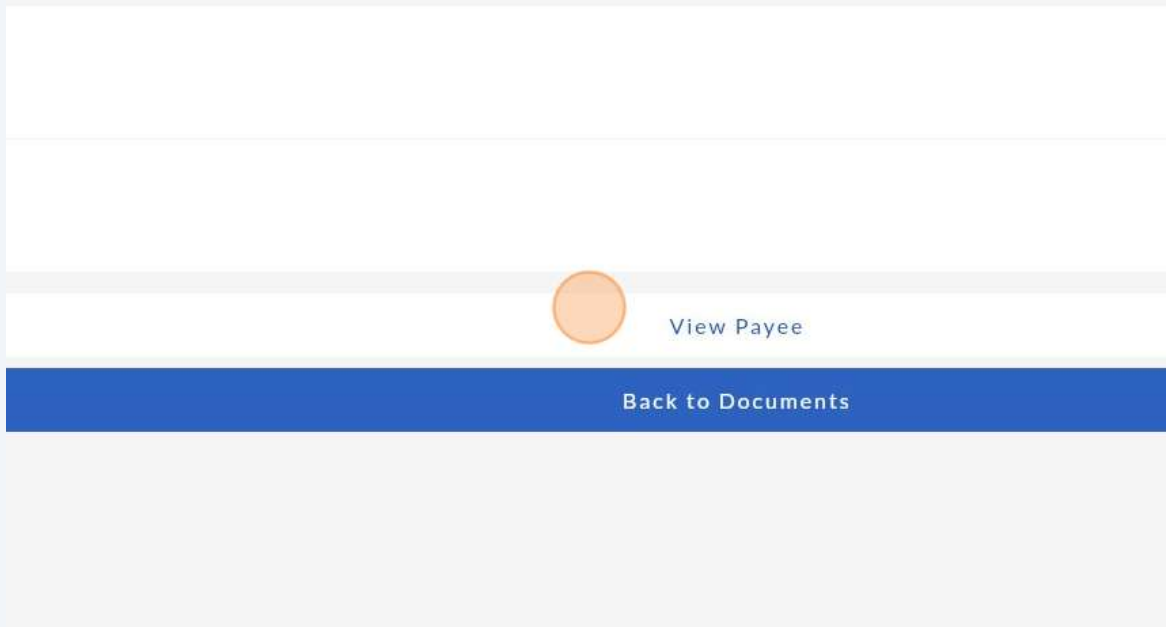
Once satisfied with your payee designation, click "Assign Notice."





30

You can now find the notice on your payee's page by clicking "View Payee," or by searching the payee in the "Payees," tab of the portal and searching and clicking on your payee.



31

Once in the Payee page, you can find and view your notices for the payee under "settings" by clicking the arrow next to the number of notices.

#### ABLE LANDSCAPING

##### Payee Information

[Update Payee](#)

Name  
Not specified

Service Category  
Bill Management

Account No. (Last 4 Digits)  
\*\*B/U

##### Settings

eBills	>
Autopay	Off >
Service Categories	Bill Management >
Reminder	Off >
Notices	1 >
Filed Bills	0 >

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Once you've clicked the arrow, you will see a list of notices for the account. You can either click the open window Icon to the right, to view your notice in a new tab of your browser, or click the three dots next to "options" to view or reassign.

