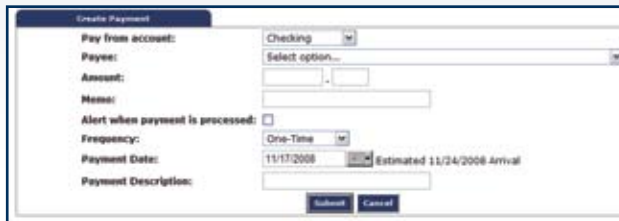


Bill Payment Guide

★ SETTING UP PAYMENTS cont'd...

ADD PAYMENT (Recurring payment)

Click **New Payment** and then click **Add Payment**. Choose from the drop down list the account to pay from. Select from the Payee drop down list, the payee you wish to pay. Complete all of the fields and click the **Submit** button.

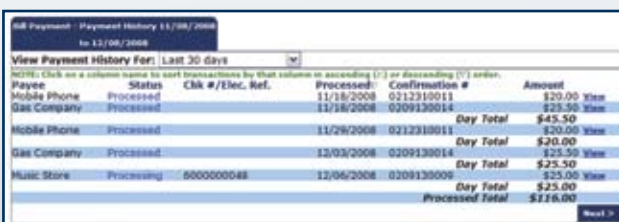


★ VIEWING HISTORY

Click **Main** from the **Bill Pay** tab, and click **History**. Fill in the history options you would like to view. You may search by payee, date, and dollar amount. Click the **Submit** button.



On the next screen, you can view your bill payment history. You can change the amount of history days to display by clicking on the days displayed in blue. You can also view the transaction.



| Payee | Status | Click #/Elec. Ref. | Processed | Confirmation # | Amount |
|--------------|------------|--------------------|------------|------------------------|-----------------|
| Mobile Phone | Processed | | 11/18/2008 | 0212310011 | \$20.00 View |
| Gas Company | Processed | | 11/18/2008 | 0209130014 | \$25.50 View |
| | | | | Day Total | \$45.50 |
| Mobile Phone | Processed | | 11/29/2008 | 0212310011 | \$20.00 View |
| Gas Company | Processed | | 12/03/2008 | 0209130014 | \$25.50 View |
| | | | | Day Total | \$25.50 |
| Music Store | Processing | 6000000048 | 12/04/2008 | 0209130009 | \$25.00 View |
| | | | | Day Total | \$25.00 |
| | | | | Processed Total | \$116.00 |

★ SECURITY

The first time you access your accounts online, we'll ask you to choose and answer three (3) Personal Verification Questions.

During future online sessions, we'll ask you some of these questions if we feel there is a possibility that someone other than you is attempting to access your information.

Please choose answers that you will remember. Incorrectly answering questions can lead to your account access being disabled.

If your account becomes disabled or you need additional assistance, please call **E-Banking customer service at (800) 310-6089**.



★ SECURITY REMINDERS

- We will NEVER email you for your personal information. Any email claiming to be American Security Bank, and requesting personal information such as Social Security Numbers, ID's, or Passwords should not be trusted or opened.
- Do not write your password down.
- Use a different password to access your online accounts other than ones you use for other applications.
- Always exit your online banking session before leaving your computer.

www.amsecbank.com



Bill Payment Guide



American Security Bank

Beyond "Business as Usual"

ACCESSING BILL PAYMENT

Visit www.AmSecBank.com and choose “*Online Banking Sign In.*”

Enter your ID and Password. Click the *Login* button.

Select *Bill Payment* from the Menu Bar.

ADDING ACCOUNTS FOR BILL PAY

Select *Add Account* from the Bill Pay sub-menu. Choose the account you want to add to bill pay and click *Submit*.

PAYEES

There are two types of Payees:

Company and *Individual*.

Most Company payees receive their payments electronically, while Individual payees receive their payments in the form of a check.

Funds for payments made electronically will debit your account on the payment date.

Funds for payments made by check will debit your account when the check clears.

ADDING PAYEES

ELECTRONIC PAYEES (E)

In the Bill Payment tab, click *Add Payee*. Click on *Pay a Company*. Fill in the payee fields and click the *Search* button. If the company you entered is available as an Electronic Payee, Electronic will appear next to the Payee Type. Click the *Submit* button to add payee.

NOTE: Not all companies accept electronic payments.

If the payee is not available as electronic, click on the *Add Check Payee* at the bottom of the page.

CHECK PAYEES

In the Bill Payment tab, click *Add Payee*. Click on *Pay an Individual*. Fill in the payee fields. If there is no account number, type N/A. Click the *Submit* button to add payee.

SETTING UP PAYMENTS

Payments can be set up in either of two ways:

Quick Payment or *Add Payment*.

Quick Payment allows you to make one time payments. You may choose up to 10 payees on the same screen.

Add Payment allows you to make recurring payments for a specific date without further action unless you wish to edit.

QUICK PAYMENT

Click on *New Payment* and then click *Quick Payment*. Select payee(s) you wish to pay by clicking into each box. Click the *Submit* button.

From this screen, input the dollar amount you wish to send. Enter the payment date. In the *Pay From:* dropdown menu, select the account you want to pay from.

The memo field is an optional field. Click the *Submit* button when finished.