



Butterfield Online - How To: Bill Payments

The "Bill Payments" section allows you to pay local companies that have direct bill pay with Butterfield.

In order to pay a bill for the first time, you must register the "payee" (meaning the recipient who is being paid). This only needs to be completed once.

Let's register a payee, click "Register Payee".

Customer Name	Registered On	Payee Name
<input type="checkbox"/> STEPHEN JUAN CHUNG	06-05-2011 13:39:05	BERMUDA CABLEVISION LTD

Select "Add New Payee".

Registered On	Payee Name	Payee Reference
06-05-2011 13:39:05	BERMUDA CABLEVISION LTD	TV

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Select "Customer" which refers to your account.

Select a payee from the drop down list you would like to register to your account. For this example, let's register Bermuda Gas & Utility Company.

Register Payee

Select Customer:

Select a Payee:

Payee Reference:

Note

- Payee Reference Hint :
For the Payee Reference it is advisable to use a reference that can help the Payee to readily identify what the payment is for and for whom. If you are not certain what you should have as the your Payee Reference, please ask the business that you are paying. The following are examples of possible Payee References: School Fee: Name of Pupil, &/Or Class #, &/or Student Id#, Card Number, Insurance Payment: Insurance Policy #, Club Membership: Membership #, Utility Number, Other Business: Invoice Number &/or Account Number &/or Name.

Payee to readily identify what the payment is for and for whom. If you are not certain what you should have as the your Payee Reference, please ask the business that you are paying. The following are examples of possible Payee References: School Fee: Name of Pupil, &/Or Class #, &/or Student Id#, Card Number, Insurance Payment: Insurance Policy #, Club Membership: Membership #, Utility Number, Other Business: Invoice Number &/or Account Number &/or Name.

A reference is required. Be sure to use the account number assigned to you by the payee and double-check to ensure it is correct.

Register Payee

Select Customer:

Select a Payee:

Payee Reference:

Submit

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Click "Submit".

Register Payee

Select Customer:

Select a Payee:

Payee Reference:

Submit

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Verify the information. Make changes or confirm the information.

Verify Information

Customer:

Payee:

Payee Reference:

Change Confirm

it is advisable to use a reference that can help the Payee to readily identify what the payment is for and for whom. If you are not certain what you should have as the your Payee Reference, please ask the business that you are paying. The following are examples of possible Payee References: School Fee: Name of Pupil, &/Or Class #, &/or Student Id#, Card Number, Insurance Payment: Insurance Policy #, Club Membership: Membership #, Utility Number, Other Business: Invoice Number &/or Account Number &/or Name.

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The payee has been registered.

Status Messages

-  Payee Registration Successful
-  Transaction Reference Number - 206781743947909
-  Transaction submitted for Register Payee having reference 206781743947909 has been Authorised

Register Payee - Confirmation

Customer Name: STEPHEN JUAN CHUNG
Payee Name: BERMUDA GAS & UTILITY COMPANY LTD
Payee Reference: Utility Bill

Let's pay a bill. In this example we are paying Bermuda Gas & Utility Company.

Click "Pay Bill".

Dashboard Register Payee

Accounts

Bill Payments

- Pay Bill**
- Register Payee
- Credit Cards
- Beneficiaries
- Transfers
- Wire Transfers
- Pending Transfers And Payments
- Standing Instructions
- Bank Drafts
- Fixed Deposits
- Cheques
- Customer Requests
- My Services

	Customer Name	Registered On	Payee Name
<input type="checkbox"/>	STEPHEN JUAN CHUNG	06-05-2011 13:39:05	BERMUDA CABLEVISION
<input type="checkbox"/>	STEPHEN JUAN CHUNG	07-05-2011 12:56:27	BERMUDA GAS & UTILITY LTD

Step 1: You can pay now or at a later date. Let's pay now. If you pay at a later date you can view the payment in the "Pending Transfers and Payments" section.

Pay Bill

Step 1: Select When to Pay

Pay Now 03-01-2012 Payment Date

Pay Later

Step 2: Choose Account Details

Select Customer: *

Select a Payee: *

Select From Account: *

Payment Amount: *

Transfer Currency: *

Memo Details:

*: Indicates mandatory field.

Step 2: Select "Customer" which refers to your account. Select a payee. This example will be Bermuda Gas & Utility Company.

Select an account to pay from. Enter payment amount. Select currency. It is a good idea to enter memo details, as this will help you keep track of your transactions.

Click "Submit".

Details

STEPHEN JUAN CHUNG

BERMUDA GAS & UTILITY COMPANY LTD- Utility Bill

-0600000880017- BMD 81,352.42

100.00

BERMUDA DOLLAR(BMD)

May2011

Submit

JSD based AMEX cards only.
Payments must be made at least three business days prior to their due date. The bank is not responsible for late fees if business days are not followed.

Butterfield Online - How To: Bill Payments (continued)

Verify the information. Make changes or confirm the information.

20000088 (STEPHEN JUAN CHUNG) BERMUDA GAS & UTILITY COMPANY LTD 060000880017 03-01-2012 100.00 BMD May2011	<input type="button" value="Change"/> <input type="button" value="Confirm"/>
<p>USD based AMEX cards only. be made at least three business days prior to their due date. The bank is not responsible for late fees delines are not followed. played during the confirmation process are indicative only. The exchange rate relevant to the applied during execution.</p>	

The payment has been sent. You may print the confirmation page for your records.

Status Messages	
	Bill payment successful
	Transaction Reference Number - 279037129947916
	Transaction submitted for Pay Bill having reference 279037129947916 has been Au
<hr/>	
Pay Bill - Confirmation	
Reference Number:	279037129947916
Customer Name:	20000088 (STEPHEN JUAN CHUNG)
Payee:	BERMUDA GAS & UTILITY COMPANY LTD
Account:	060000880017
Payment Date:	03-01-2012
Payment Amount:	100.00 (BMD)
Memo Details:	May2011