

# Bill Payment Guide

www.cnbwaco.com

1.888.262.9226

## Accessing Bill Payment

Visit [www.cnbwaco.com](http://www.cnbwaco.com) and choose **Internet Banking**. Click on the **Sign on Here** icon. Enter your ID & PIN in the appropriate fields and click **Submit**.

CentraNet! ID   
CentraNet! PIN

Select **Bill Payment** from the Menu Bar.

## Adding Payees

Select **Payees** from the Menu Bar. Click the **Add Payee** button to the right, then enter the name of the Company or Person you want to pay. The State field is optional. Click Submit to search for any Electronic Payee matches.

Bill Payment - Add Payee  
Enter Payee Name   
Enter Payee State: \*   
\* Optional: Enter the state where the payment is sent.

If the Payee you searched for is listed, click the **Payee Name** to select. If none of the Payees listed are your payee, click the link to the right of "None of the results above are my Payee".

Bill Payment - Add Payee  
You searched for:  
Payee: **Company Name** State:  
Select your payee from the following:  

<b>Company Name</b>	1234 MAIN STREET	ANYTOWN	US	12345-0000
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None of the results above are my Payee - [Click Here](#).

## Adding Check Payees

Complete the remaining fields to set up the Payee. Enter an Alias to create a nickname for this Payee (optional). The Account Number and Address fields are required. If you do not have an account number for the payee, enter n/a.

Bill Payment - Add Payee  
Payee Name  Company Name\*  
Payee Type **Electronic**  
Payee Alias   
Account Number  Enter account numbers without dashes, slashes, or spaces.  
Address Line 1 1234 MAIN STREET  
Address Line 2   
City ANYTOWN  
State USA  
Zip Code 12345  
Phone Number  Example: (913)555-1212  
\* You are not able to edit the names or addresses of Electronic Payees.

The Payee will be listed on the Payees screen.

Payee	Account Number	Type	Status	
COMPANY NAME	123456789012345678	Electronic	Active	<a href="#">Edit</a> <a href="#">Delete</a>

If the Payee was not available for Electronic Payment, the Add Payee screen will display with **Check** as the Payee Type.

The Payee Name will appear on the Pay to the Order Of line of any checks sent to this Payee.

  
**CENTRAL NATIONAL BANK**

P.O. Box 2525, Waco, TX 76702-2525, (254) 776-3800

## Adding Payments

There are two ways to add payments:

### Add Payment

Click **Add Payment** from the Bill Pay menu.

Choose the **Pay From Account**, as well as the **Payee**.

Enter the **Amount** of the payment and any **Memo** comments (memo is optional and only displays on payments made by check).

The **Frequency** is how often you want the bill paid. For one time payments, it is quicker to use the Quick Payment option.

The **Payment Date** is the date the payment should be sent to the Payee.

\*Allow 2-3 business days for Electronic Payees to receive their payment, and 5-7 days for Check Payees.

For recurring payments, choose when you want the last payment made (Expiration Date). **Click Submit.**

## Adding Payments

### Quick Payment

Click **Quick Payment** from the Bill Pay menu.

Select the Payee(s) you want to send a payment to and click **Submit**.

Select the Payment Date, Account, and Payment Amount for each payment.

Click Submit.

Payments added will display on the Main Page of Bill Payment.

## Viewing History

Select **History** from the Bill Pay menu. The default amount of history will display (to change the default setting, choose Options – Display Options).

Use the drop down menu to change the amount of history displayed.

## Viewing History

Choosing **Search Payment History** will allow you to search by Payee, Payment Date and Dollar Amount.

Payee	Status	Chk #/Elec. Ref.	Processed	Confirmation #	Amount
MY PAYEE	Processed	4000000000	07/29/2005	90013	\$10.00 <a href="#">View</a>