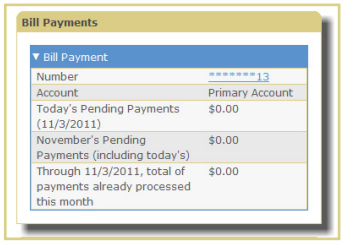
How to Access Payee Data

1 2 3 4 5

Log in to Online Banking and Open BillPay

- Direct your Web browser to www.tboh.com. Log in to your Personal OnLine Banking account. From the Bill Payments Box in the top right corner, click on the BillPay Account Number to open BillPay.



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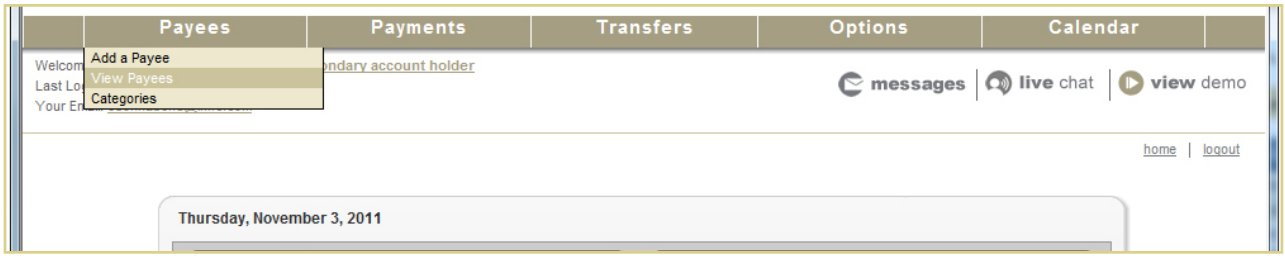
BillPay Home Page

- Your BillPay home page will open. Click on the Payees tab and View Payees to access your Payee List.



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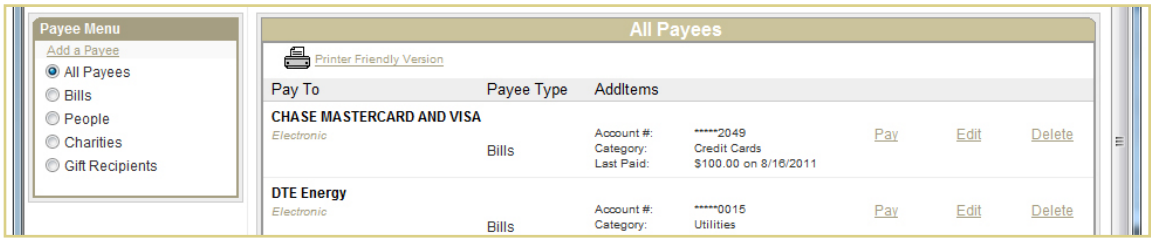
View All Payees

- In the Payee Menu box make sure that view "All Payees" is checked. To print this list, click on the Printer Friendly Version icon at the top of the report.



- To see the full account number for a payee, click on the edit button to the right of the payee's name.

Why choose The Bank of Holland?

• Independently owned, full-service bank • Invested in long-term consultative relationships • Decisions made locally by experienced bankers
• Responsive, reliable, and consistent personal service • Simply the best local banking experience

FDIC

150 Central Avenue, Holland Michigan 49423
877.393.2265 www.tboh.com

51 Ionia Avenue SW, Grand Rapids Michigan 49503
866.854.0156 www.tboh.com

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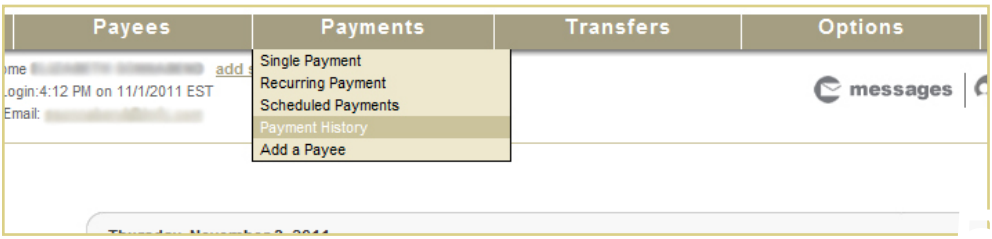
How to Access Payee Data

1 2 3 **4** 5

Payment History

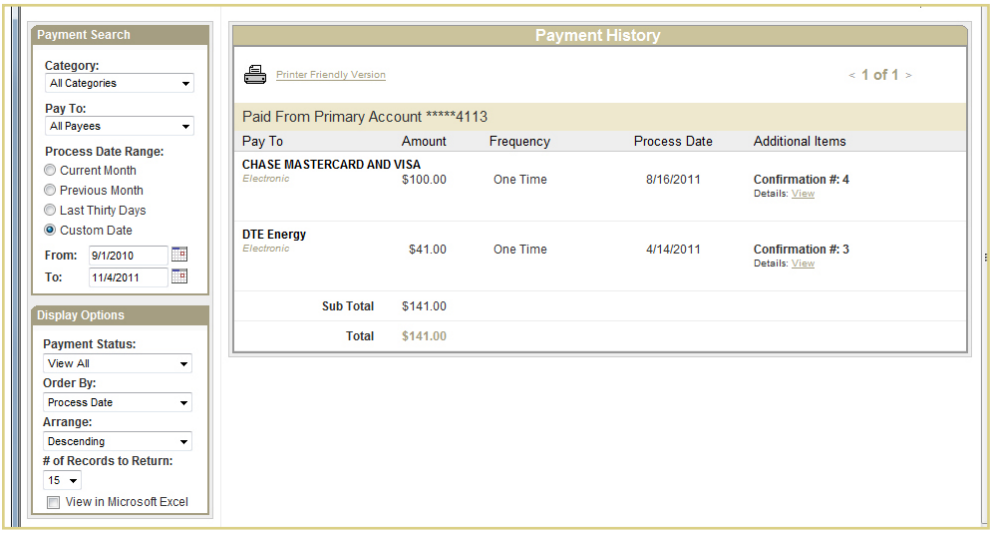
- On or before December 12, 2011, we suggest pulling a payment history report for your records.
- From the Payments menu select Payment History.



1 2 3 4 **5**

View Payment History

- From the Payment History screen, select All Categories and All Payees from the Payment Search menu. You can pull a report for up to the last 18 months if you have payments going back that far.
- If you want to save the report as an Excel spreadsheet, check the View in Microsoft Excel box in the Display Options menu. Or you can display the report in your browser and print it using the Printer Friendly Version button.



For telephone assistance with BillPay, contact a Client Service Representative at 616.393.0100 (Holland) or 616.454.0156 (Grand Rapids).

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