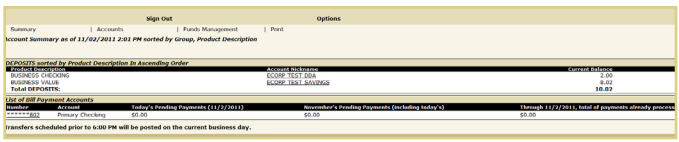
How to Access Payee Data

1 2 3 4 5

Log in to BillPay

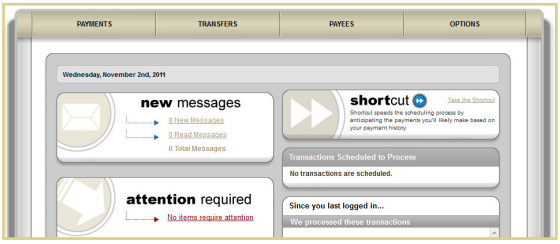
- Direct your Web browser to www.tboh.com. Log in to your OnLine Banking account.



- To access your BillPay account, click on Summary on the Summary tab. Your List of Bill Payment Accounts will show on the bottom half of your screen. Click on an account.

1 2 3 4 5

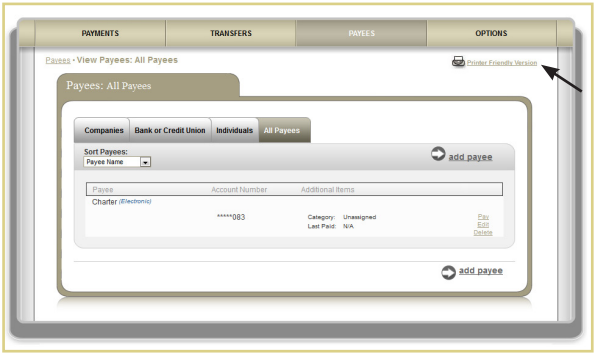
Payees Menu



- Your BillPay home page will open. Click on the Payees tab.
- From the Payee menu select "View Payees."

1 2 3 4 5

View Payee List



- Make sure the All Payees tab is selected (this is the default). A list of payees will appear.
- Click on the "Printer Friendly Version" link to print a list of payees.

FDIC
150 Central Avenue, Holland MI 49423
877.393.2265 www.tboh.com

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

16930 Robbins Road Suite 120, Grand Haven MI 49503
616.935.1020 www.tboh.com

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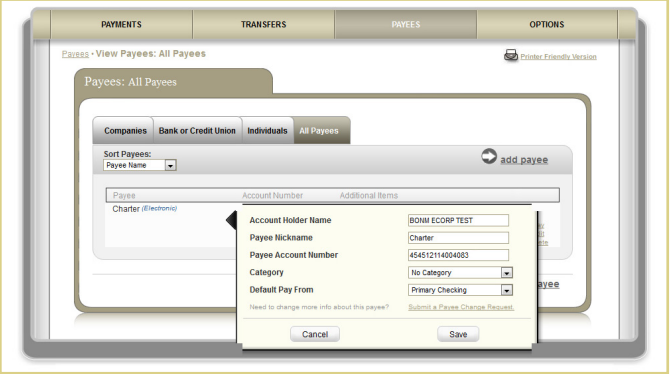
How to Access Payee Data

1 2 3 **4** 5

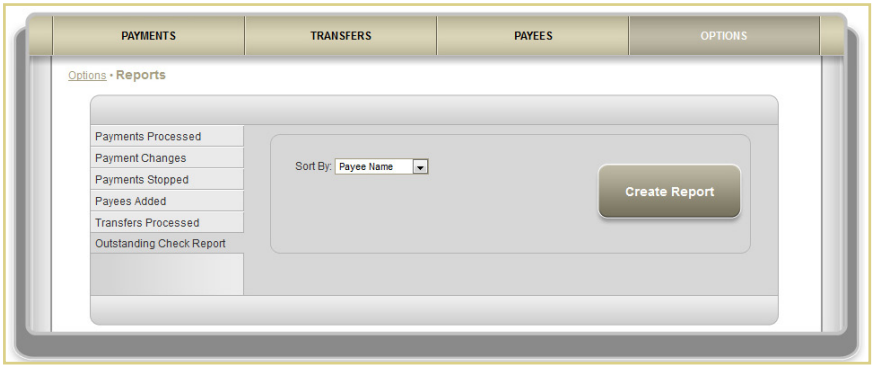
Access Payee Details to Get Account Numbers

- The Payees list won't give complete account numbers. To get a payee account number, click on the edit link to the right of the payee's name to view the account details.



1 2 3 4 **5**

Access Historical Data



- To pull historical data from iPay, go to the Options tab. Click on Reports.
- The Reports menu gives several options including Payments Processed, Payment Changes, Payments Stopped, Payees Added, Transfers Processed, and an Outstanding Check Report.
- We recommend running an Outstanding Check Report on or before December 12, 2011. Once we have upgraded to our new system, historical data from before December 13, 2011 will no longer be available.

For telephone assistance BillPay, contact the Cash Management team at 616.393.0100 (Holland) or 616.454.0156 (Grand Rapids).

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