

Steps to on how to “Add a Biller” in Payment Manager

1. Access your personal account via the **Online Banking Login** at scfederal.org. Need help logging in? Click the appropriate help link below the login or [contact us](#).
2. Click on **Payment Manager...** and then **Add a Biller**.
3. Choose option to add a biller as "**Company without an account number,**" then hit **Continue**.

The screenshot shows the 'Add a Biller' dialog box within the 'Payment Manager' section of the 'LIFESIMPLIFIED' website. The dialog box is titled 'Quick Add a Company or Person to Pay'. It contains instructions: 'To start making payments, select the type of bill you want to add, and click **Continue**. If you have an account number for the bill, select that option to ensure that your payment is properly credited. [More about who I can pay...](#)'

Under the heading 'Who do you want to pay?', there are three radio button options:

- Company with an account number
- Company without an account number
- Person

A link 'View Demo to learn more' is located to the right of the first two options. At the bottom right of the dialog box, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red.

4. Payment Manager will ask you for a phone number, please bypass this option. Select "**enter all the information for your bill.**"

The screenshot shows the 'Search' dialog box within the 'Payment Manager' section of the 'LIFESIMPLIFIED' website. It contains instructions: 'To find the company you want to add, enter the phone number and click **Search**. We'll search publicly available phone listings and try to find a name and address match for you. [More about phone search...](#)'

Below the instructions, there is a form for entering a phone number:

Phone Number ([]) [] - []
of company you want to pay
(xxx)-xxx-xxxx

Below the form, there is a text input field with the placeholder text 'enter all the information for your bill.' This text is circled in red. At the bottom right of the dialog box, there are two buttons: 'Search' and 'Cancel'.

5. Enter **Bill** information, as shown below. Then click **Add Bill**.

The screenshot shows a web form titled "Add a Company Without an Account Number" with a help icon. The form contains the following fields:

- * Biller Name:** South Carolina Fed. Credit Union
- Nickname:** (empty)
- * Biller Address 1:** Attn: T. Husser, Marketing Dept.
- Biller Address 2:** P.O. Box 190012
- * Biller City / State:** N. Charleston | SC
- * Biller ZIP Code:** 29419 - 9012
- * Biller Phone Number:** (800) - 845 - 0432

At the bottom right, the "Add Bill" button is circled in red, along with a "Cancel" button.

The Biller is now added! Now, it's time to schedule the payment.

Steps on how to schedule a payment

1. Enter **Amount** and select **Date** for payment to be sent. Then click **Make Payments**.

The screenshot shows the "Payment Assistant" window. On the left, a list of billers includes "South Carolina Fed Credit Union", which is highlighted. To its right, there are input fields for amount and date, both of which are circled in red. Below the list is a "Make Payments" button, also circled in red. The right side of the window displays the biller's details:

South Carolina Fed Credit Union [Update](#)
Miscellaneous
800-845-0432
ATTN: T. Husser, Marketing Dept
P.O. Box 190012
N. Charleston, SC 29419 - 9012

Pending Payments
You don't have any pending payments.

Recent Payments
You don't have any recently processed payments.
[How do I pay this bill?](#)

2. You will review the payment, and then click **Submit Payments**.

LIFESIMPLIFIED Account Access Payment Manager My TurboTax Check Re-Order eStatements/eNotices CUREwards User Options

Pay Bills


Review Payments ?

Please review the payment information for the following bills and click **Submit Payments**.

Billor Name	Account	Amount	Pay Date	
South Carolina Fed. Credit Union	*88710	\$10.00	01/29/2010	Memo <input type="text" value="Haiti Donation to WMI"/>

Total: \$10.00

Submit Payments **Make Changes** **Cancel**

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