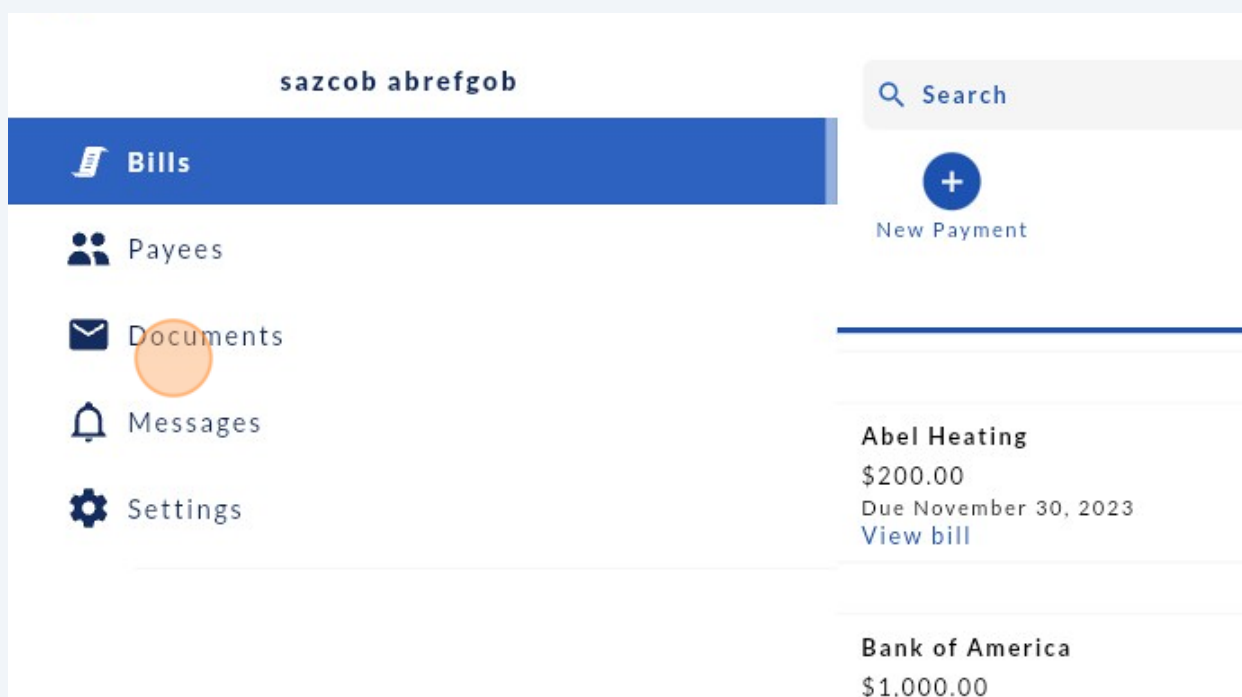


How to View and Assign Documents

1 Log into the [Paytrust Portal](#)

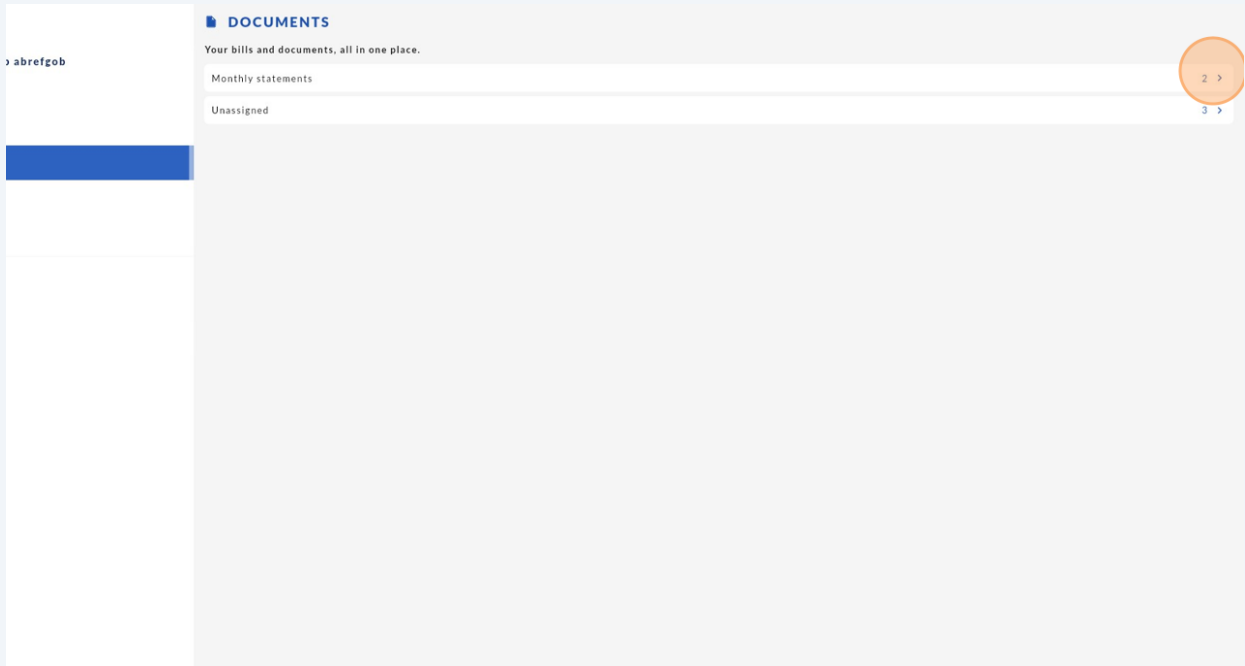
2 Navigate to the documents tab.



Viewing Documents

3

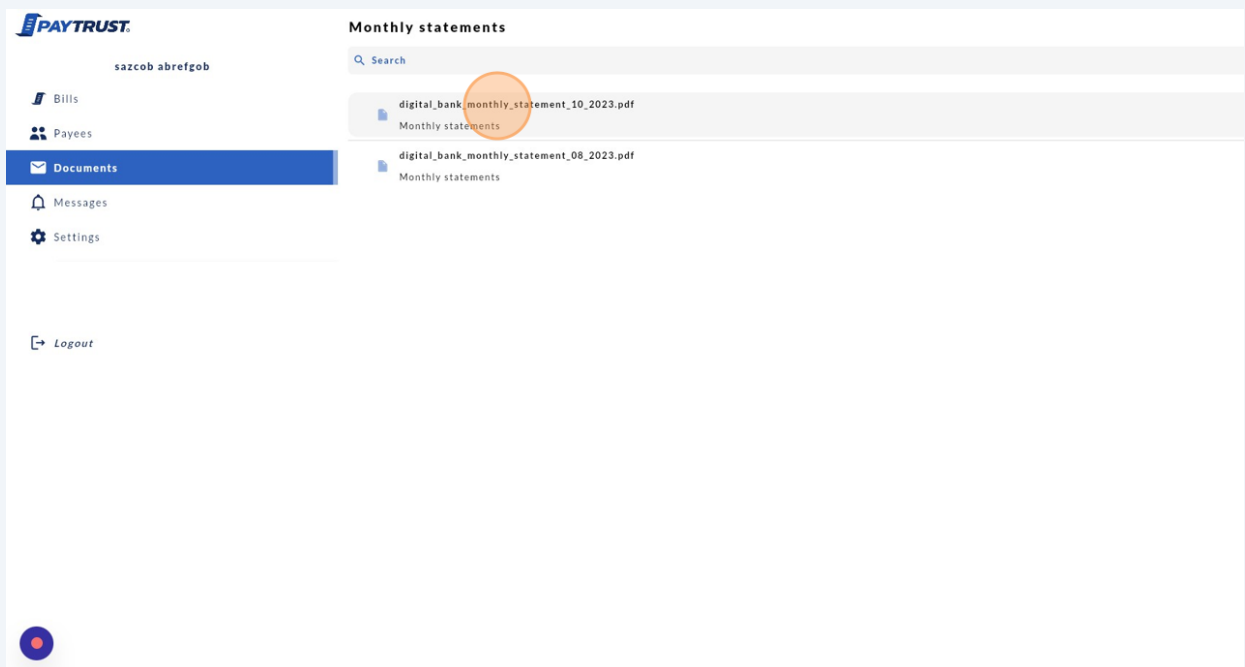
In your documents tab, you will see sections for both "Monthly Statements" and "Unassigned" documents.



4

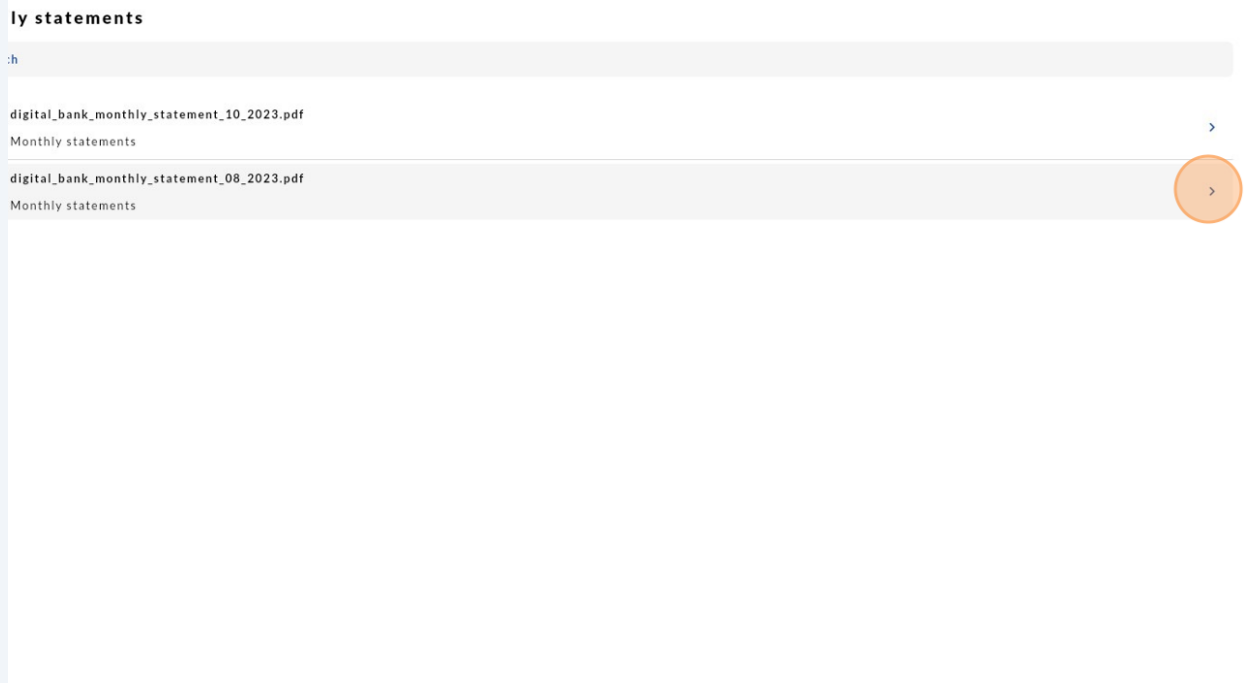
Monthly Statements - This section will include all of your monthly Paytrust statements listing all transactions through your paytrust account made each month.

Monthly statements will automatically populate in your account at the beginning of each month for the month prior.



5

If you want to view one of your statements, click the arrow to the right of the statement name.



6

A pdf document of your statement will open in a separate tab of your web browser for you to view.

SilverBills

Kilaja Acyexicu
022 Dolan Avenue
Mill Valley, CA 94941

SilverBills LLC
300 West 57th Street
40th Floor
New York, NY 10019

Account Manager:
Haylee Spinka
Sterling.Runte@yahoo.com

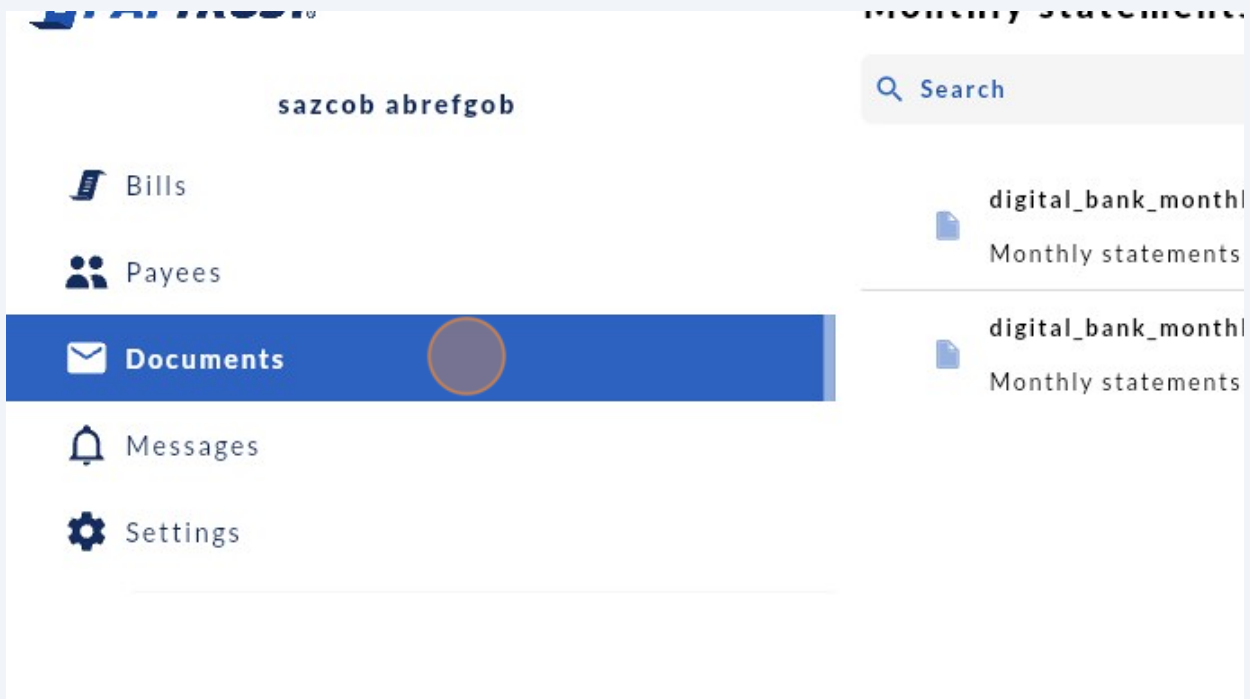
Your Checking Account Provided by Grasshopper Bank, N.A.

Account Number: 137045479317
For November 01, 2023 to November 30, 2023
Beginning balance on November 01, 2023: \$0.00
Ending balance on November 30, 2023: \$105.95

Date	Description	Amount
11/16/2023	Release hold ttx_11jnd0q9qjs5n0	5.00

7

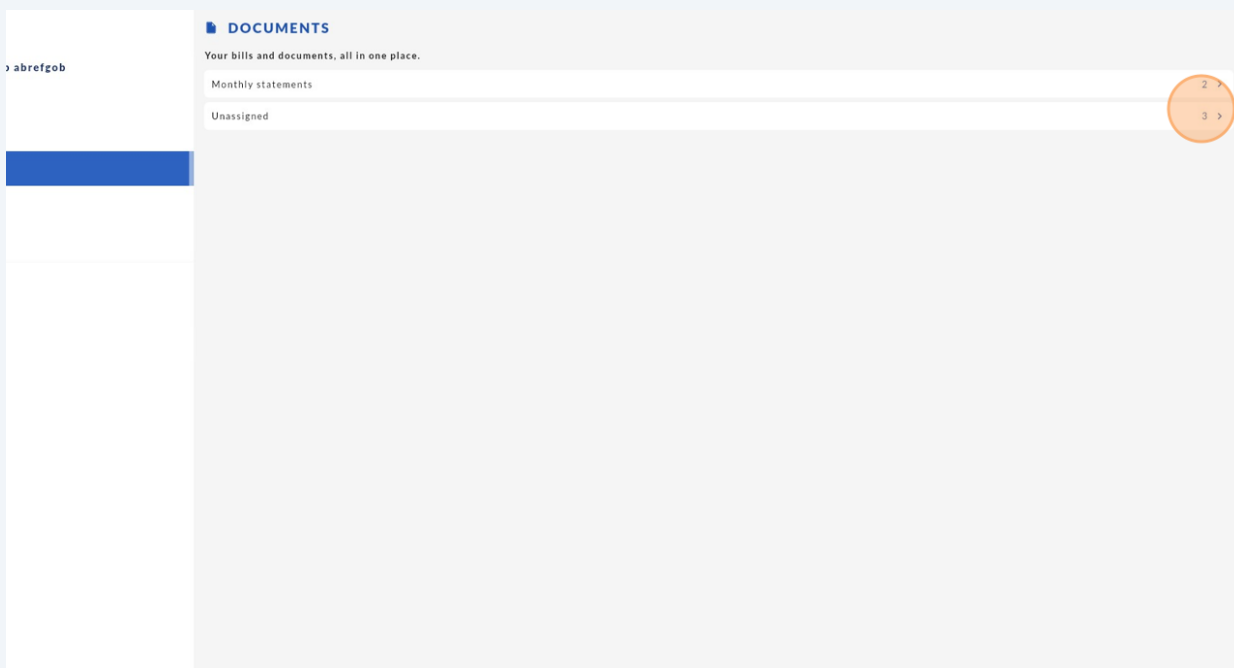
If you would like to exit the documents menu, click on any tab that you would like to view next.



Assigning Documents as Bills

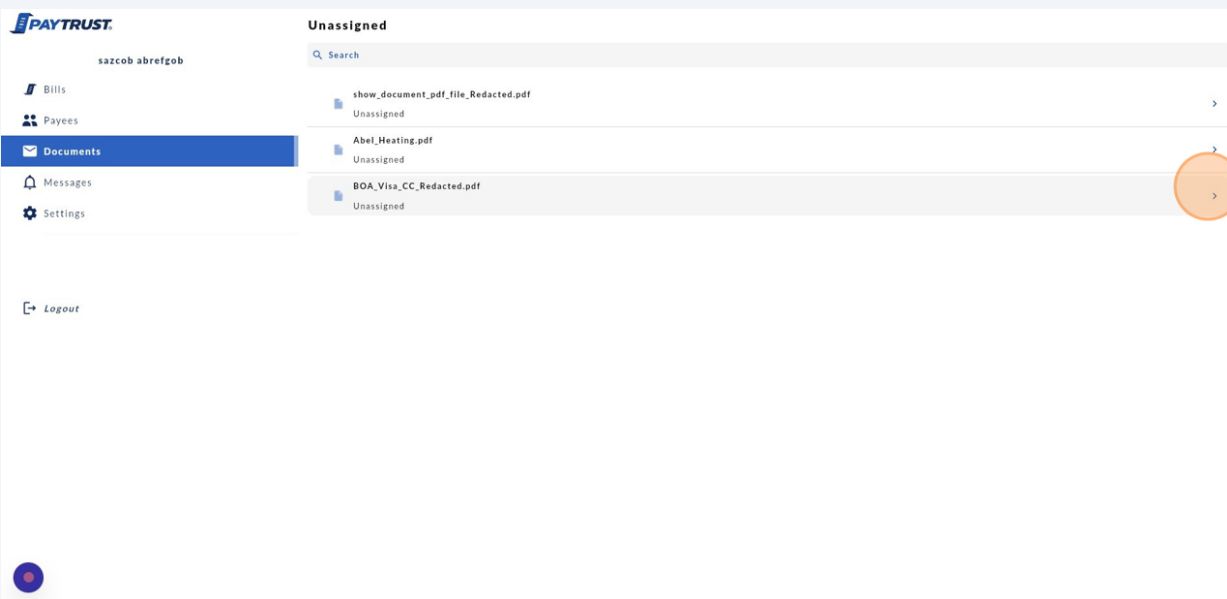
8

Click the arrow next to "Unassigned"



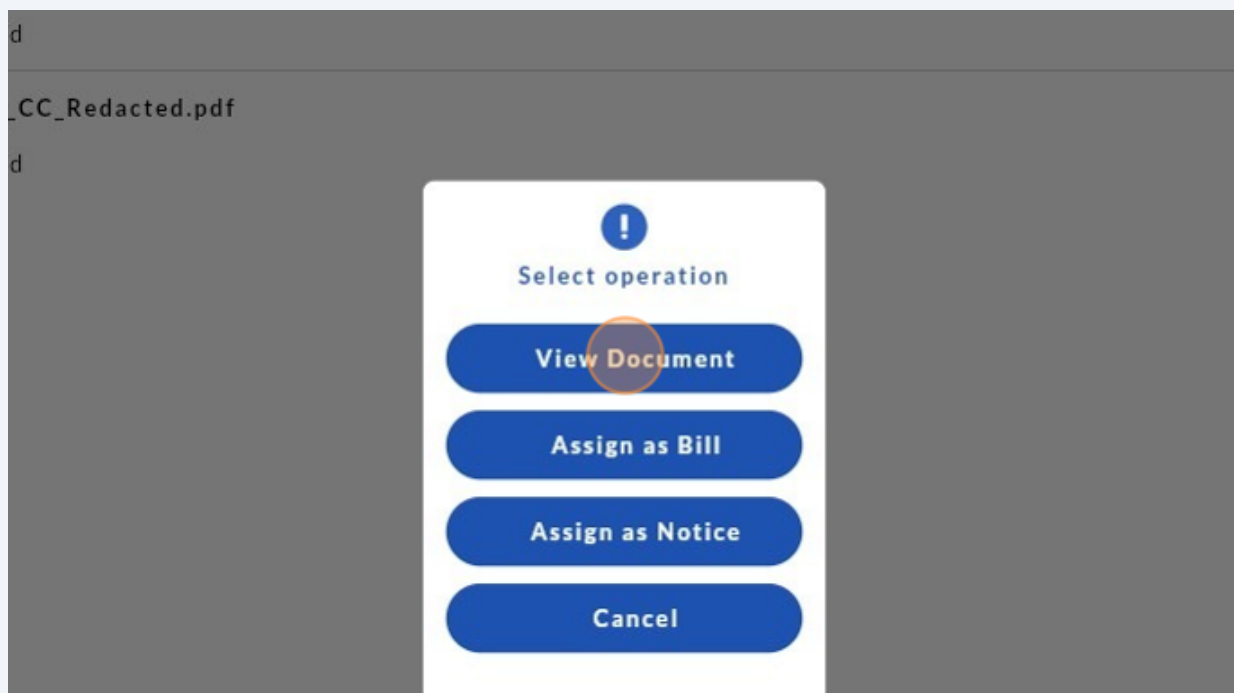
9

You will be brought to a menu with all of your unassigned documents. Click the arrow next to a document you would like to assign.



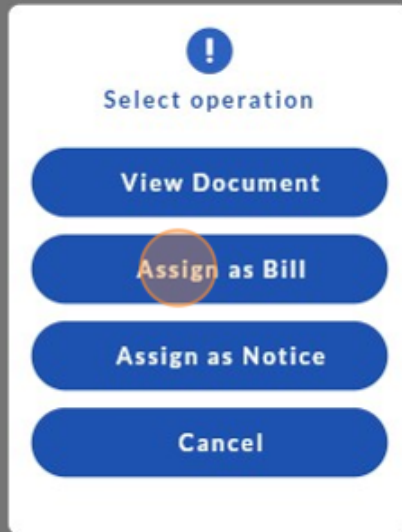
10

Click here, to view the document and the pdf will open in a new tab on your web browser.

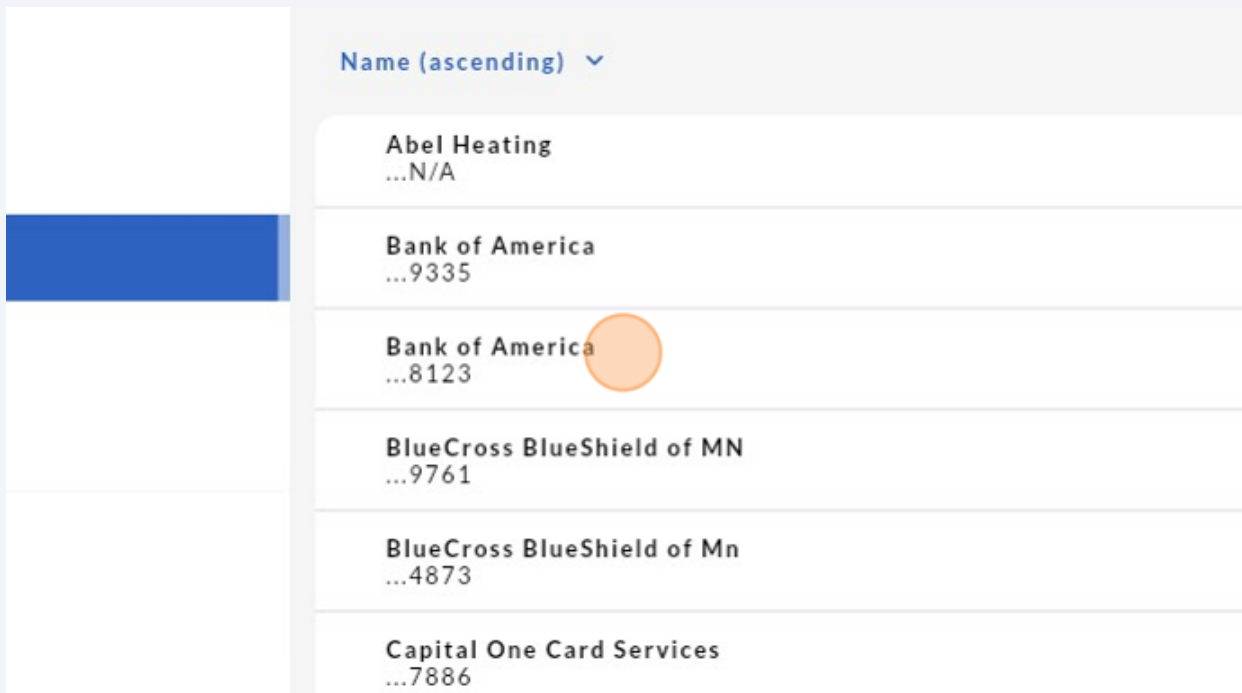


11 Click here to Assign the document as a bill to your account.

sa_CC_Redacted.pdf
ned



12 Once you've clicked "Assign as Bill" Click on the account you would like to assign the bill to.



13 Click on the 0.00 and enter the total amount due for the bill here.

[< Back](#)

Bill settings
Bank of America
(...8123)
[View bill](#)

Total Due*
0.00

Minimum Due (optional)
0.00

Due on
Select Date

Assign bill

14 You may also enter a Minimum Balance Due if necessary.

(...8123)
[View bill](#)

Total Due*
\$2000.00

Minimum Due (optional)
0.00

Due on
Select Date

Assign bill

15

Next, Select the date that the bill is due by clicking the calendar icon in the "Due on" section.

\$2000.00

Minimum Due (optional)
\$25.00

Due on
Select Date

< Back

abrefgob

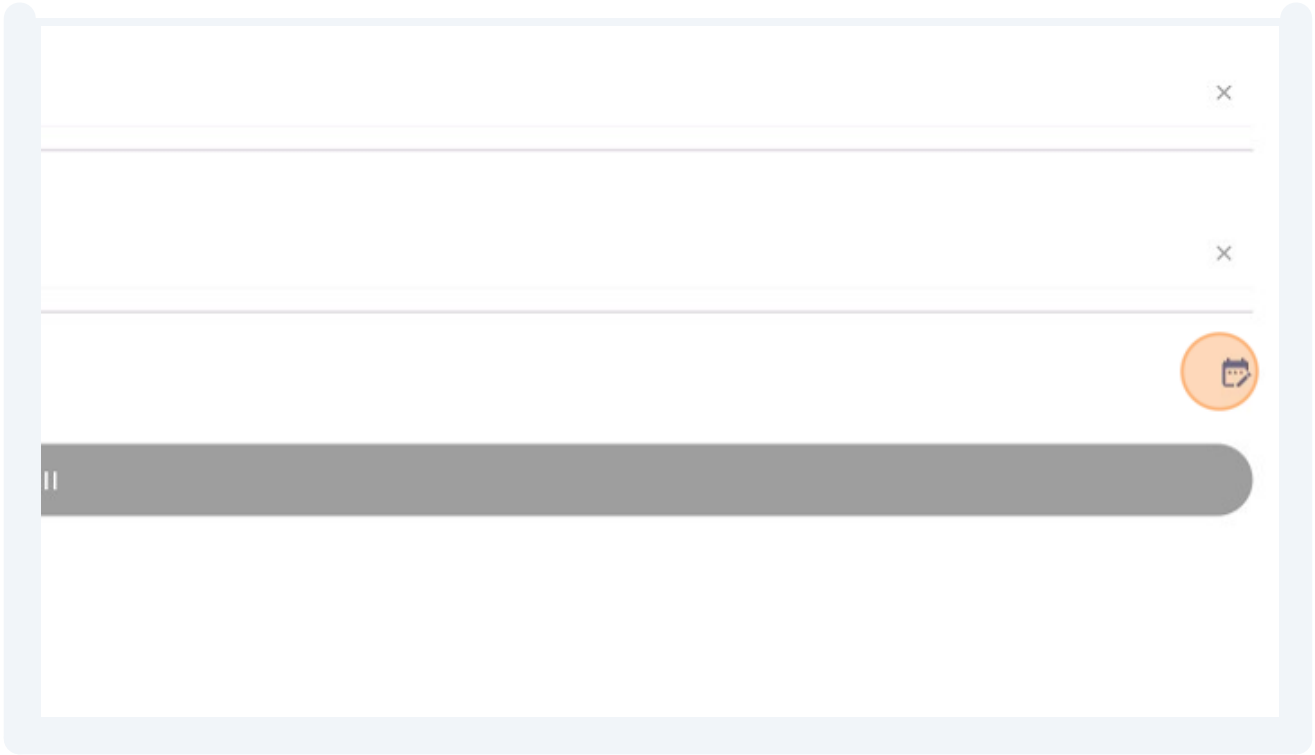
Bill settings
Bank of America
(...8123)
View bill

Total Due*
\$2000.00

Minimum Due (optional)
\$25.00

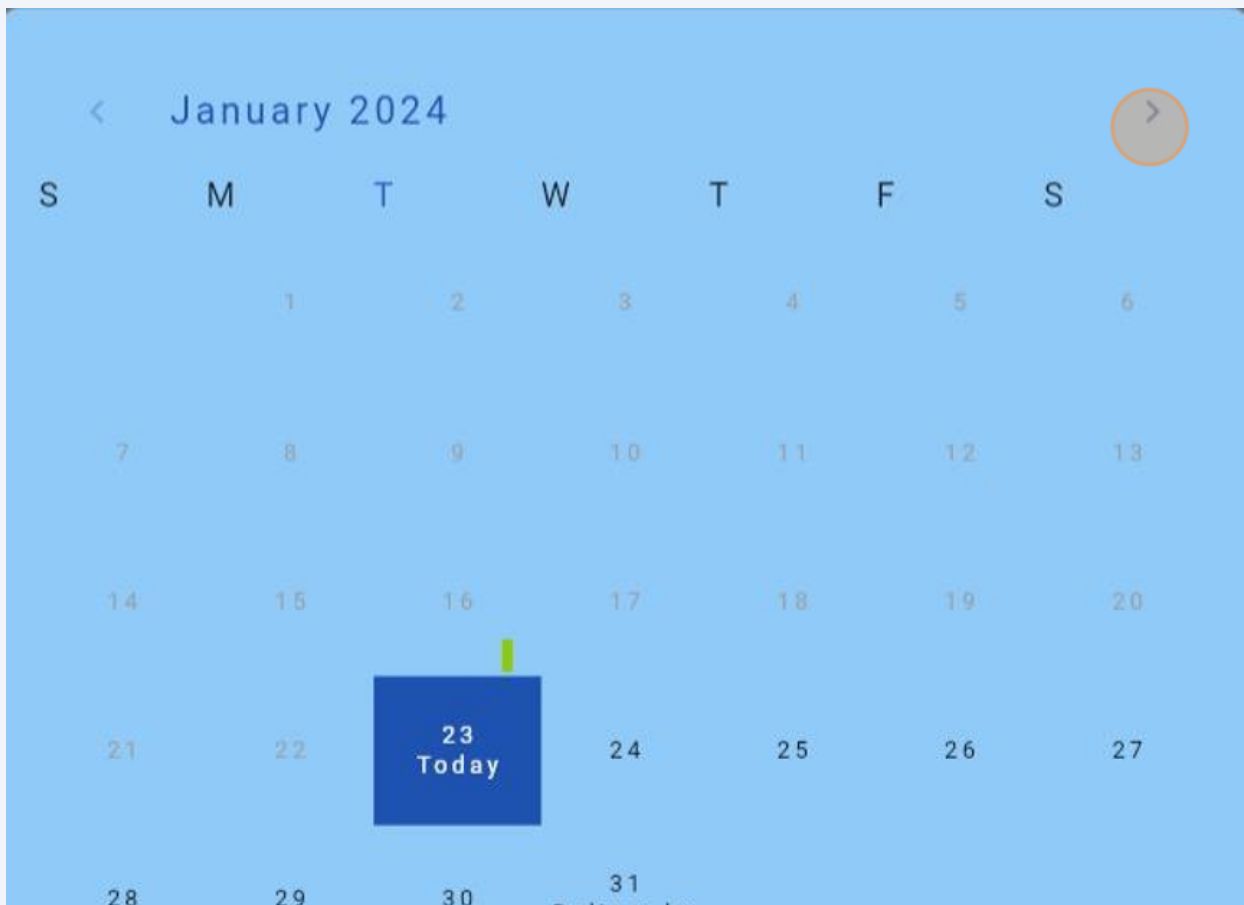
Due on
Select Date

Assign bill



16

A calendar will appear. Go through the calendar using the arrows at the top next to the name of the month, and click on the day that the bill is due. Please note that the calendar date you select must be for a future date.



17 Once your date has been selected, click "Apply."



18 Once all required fields are complete, click "Assign Bill"

abrefgob

[Back](#)

Bill settings

Bank of America
(...8123)
View bill

Total Due*
\$2000.00

Minimum Due (optional)
\$25.00

Due on
December 09, 2023

Assign bill

19 A confirmation that the bill has been assigned will pop up, and from this menu, you can choose to view your bills or to go back to your documents page:

abrefgob

Details

Document assigned as bill

Name
Bank of America

Account Number
92351922938123

Total Due
\$2000

Minimum Due
\$25

Due on
December 09, 2023

Bill
BOA_Visa_CC_Redacted.pdf

View bills

Back to Documents

20 Clicking view bills will bring you to the "Pay" Section of the bills tab where the bill and payment will be displayed

abrefgob

Details ×

Document assigned as bill

Name	Bank of America
Account Number	92351922938123
Total Due	\$2000
Minimum Due	\$25
Due on	December 09, 2023
Bill	BOA_Visa_CC_Redacted.pdf

[View bill](#)

[Back to Documents](#)

BILLS

Search

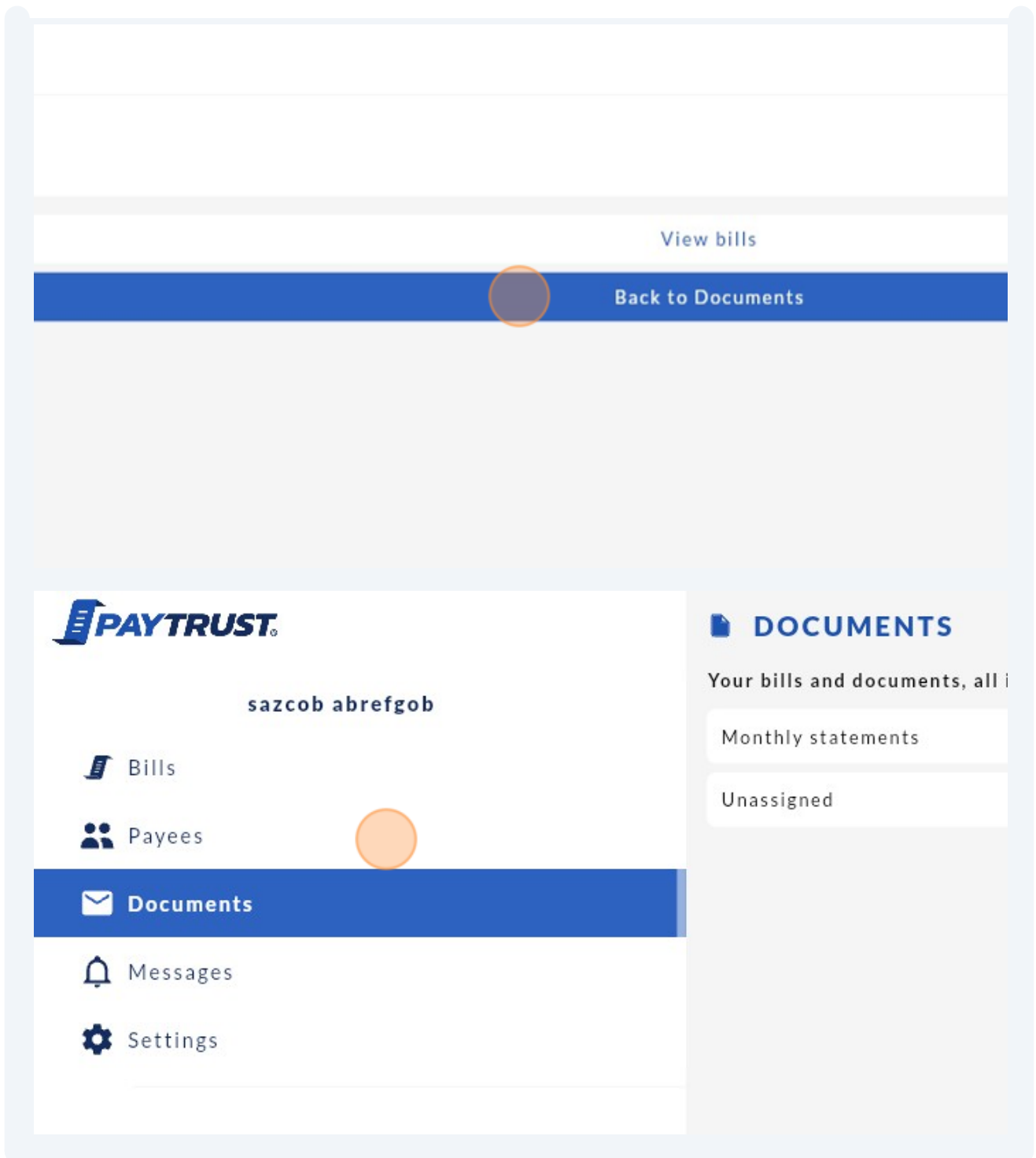
[+](#)
New Payment

PAY SCHEDULED HISTORY

Due in 2 weeks

Abel Heating \$200.00 Due November 30, 2023 View bill	Pay File Bill
Upcoming later	
Bank of America \$2,000.00 Min due: \$25.00 Due December 09, 2023 View bill	Pay File Bill
Bank of America \$1,000.00 Min due: \$20.00 Due December 14, 2023 View bill	Pay File Bill

21 Clicking Back to Documents will bring you back to your documents tab.



22

Once you're finished assigning a bill, you can also find the bill in the Payee's tab in the "Current Bills" section of the Payee Account Page.

Name (ascending) ▾

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



sazcob abrefgob

Bills

Payees

Documents

Messages

Settings

Logout

Nickname
Bank of America

Account No. (Last 4 Digits)
**8123

Settings

eBills

Autopay

Reminder

Notices

Filed Bills

Is hidden

Current Bills

Bank of America
\$2,000.00
Min due: \$25.00
Due 12/09/2023
View bill

Bank of America
\$1,000.00
Min due: \$20.00
Due 12/14/2023
View bill

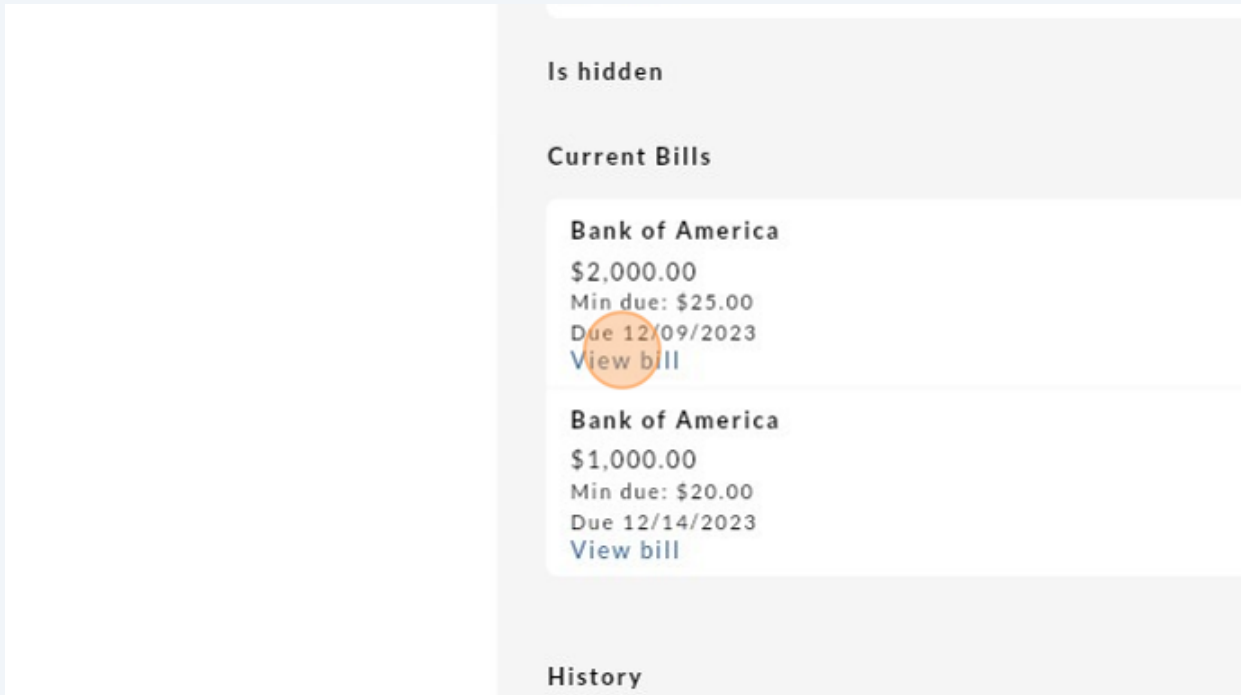
History

Bank of America
First National Bank of the Lakes ...1183
Canceled on 11/21/2023
View bill

Remove payee

23

You can now view your bill by clicking blue words labeled "View Bill" under the Bill information either in the Payee's account page or on the Pay menu in the Bills Tab.



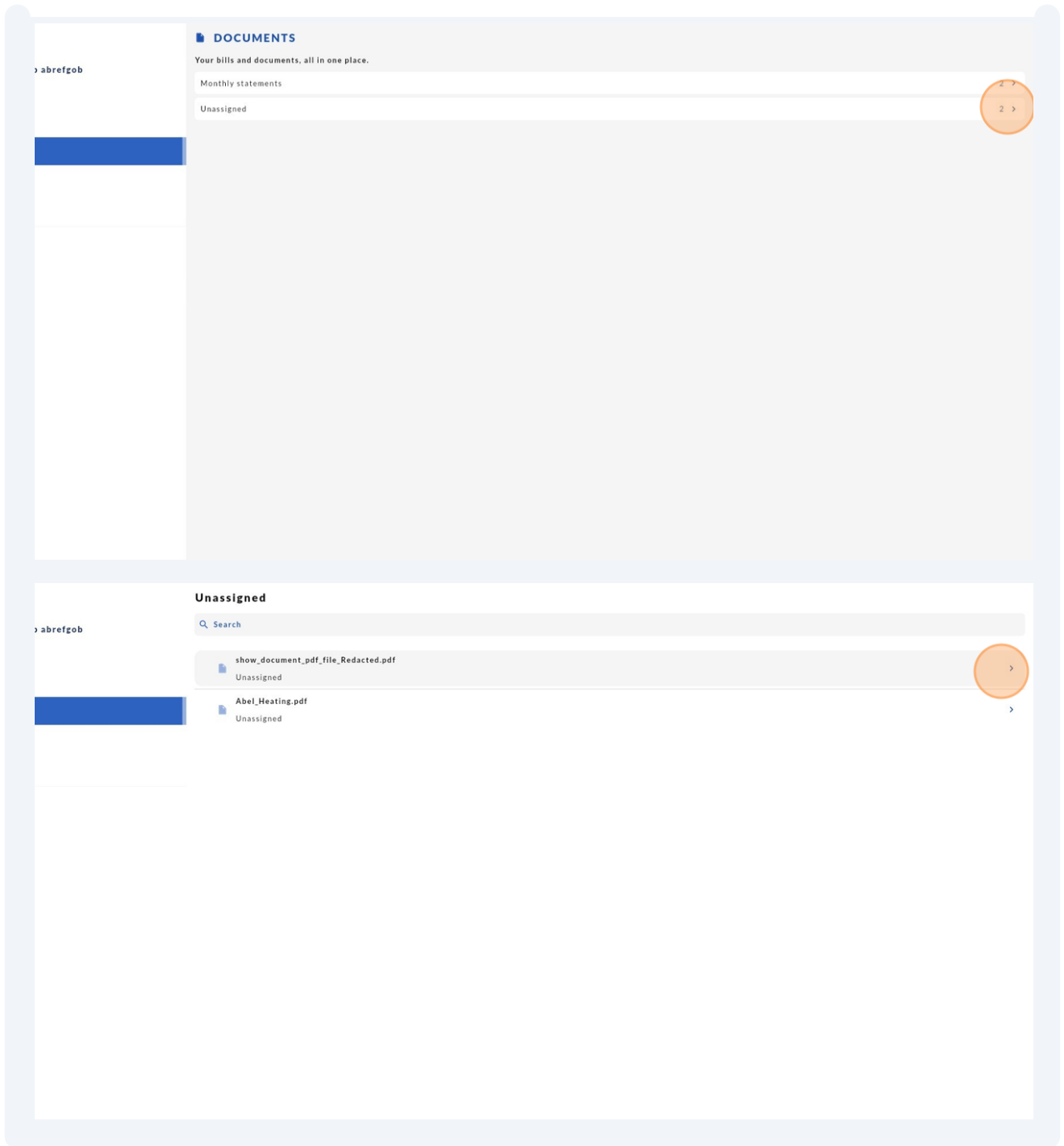
Assigning Documents as Notices



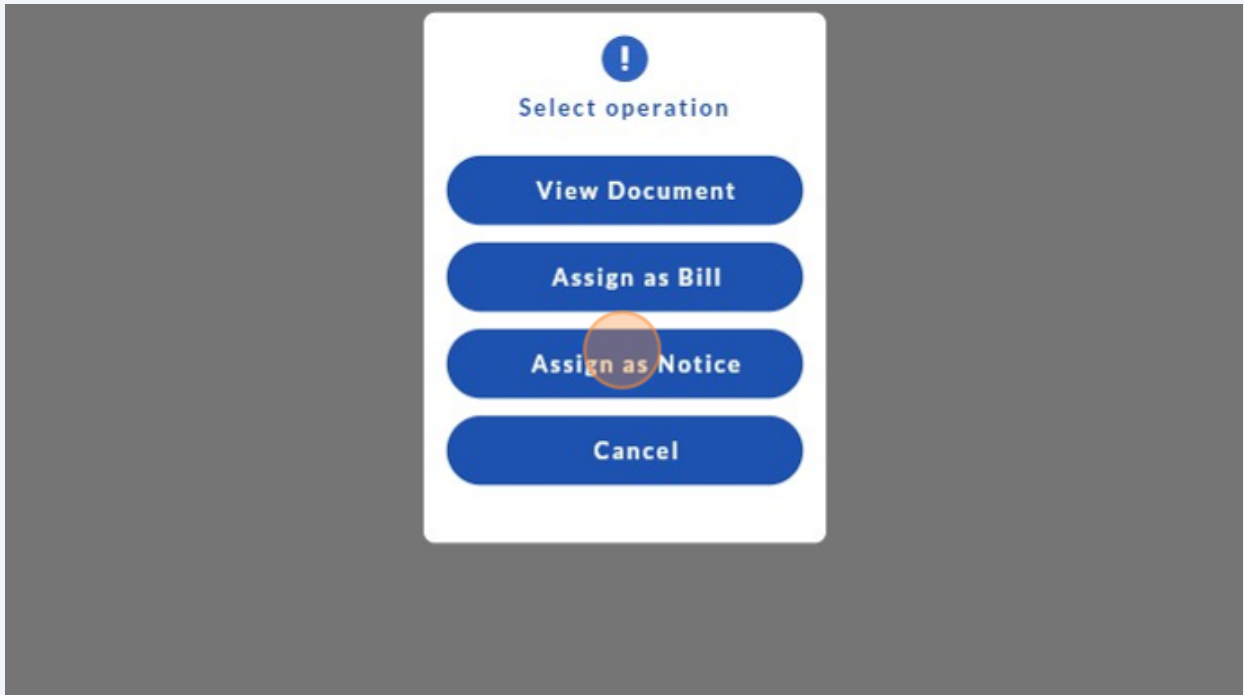
You can file any documents as a notice, however typically a "Notice" refers to any document from your payee that is not a bill to be paid. Notices could include letters of notification, policy documents, forms, and statements that do not require payment.

24

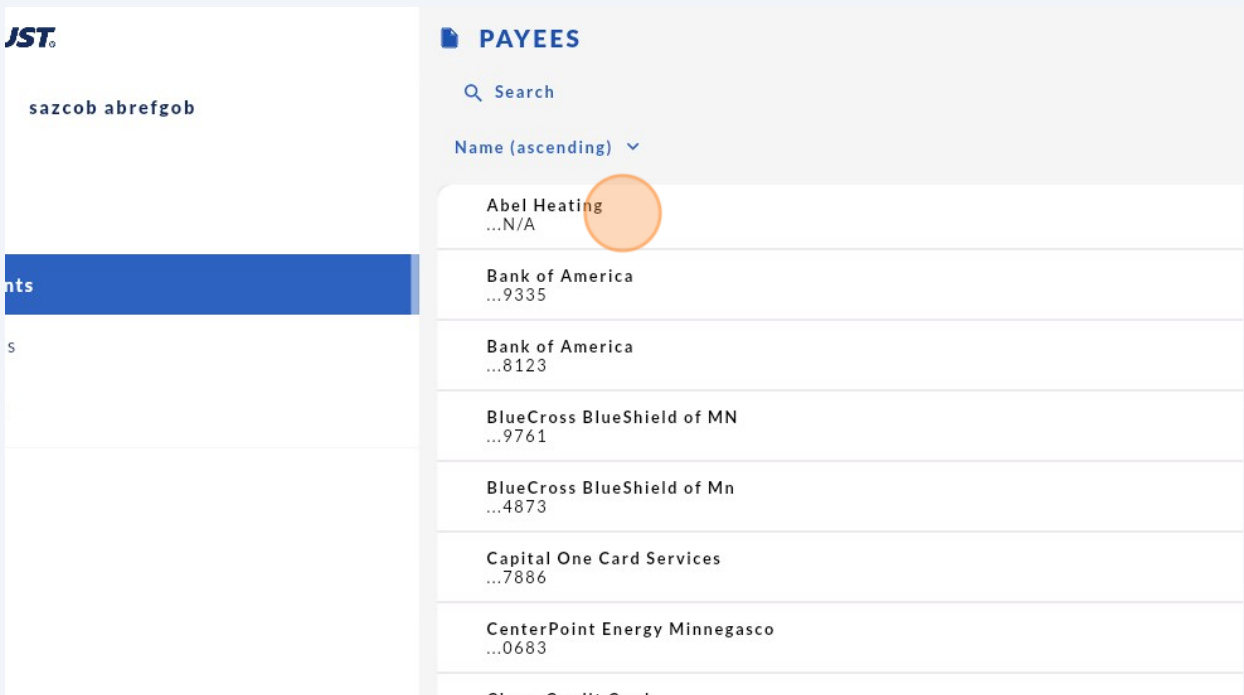
In the documents tab, find the document you'd like to assign as a Notice. Click the arrow next to the document.



25 Click Assign as Notice.

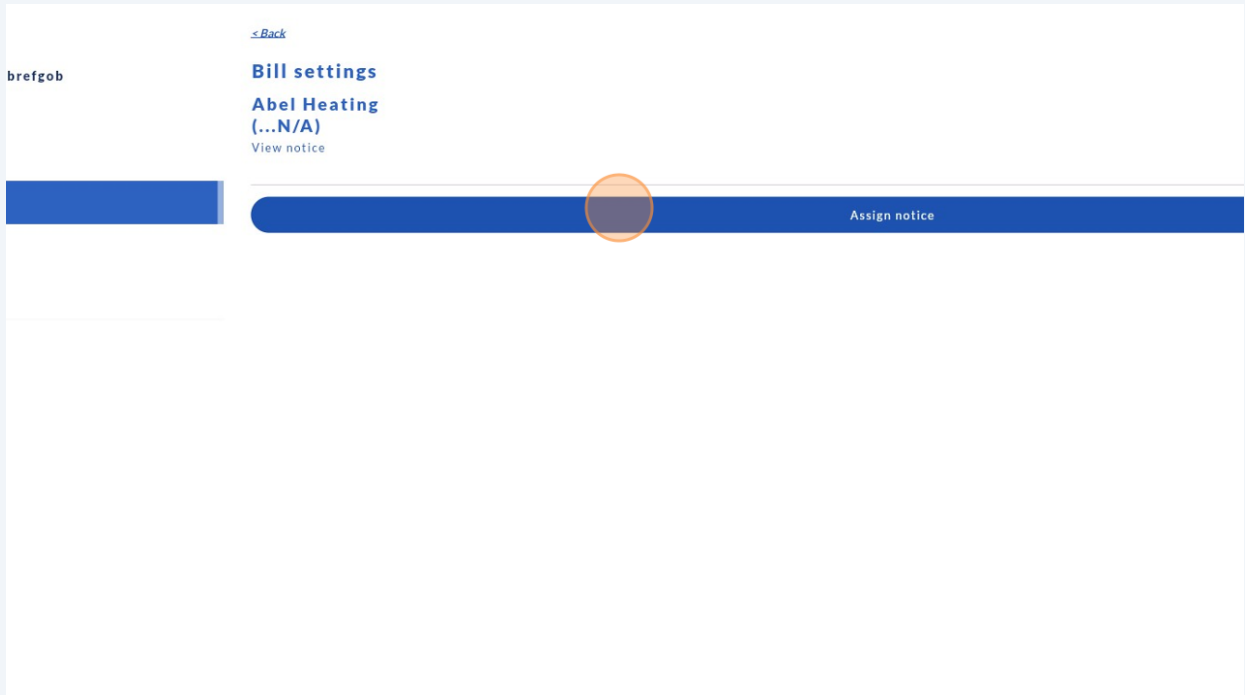


26 Click on the Payee that you want to assign the notice to:



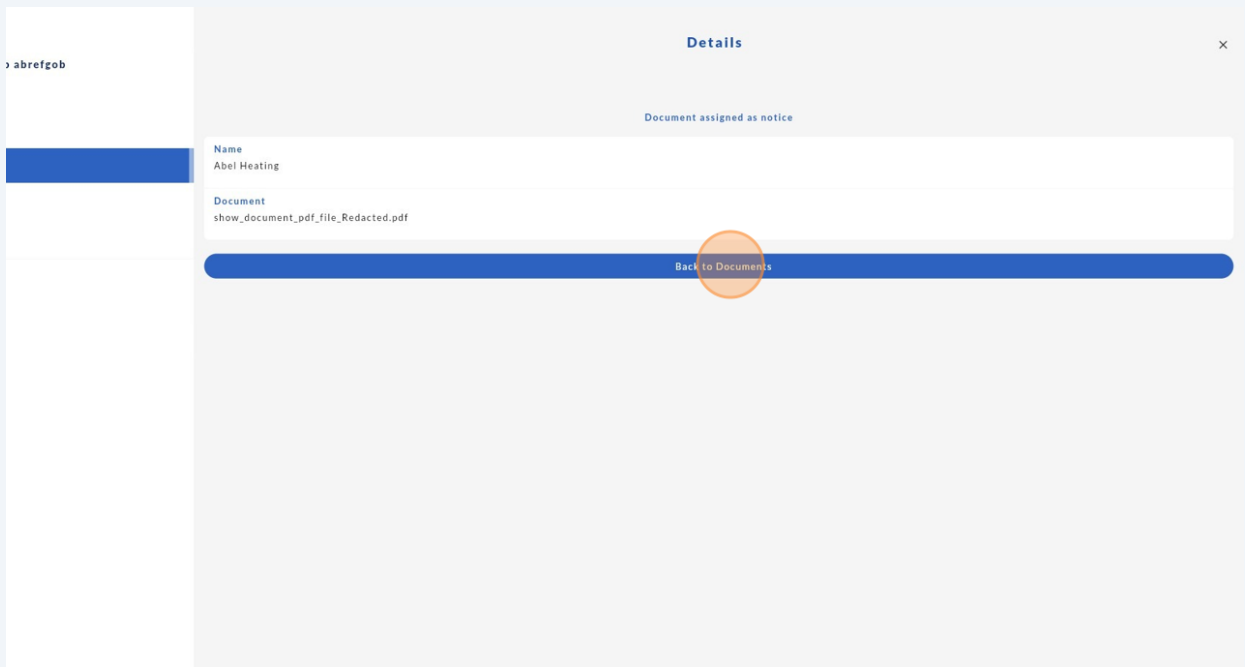
27

Once you confirm that the Payee is Correct, click "Assign Notice", If it's not correct, start the assigning process from step 24 again.



28

Once you've assigned the notice, you will receive this confirmation.



29 If you want to view your notice in the Payee account, click on "Payees".

The screenshot shows the PAYTRUST user interface. On the left, a navigation menu is visible with the following items: Bills, Payees, Documents (highlighted in blue), Messages, and Settings. The 'Payees' item is circled in orange. The main content area displays the user's name 'sazcob abrefgob' and a 'DOCUMENTS' sidebar on the right. The sidebar contains the text 'Your bills and documents, all i' and two buttons: 'Monthly statements' and 'Unassigned'.

30 Click on the Payee Account.

The screenshot shows the 'PAYEES' page in the PAYTRUST interface. On the left, there is a sidebar with the text 'fgob' and a blue bar. The main content area is titled 'PAYEES' and includes a search bar, a dropdown menu set to 'Name (ascending)', and a list of payee accounts. The first account, 'Abel Heating ...N/A', is circled in orange. The list also includes 'Bank of America ...9335', 'Bank of America ...8123', and 'BlueCross BlueShield of MN ...9761'.

31 Click the arrow next to "Notices".

abrefgob

Nickname
Abel Heating

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

Settings

- eBills Set Up >
- Autopay On >
- Reminder Off >
- Notices 1 >
- Filed Bills 1 >

Is hidden

Current Bills

Abel Heating \$200.00 Due 11/30/2023 View bill	Pay File Bill
--	--

Scheduled Payments

Abel Heating First National Bank of the Lakes ...1183 Scheduled for 11/22/2023	Edit \$10.00
Abel Heating Citi Bank ...4125 Scheduled for 12/01/2023	Edit \$12.12
Abel Heating Citi Bank ...4125 Scheduled for 12/02/2023	Edit \$1.00
Abel Heating First National Bank of the Lakes ...1183 Scheduled for 12/04/2023	Edit \$1.00

[Set Up >](#)

[On >](#)

[Off >](#)

[1 >](#)

[1 >](#)

[Pay](#)

32

Click on the notice you want to view, and a pdf file of the document will pop up in a new window.

