

To use "Quick Pay" (pay all your bills from one screen)

15. Log into your SECNY account(s)

16. Select "Quick Pay"

17. Enter the **Amount** you wish to pay each merchant, the **Date** you wish to pay, the **Frequency** (if you choose "Only Once", you do not have to enter Number of Payments) and **Number of Payments**

IMPORTANT NOTE: Transaction requests prior to 2:00 PM EST will be processed the same business day. If after 2:00 PM you must put the next business day date in the 'date' field.

18. When finished, click "Schedule Payment"

19. The following screen will appear

To adjust a payment (correct an amount, date, etc.)

20. Select "Scheduled Payments"

21. Select the merchant whose payment you wish to adjust

22. Change the desired information

24. A confirmation window appears. Verify your changes, then click "OK"

25. The following screen appears

Office Locations:

Main Office-Onondaga Hill
4727 West Seneca Turnpike
Syracuse, NY 13215
(315) 469-5599

Baldwinsville Office
2235 Downer St.
Baldwinsville, NY 13027
(315) 635-5418

Manlius Office
107 Fairgrounds Dr. E.
Manlius, NY 13104
(315) 682-1174

North Syracuse Office
3819 Brewerton Rd.
North Syracuse, NY 13212
(315) 635-5418

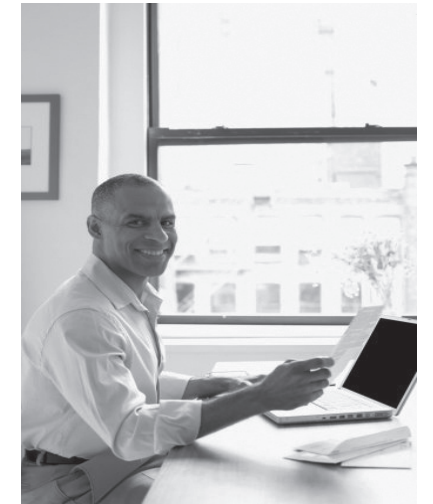
Skaneateles Office
32 Fennell St.
Skaneateles, NY 13152
(315) 554-8070

Mortgage Services
2235 Downer St.
Baldwinsville, NY 13027
(315) 638-7061

www.secny.org

Online Bill Pay

Pay all your bills directly from your SECNY Checking Account.



To sign up for Online Bill Pay if you are already enrolled in Virtual Branch Online Account Access, simply log into your account(s) and select the "Self Service" tab at the top of the page. Then find the "Additional Services" box on the right side of the page and select "Bill Pay Enrollment". Follow the prompts for setup.

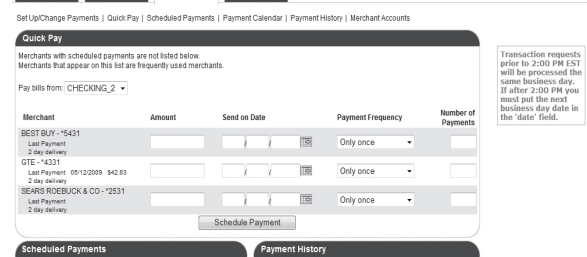
To sign up for Virtual Branch Online Account Access AND Online Bill Pay, go to www.secny.org and click on "Sign Up Now" on the righthand side of the screen under "Account Access Login". Follow the prompts for setup.

SECNY
Federal Credit Union
Serving Everyone in Central New York!

To add a merchant to your list:

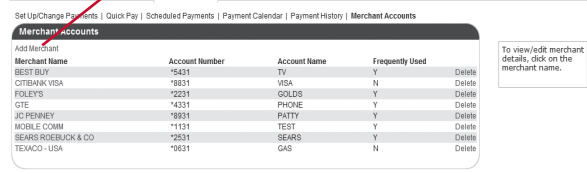
1. Log into your SECNY account(s)

2. Locate the “Bill Payment” tab at the top of your screen



3. To set up a merchant, click on “Merchant Accounts” at the top right

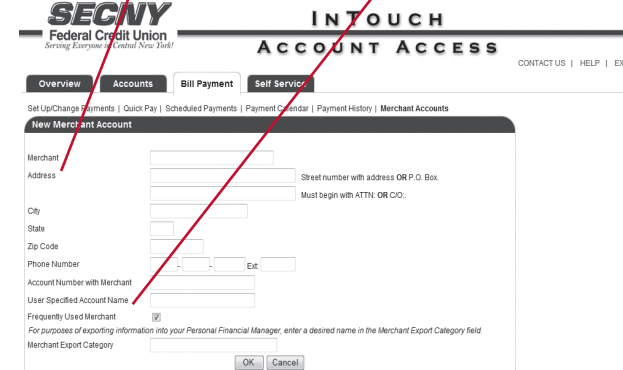
4. Click on “Add Merchant” at left



5. You must complete ALL of the following fields:

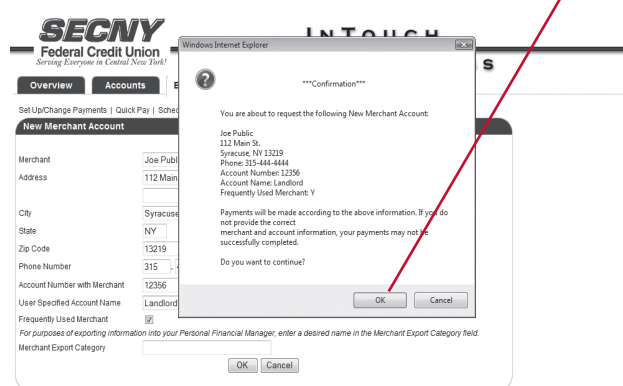
“Address” is the address to which your bill instructs you to send payments.

“User Specified Account Name” is what you choose to classify the payment as. For example “Electric Bill” or “Visa”.

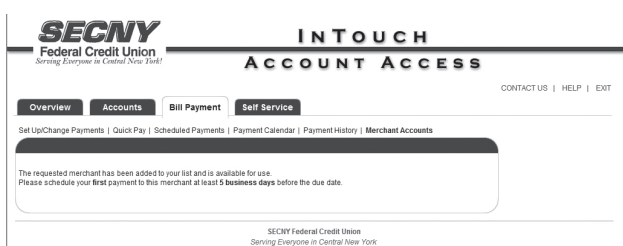


6. When finished, click “OK”

7. A confirmation window will appear. Verify your information, then click “OK”.

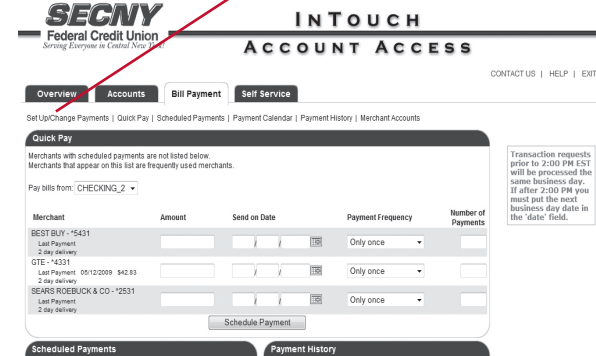


8. The following message will display regarding payment instructions for that merchant.

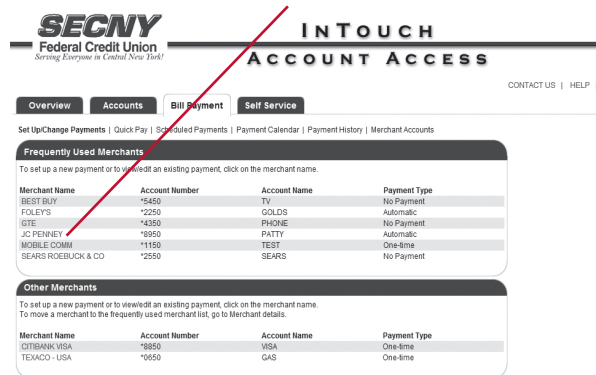


To make a payment:

9. Click on Set Up/Change Payments



10. Select the merchant you wish to pay

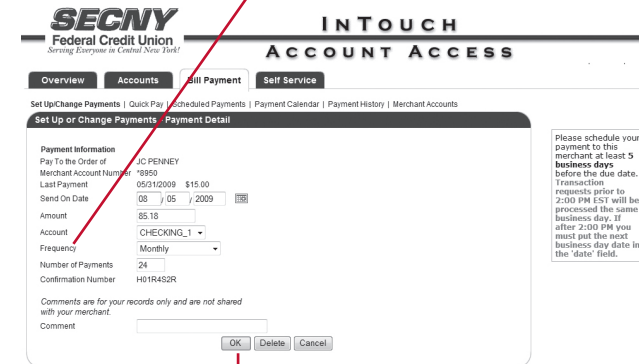


11. Complete ALL of the following fields:

“IMPORTANT NOTICE”: Please note the message on the righthand side of your screen when completing payment information:

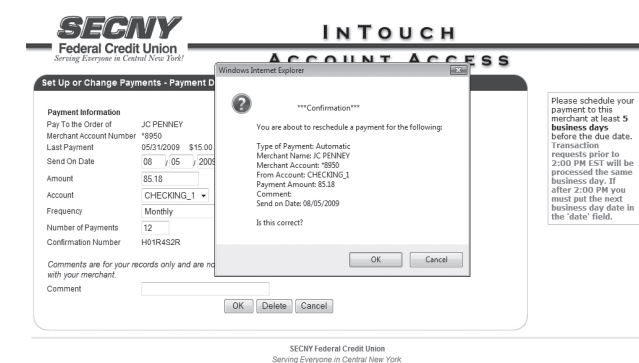
Transaction requests prior to 2:00 PM EST will be processed the same business day. If after 2:00 PM you must put the next business day date in the ‘date’ field.

“Frequency” If you choose “Only Once”, you do not need to put in the number of payments.

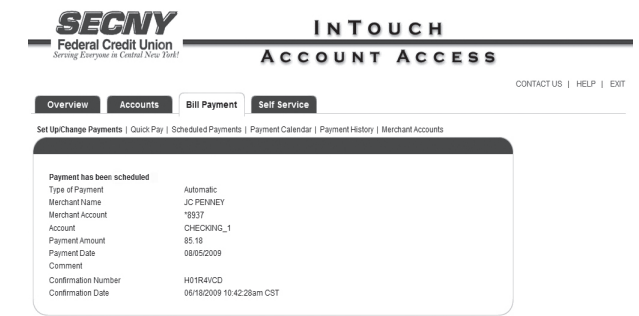


12. When finished, click “OK”

13. A confirmation window will appear. Verify your information, then click “OK”.



14. The following message will display regarding payment scheduled.



Steps 1-8 must be completed for each merchant you wish to pay using Online Bill Pay.