## **Saving Your Bill Pay Information**

Dear Member,

As we prepare for the credit union's new **Online Banking** and **Mobile app** conversion, it has come to our attention that all your current **Bill Pay** information will not carry over, nor be available after <u>June 7</u>, <u>2023</u>. Because of this, we are encouraging you to <u>act now</u> and save that information so you can easily re-setup your payments once our new system goes live on <u>June 8<sup>th</sup></u>.

To do so, please see our recommended steps:

1. Go to <u>www.jaclcu.com</u> and log in to your National JACL bank account. On the left menu, select the "**BILL PAYER**" option, to be directed to the Bill Pay Login.



2. Proceed to log in to your Bill Pay account.

National JACL Credit Union		
	Log in to BillPay-e P	Plus
	User ID	Forgat your user ID?
	Enroll View demo	Submit

3. Once in, be sure you are on the **"Payments"** tab. Here you will Save the list of your upcoming bill payments. (This will be helpful, as it shows you the date you have selected for reoccurring payments).

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4. Right-click your computer mouse and select the "Print" option.

5. Change the "Destination" drop down to "Save as PDF" then select "Save".

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6. Select the location/folder you wish to save this information so you can easily access it when setting up your Bill Pay on the new system.

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- 7. Next, select the **"Payees"** tab at the top of the page to save the individual details needed for each Payee (Name and Address).
- 8. For each Payee, click the dropdown **Arrow** on the far right which will show the payment Address of each payee. Do this for all active Payees.

<u>Unfortunately, this bill pay list will not give you the full account number for your Payee, so this will need</u> to be retrieved from one of your billing statements.

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- 9. Then **Right-click** your computer mouse and select the **"Print"** option.
- 10. Change the "Destination" drop down to "Save as PDF" then select "Save".

