

ENROLLING IN BILL PAY

1. Log into your online banking profile, click Pay My Bills from the top menu.



2. On the next screen, it will show any accounts that are eligible for Bill Pay. Only Checking and Money Market accounts can be used to initiate payments through Bill Pay. To continue with enrollment, click **Sign Up for Payments**.

3. The Terms of Service Agreement and Privacy Agreement will be presented on the following screens. Review the agreements, then click **Accept**.

RMS OF SERVICE	PRIVACY POLICY
ar 201 Pay Series and distinguesy may charge from Series for the time. When non-name charges, we'l' wolfy you and and you'ld minore and anoge them.	We regularly review our Privacy Policy and make updates if needed. When we make changes, we'll notify you and ask you to review and accept them.
TERMS OF SERVICE	PRIVACY POLICY (for Bill Presentment and Bill Payment Services)
Last sphere Orbber 31, 2014	1. Introduction. The following privacy disclosures are provided by The Provident Bank (hereinafter "we" or "us") in connection with the Bill Payment and Bill
GENERAL TERMS FOR EACH SERVICE	Presentment Services (the "Services") offered through our online banking site (the "Site"), and describe the types of "Presonal Information" (information that is identifiable to a natricular encount that we filterative or through our sancine moviders) or filter in expension moving a service and these and identifiable to a natricular service the filterative or through our sancine moviders) or filter in expension to wake use a choice and the service the service of the service and the servi
	protect that Personal Information. These disclosures supplement the disclosures that you have already been provided in connection with our Site and the
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Terms (but follows after the General Terms that against to the specific Service people are compliances. This Agreement applies to provide the Service and the	2. Eligibility. The Site and the Services are offered pursuant to the restrictions and eligibility requirements as described in the Terms of Service or other
parties of the Sale through which the largest is affered	disclosures on the Site. We do not knowingly offer the Services to nor collect any Personal Information from or about individuals under 18 years of age. Please
2 Service Providers, No. are offering you the Service Drough and an energy Service Providers that we have anguged to random service and of the Service to you en	do not submit such information to us, and as a parent or legal guardian, please do not allow your children to submit personal information without your permission. But wins the State addet the Sendere use userspect that you must these requirements and that you are been to the termice Delicy.
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Centeral Terms of this Agreement, Other defined terms are also present at the and of each set of Terms Publishing and the Germed Terms as applicable	4. Cookies, Browser Information and Related Issues.
R. American sectors, We may americal this. Agreement and any applicable hims and charges for the Service of any hims by posting a restault sectors of the Set. The	a When you visit the Site or use the Services, we may receive certain standard information that your browser sends to every website you visit, such as the
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y clicking on the Accept Mutter, I accounted as that five result and agree to the Terms of Service that apply to (DM Per).	By clicking on the Accept button, I acknowledge that I've read and agree to the Privacy Policy that apply to (Bill Presentment, Bill Pay).
Device	Decline Accept

4. The following screen shows a few of the benefits of utilizing the Bill Pay system. Click **Get Started** to continue.

Streamline your business of As a premier client, consolidate all your bon specifically for clients like you who require th	nd personal banking into one place ing needs with us. Our bainess accounts are tailaned alble and convenient banking services.	Expore Our Boarness Checking Accounts
WELCOME, JOHN		
	Simplify your bill pay ro	utine with The
	Provident Bank B	ill Pay!
	Convenience Say goodbye to the hassle of juggling multiple conveniently pay all your bills anytime, anywt	r passwords and accounts. Now, you can ere, on any device.
tõ	Control Reserve electronic bill statements directly to y and streamlining your financial record -keeping Set up customzable reminders and automabic due date again.	our account, eliminating paper clutter). payments to ensure you never miss a
E	Confidence With just a few clicks, you can securely send p digitat banking environment. Manage all your password.	ayments to anyone without leaving your payments in one place, with one
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5. You have successfully enrolled in the Bill Pay service and are able to set up payments.

CREATING NEW BILLERS IN BILL PAY

1. From the Pay My Bills Screen, click Add Biller.

Accounts Transfers v Pay My Bills Deposit a Check	
PREMIER BUSINESS CHECKING Streamline your business and personal banking into one place. As a primic lefter, consolidated lyour busines meds with us. Our business accounts are tailored specifically for clients like you who require flexible and convenient banking services.	Explore Our Business Checking Accounts
PAY BILLS ACTIVITY	
Search existing biller Q Add biller	Account balances ()
Unpaid bills ()	
You don't have any unpaid bills at this time.	Recent activity () <u>View all activity</u>
My billers	You have no recent payments to show here.
Tou don't have any billers in your profile. Search for billers above to get started.	
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2. Type the name of the Company or Person that you would like to send payments to.

	FDIC FDIC-Insured — Backed by the full faith	and credit of the U.S. Government	
Accounts Tansfers Pay My Bills	Deposit a Check		🖉 John Test 🗸 Print Logout
PREMIER BUSINESS CHECKING Streamline your business and As a premier clent, consolidate all your banking specifically for clients like you who require flexible	personal banking into one place needs with us. Our business accounts an tailoned e and convenient banking services.	Ch.	Explore Our Business Checking Accounts
ADD BILLER			
	Search for a biller Cancel	Q Next	
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3. If it is a company that our Bill Pay provider is familiar with, the name will appear below the search bar. If it is the correct payee, click the name of the payee, then click **Next** to continue.

If the drop down does not reflect the correct payee, then click the + Add Biller option and it will take you through the steps to manually add the biller information(shown on step # 4). If the Biller Name did not populate at all, skip to step # 4.

	FDIC FDIC-Insured — Backed by the full faith and credit of the U.S. Government	
bankprov	•	🖉 John Test 🗸 Print Logout
Accounts Transfers 🗸 Pay My Bills	Deposit a Check	
PREMIER BUSINESS CHECKING Streamline your business and As a premier clent, consolidate all your banking specifically for clients like you who require flexible	personal banking into one place. needs with us. Our business accounts are tailored e and convenient banking services.	Explore Our Business Checking Accounts
ADD BILLER		
	Search for a biller Unitil	
Accounts Transfers > Pay My Bills	FDIC FDIC-Insured — Backed by the full faith and credit of the U.S. Government	🖉 John Test 🗸 Print Logout
PREMIER BUSINESS CHECKING Streamline your business and As a premier client, consolidate all your banking specifically for clients like you who require flexib	personal banking into one place needs with us. Our business accounts are tailored le and convenient banking services.	opore Our Business Checking Accounts
ADD BILLER		
	Search for a biller Unitil Cancel Next	

a. The following page will ask for the account number you have with the biller as well as the zip code. If you have more than one zip code, it is recommended to provide the zip code of your billing address. When completed, click **Add**.

PREMIER BUSINESS CH Streamline your busine As a premier client, consolidate all y specifically for clients like you who re	ECKING ess and personal banking into one place pur banking needs with us. Our business accounts are tailored quire flexible and convenient banking services.
ADD UNITIL	
	Account number
	Confirm account number
	Nickname (optional)
	🔤 ZIP code 🔤 ZIP+4 (optional)
	Cancel Add

**If you receive an error message stating that there is a problem with the account number or zip code, please reach out to the biller to ensure the information you have matches their system.

ADD UNITIL	
	S The account number or ZIP code doesn't match the biller's information. Please re-enter.
	Account number
	•••••
	Confirm account number
	••••
	Nickname (optional)
	Utilities
	ZIP code
	01913 ZIP+4 (optional)

b. On the following screen, you will see a confirmation that the Biller has been added. If you are ready to make a payment to this biller, there is a place below the confirmation to put in the payment amount as well as a memo. It will also show the estimated delivery date of the payment. Once completed, click **Pay** to initiate the payment.

	Success! Jane Test methas been added to your list.			
Jane -	Lane Test			
	\$(\$0.00		
	Estimated delivery 02/18/2025	Rush delivery available 💼		
	Your check may be cashed, account, before, on, or after	and the money withdrawn from your r Feb 18.		
	Pay from			
	Available balance: \$			
	Memo			

4. If the biller's name did not populate when typed into the search bar, click Next.

bankprov.			🖉 John Test 🗸 Print Logou
Accounts Transfers Y Pay My Bills D	eposit a Check		
PREMIER BUSINESS CHECKING Streamline your business and p As a premier clent, consolidate all your banking ne specifically for clients like you who require flexible o	ersonal banking into one place eds with us. Our business accounts are tailored Ind convenient banking services.		xptore Our Business Checking Accounts
ADD BILLER			
	Search for a biller Jane Test	8	
	Cancel	Next	
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- a. At the top, select if this is a Company or a Person, then input the necessary payment information such as:
 - i. Account Number (your account number with the company/person you are sending the payment to).

- ii. Address (the address you would like the payment sent to)
- iii. Biller's Phone Number
- b. Once the information has been provided, click Add.

		Mailing address
ADD BILLER		Biller address 1
	COMPANY PERSON	Address 2 (optional)
	Account information Biller name Jane Test	City
	Account number	State ¥
	Nickname (optional)	ZIP code (5-digit) ZIP+4 (optional)
	Mailung address	Biller's phone number
	Address 2 (optional)	Cancel Add

c. On the following screen, you will see a confirmation that the Biller has been added. If you are ready to make a payment to this biller, there is a place below the confirmation to put in the payment amount as well as a memo. It will also show the estimated delivery date of the payment. Once completed, click Pay to initiate the payment. If you do not wish to make a payment, you can click Cancel to be redirected to the Bill Pay screen.

REVIEW AND PAY	_					
	Success! Jan	Success! Jane Test Test has been added to your list.				
	Jane Tes	de lane Test				
	\$0.00					
		Estimated delivery 02/18/2025	Rush delivery available 💼			
		Your check may be cashed account, before, on, or after	l, and the money withdrawn from your er Feb 18.			
		Pay from Available balance: \$				
		Memo				
		Printed on check Cancel	0/32)		

INITIATING A PAYMENT TO AN EXISTING BILLER

1. On the Pay My Bills screen, find the Biller that you would like to send a payment to, then click **Pay.**

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ounts Transfers • Pay My Bills Deposit a Check	
PREMIER BUSINESS CHECKING Streamline your business and personal banking into one place. As a premier client, consolidate all your banking needs with us. Our business accounts are tailored specifically for clients like you who require flexible and convenient banking services.	Explore Our Business Checking Accounts
	Account balances (j)
Unpaid bills ()	Recent activity (i) View all activity
 You don't have any unpaid bills at this time. My billers 	You have no recent payments to show here.
Pay	

2. Input the amount of the payment, select the BankProv account that you would like the payment to be made from, complete the memo (optional), then click **Pay.**

REVIEW AND PAY						
	Jane Test					
		\$0.00				
		Estimated delivery 02/18/2025		Rush delive	ery available 🛅	
		 Your check may be account, before, o Pay from 				
		Available balance:				
		Memo Printed on check			0/32	
		Cancel		Pa	ау	