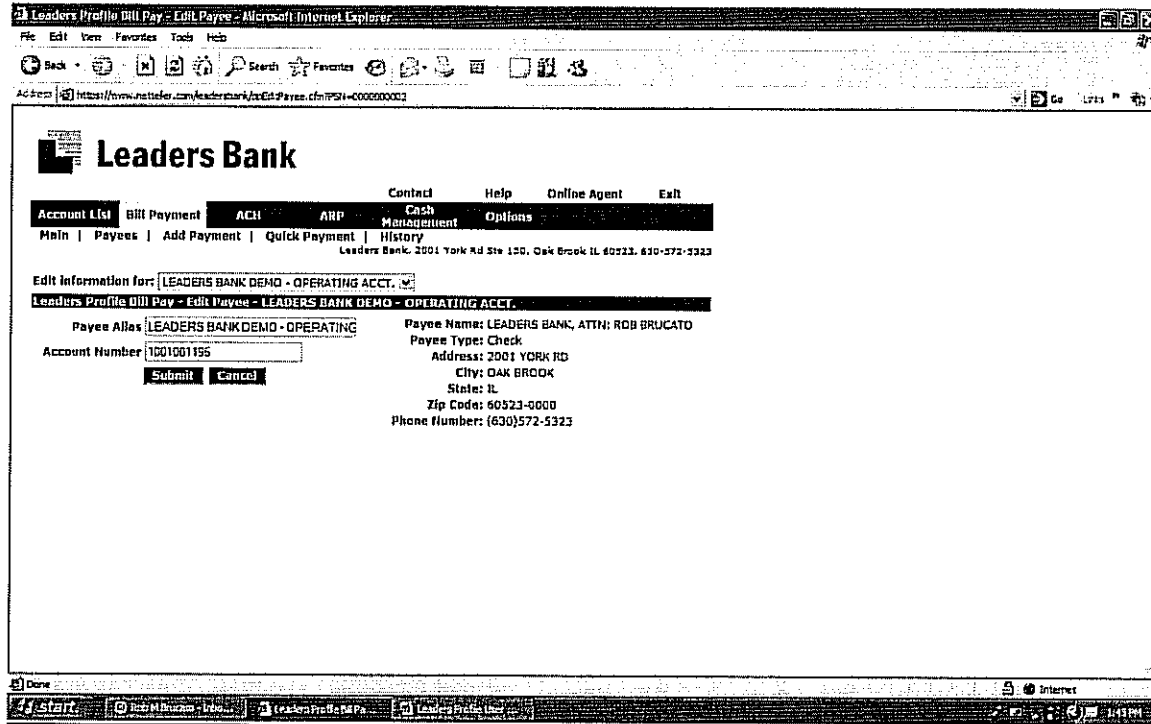


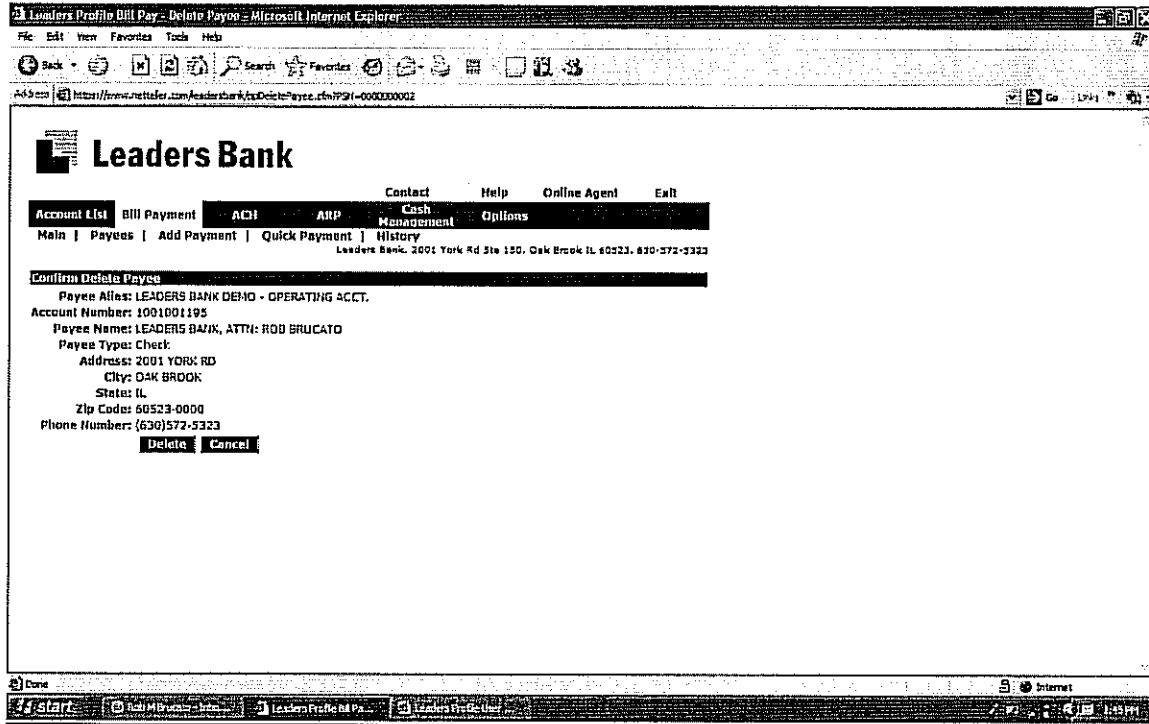
View Payee List

This screen will display if you click on the **Payees** option under "Bill Payment". You will be allowed to view and edit the payee list. The payees can be edited by selecting the [Edit](#) link next to the corresponding payee. The payees can be deleted from the list by selecting the [Delete](#) link next to the corresponding payee. If payments are scheduled for the payee being deleted, a message will display. If continuing with the deletion, the scheduled payments will also be deleted. You can add a new payee by selecting the **Add Payee** button at the top right of the screen.



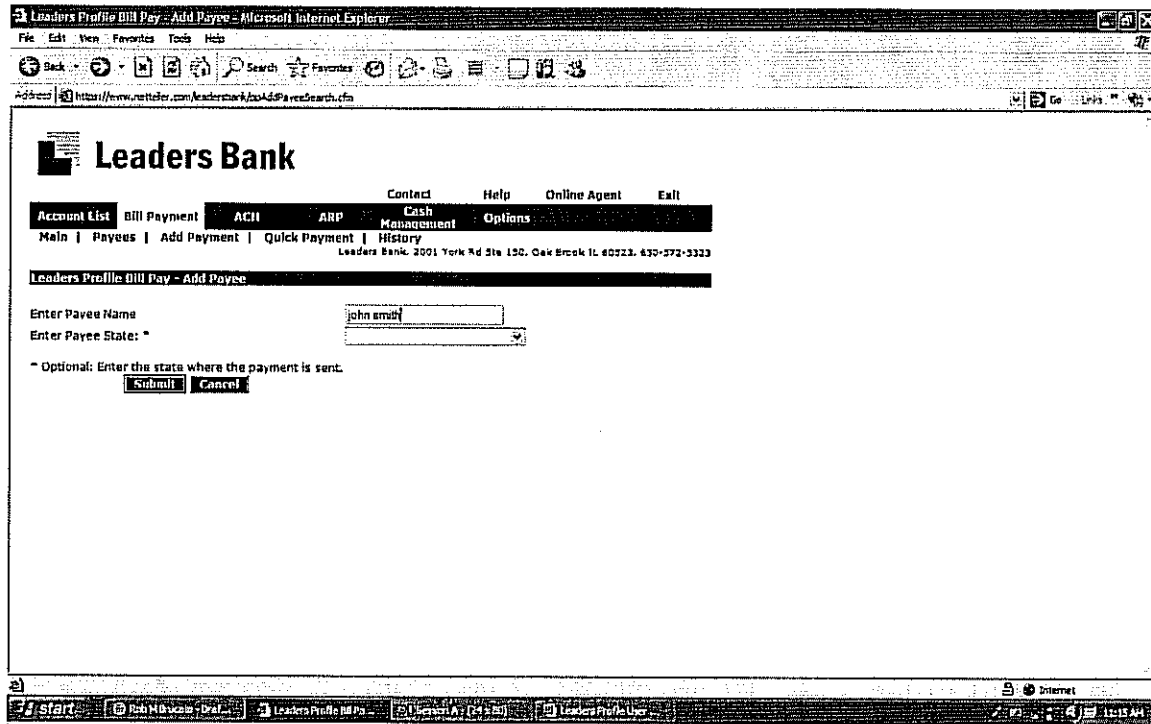
Edit Payee

This screen will display if you choose to edit an existing payee. The two fields that can be edited are **Payee Alias** and **Account Number**. The details of the payee are displayed on the right side of the screen.



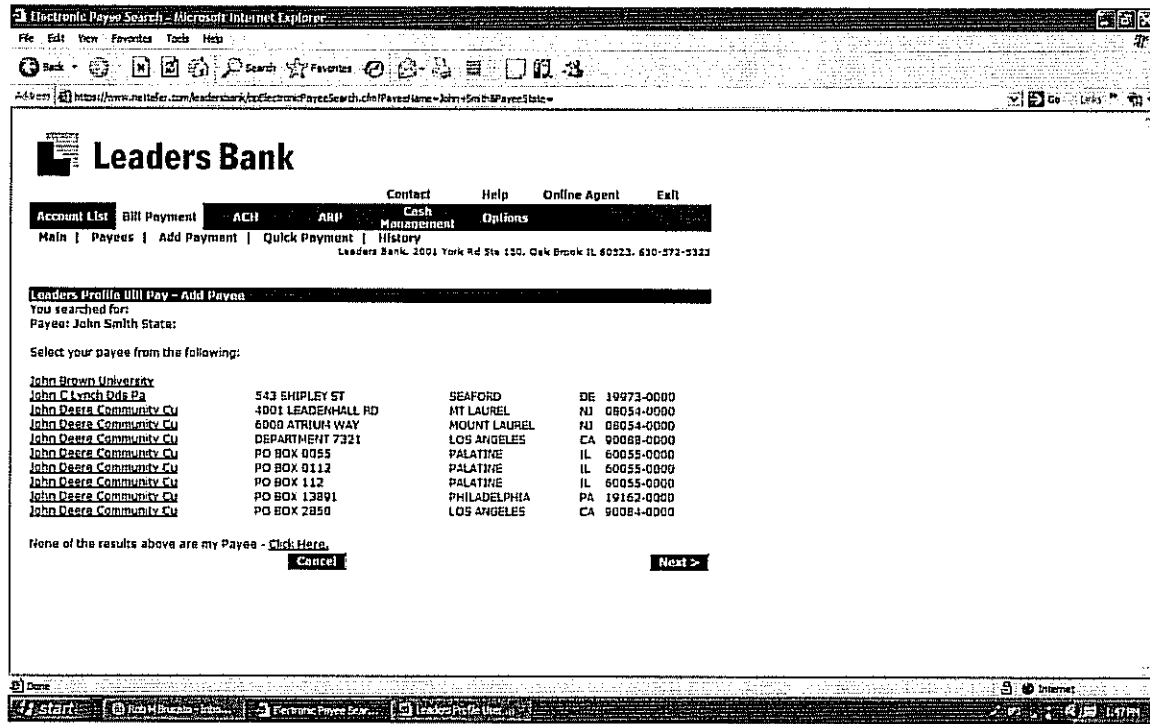
Delete Payee

This screen will display if you choose to delete an existing payee. The detailed payee information is displayed and you will need to click the **Delete** button to remove the entry.



Add Payee

This screen will allow you to add a payee to the payee list. To begin, enter a **Payee Name** and optional **Payee State**, which will then search the database to see if a payee record already exists. After entering the information, click the **Submit** button.



The payee database is searched to determine if there is an exact match from the entry on the previous screen. If there is a match, it will display the entry. You can select the payee by clicking on the payee name. If you select a payee from the payee list displayed, the payment will be made electronically via ACH.

If no match is found, the next closest entries will be listed. If none of the entries listed match the payee you are searching for, you can add the payee by clicking on the [Click Here](#) link at the bottom of the screen. This will allow you to create a new payee where payment is made via check.

Leaders Profile Bill Pay - Add Payee - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.neteller.com/leadersbank/roAddPayee.cfm?NoFound=1

Leaders Bank

Contact Help Online Agent Exit

Account List Bill Payment ACH ARP Cash Management Options

Main | Payees | Add Payment | Quick Payment | History

Leaders Bank, 2001 York Rd Ste 100, Oak Brook IL 60523, 630-572-3323

Leaders Profile Bill Pay - Add Payee

The payee you entered was not found in our electronic database. Please fill in the following information to set this payee up to be paid by check.

Payee Name

Payee Type **Check**

Payee Alias

Account Number

Address Line 1

Address Line 2

City

State

Zip Code Example: 12343-1234

Phone Number Example: (913)555-1212

Leaders Profile Bill Pay - Add Payee - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.neteller.com/leadersbank/roAddPayee.cfm?PayeeName=John%20C%20Lynch%20Dds%20Pa&PayeeType=Electronic&PayeeAccountNumber=200050197139&resAddr=

Leaders Bank

Contact Help Online Agent Exit

Account List Bill Payment ACH ARP Cash Management Options

Main | Payees | Add Payment | Quick Payment | History

Leaders Bank, 2001 York Rd Ste 100, Oak Brook IL 60523, 630-572-3323

Leaders Profile Bill Pay - Add Payee

Payee Name **John C Lynch Dds Pa ***

Payee Type **Electronic**

Payee Alias

Account Number

Address Line 1 **543 SHIPLEY ST**

Address Line 2

City **SEAFORD**

State **DE**

Zip Code **19973-0000**

Phone Number Example: (913)555-1212

* You are not able to edit the names or addresses of Electronic Payees.

This screen will allow you to set up a new payee. Complete the following fields to set up new check and electronic payees. For electronic payees, some of the fields will be pre-filled.

Payee Name – enter the name of the payee (REQUIRED). If the payee type is electronic, this field will be pre-filled.

Payee Type – “check” or “electronic”. This field defaults to “check”. For an “electronic” payee type, a valid account number needs to be entered. If an invalid account number is entered, the following message will display:

The account number entered does not match those available for this payee. Please refer to your billing statement and correct the account number. If you have entered the account number correctly and still receive this message, please [click here](#) to set this payee up as a check payee.

Payee Alias – enter the payee alias, if applicable. The payee alias is a user-defined field that can provide a short, descriptive identifier for this individual payee.

Account Number – enter the account in which the payment should be posted (REQUIRED).

Address Line 1 – enter the payee's street address (REQUIRED).

Address Line 2 – enter the remainder of the payee's street address (i.e., apt. #) (OPTIONAL).

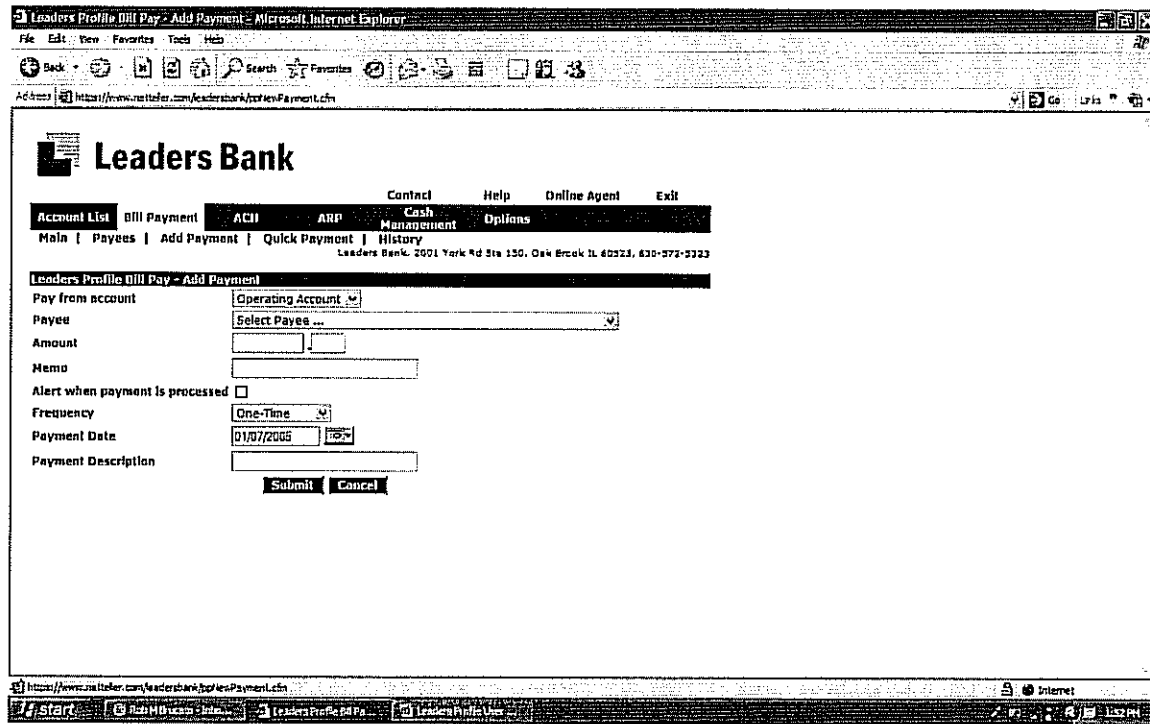
City – enter the payee's city (REQUIRED).

State – enter the payee's 2-character state, or click on the pull down menu and click the applicable state (REQUIRED).

Zip Code – enter the payee's zip code (FIRST FIVE DIGITS ARE REQUIRED).

Phone Number – enter the payee's phone number, including area code (REQUIRED).

Click on the **Submit** button to add the new payee.



Add Payment

This screen will allow you to create a payment to a specified payee. Complete the following fields to set up a payment.

Pay from account – select the account from which the bill will be paid from the pull down menu.

Payee – choose the payee from the pull down menu. The payee is sorted by alias.

Amount – enter the dollar amount.

Memo – type any memo information. Payments made by check will have the memo information on the memo line of the check. This information is not transmitted for electronic payments.

Alert when payment is processed – select this option if you want an alert to show on the Account Listing page. You will be alerted when processing has been completed for that payment. This will not indicate when the payment has been received.

Frequency – select the frequency of the payment from the pull down menu (one-time, weekly, bi-weekly, monthly, semi-monthly, quarterly, annual, and semi-annual). If the frequency selected is anything other than one-time, the following additional fields will display and will need input:

Start Date – enter the start date, which must be within the 5-year Fed calendar and not less than the current date, or click on the checkbox marked "Pay on last business day of the month".

Expiration Date – enter the expiration date or click on the checkbox marked "This Payment has no expiration date".

Variable Payment – click on the checkbox if you want to have the payment amount reset to zero after each payment. The amount can then be edited prior to the next payment date. **If the variable payment has NOT been reset by the next payment date, the payment will NOT be paid.**

Payment Date – enter the date in which the payment is to be initiated. This date entered **MUST** fall within the 5-year Fed calendar, and cannot be less than the current date. To select a date, click on the calendar icon and select a date from the pop-up window. The date selected will be inserted into the Payment Date field.

Payment Description – enter the payment description, if desired. This is an optional field and the content entered will **NOT** be printed on the payment.

Select the **Submit** button to initiate the request.

Leaders Profile Bill Pay - Main - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.neteller.com/leadersbank/billpay/ScheduledPayments.cfm

Leaders Bank

Contact Help Online Agent Exit

Account List Bill Payment ACI ARP Cash Management Options

Main | Payees | Add Payment | Quick Payment | History

Leaders Bank, 2001 York Rd Ste 120, Oak Brook IL 60523, 630-572-3323

System Message

Successfully added One-Time payment to LEADERS BANK DEMO - OPERATING ACCT. for \$0.01.
Confirmation Number: 05011000001

Leaders Profile Bill Pay - Scheduled Payments

Status	Date	Payee	Frequency	Type	Account	Amount	
<input type="checkbox"/>	Active	01/10/2005	LEADERS BANK DEMO - OPERATING ACCT.	One-Time	Check Operating Account	0.01	View Edit Delete
						<i>Day Total</i>	0.01
						<i>Grand Total</i>	0.01

Quick Edit

When you successfully submit, modify, or delete a payment, a confirmation number will be assigned and displayed in the System Message section at the top of the "Scheduled Payments" screen. This confirmation number will also be displayed on the "View Scheduled Payments" screen when "View" or "Delete" options are selected and on the "View Payment History" screen where a confirmation number is applicable. To perform a Quick Edit on the payment, click on the checkbox next to the **Status** column and then click the **Quick Edit** button. The fields that can be edited are outlined. After the necessary editing is complete, click the **Submit** button.

Leaders Profile Bill Pay - Quick Edit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.neteller.com/leadersbank/billpay/QuickEdit.cfm?Submit=Quick+Edit

Leaders Bank

Contact Help Online Agent Exit

Account List Bill Payment ACI ARP Cash Management Options

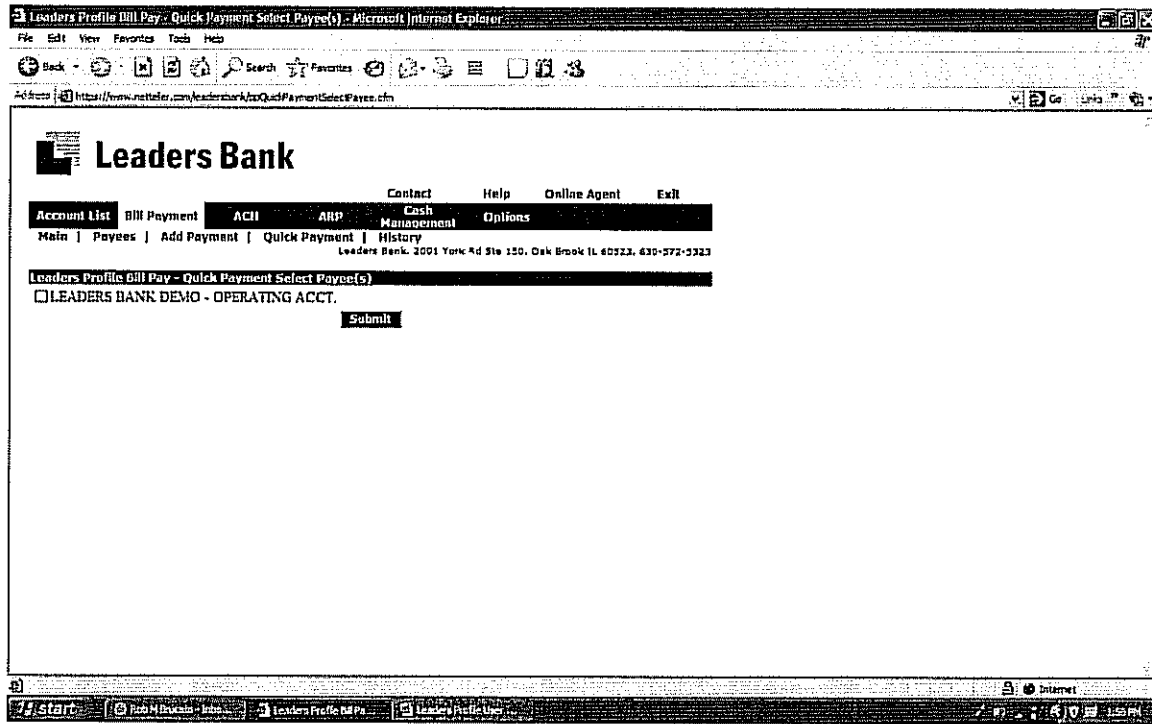
Main | Payees | Add Payment | Quick Payment | History

Leaders Bank, 2001 York Rd Ste 120, Oak Brook IL 60523, 630-572-3323

Leaders Profile Bill Pay - Quick Edit

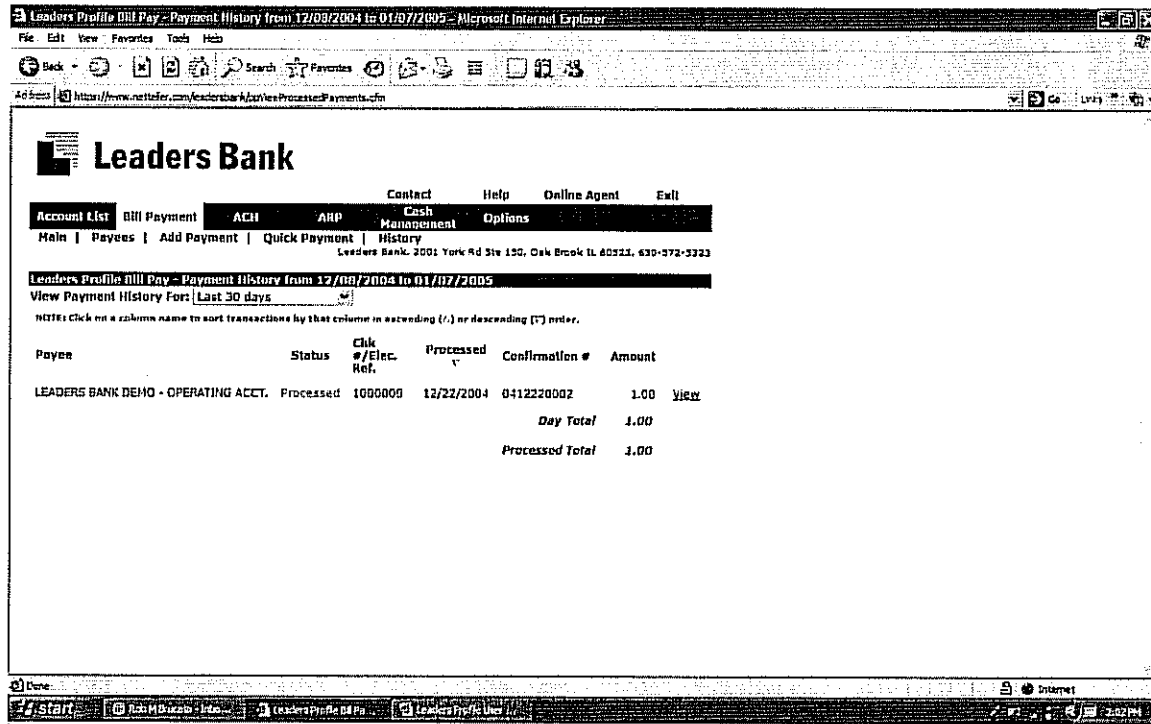
Date	Payee	Frequency	Memo	Account	Amount
01/14/2005	LEADERS BANK DEMO - OPERATING ACCT.	One-Time	Acct # 12345	Operating Account	0.01

Submit **Cancel**



Quick Payment

This screen provides a quick method to initiate a payment to an existing payee. Click on the checkbox next to the payee name and then click the **Submit** button. Edit the outlined information and submit the payment by clicking the **Submit** button again.



View Payment History

This screen allows you to view payment history in the following increments from the pull down menu next to the **View Payment History For:** field:

- Since last statement
- Last 7 days
- Last 15 days
- Last 30 days
- Search payment history

Click on the View link next to a particular payee to view the following information for the payee:

- Payee
- Payment Status
- Payment Type
- Check Number or Electronic Reference Number
- Amount
- From Account
- Memo Line Comments
- Processed Date
- Sent Date
- Confirmed Date
- Confirmation Number