



www.summitbankok.com  
918.481.8811



Building Financial Relationships

SUMMIT BANK

5314 S Yale Ave Ste 100 Tulsa OK 74135  
Phone 918.481.8811 Fax 918.481.8825  
Drive Thru 8 A.M. - 5 P.M. Monday - Friday



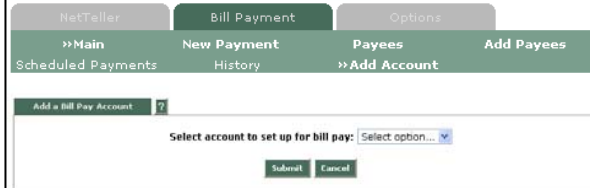
Member  
FDIC

## ACCOUNT ACCESS

Log in to Internet Banking and select the Bill Pay tab.



## ADDING ACCOUNTS



Select **Add Account** from the Bill Pay sub-menu, choose the account you want to add to bill pay and click **Submit**.

You must review and agree to the terms for bill pay to set up the account.

## PAYEES

There are two types of Payees – **Company** and **Individual**.

**Company** payees usually receive their payments electronically, while **Individual** payees usually receive their payments in the form of a check.

## PAYMENT FUNDING

Payments made to “electronic payees” will debit your account on the payment date.

Payments made to “check payees” will debit your account when the check clears.

## ADDING ELECTRONIC PAYEES

Select **Add Payee > Pay a Company** to add a new electronic payee.



Fill in the payee fields and click Search. If the Company you entered is available as an Electronic Payee a link with Payee Type Electronic displays.

If the payee is not available as electronic, select the Add Check Payee button at the bottom of the page.

Add Check Payee

## ADDING CHECK PAYEES

To add a payee without searching for available electronic payees, select **Add Payee > Pay an Individual**.

## PAYMENT OPTIONS

Payments can be added in one of two ways:  
**Quick Payment** and **Recurring Payment**

### QUICK PAYMENT

Quick Payment allows you to add up to 10 one-time payments on the same screen.

Bill Payment - Quick Payment Select Payee(s) 7

<input type="checkbox"/> Car Loan	<input type="checkbox"/> Central Market	<input type="checkbox"/> Oil Company
<input type="checkbox"/> Telephone Company	<input type="checkbox"/> Cable Company	<input type="checkbox"/> Cell Phone Company

Please select up to 10 payees.

Submit

### RECURRING PAYMENT

Use Add Payment for payments that happen on a regularly scheduled basis.

Bill Payment - Add Payment 7

Pay from account: Checking

Payee: Select Option ...

Amount: [ ]

Memo: [ ]

Alert when payment is processed:

Frequency: One-Time

Payment Date: 05/16/2008

Payment Description: [ ]

Submit Cancel

## VIEWING HISTORY

Select **Main > History** under the Bill Payment Tab.

Bill Payment - Payment History 04/14/2008 to 05/14/2008

View Payment History For: Last 30 days

Click on a column name to sort transactions by that column in ascending (↑) or descending (↓) order.

Payee	Processed	Account #	Amount	
Mobile Phone	Processed	04/24/2008 0212310011	\$20.00	View
Gas Company	Processed	04/24/2008 0209130014	\$25.50	View
		<b>Day Total</b>	<b>\$45.50</b>	
Mobile Phone	Processed	05/05/2008 0212310011	\$20.00	View
		<b>Day Total</b>	<b>\$20.00</b>	
Gas Company	Processed	05/09/2008 0209130014	\$25.50	View
		<b>Day Total</b>	<b>\$25.50</b>	
Music Store	Processing	6000000048 05/12/2008 0209130009	\$25.00	View
		<b>Day Total</b>	<b>\$25.00</b>	
		<b>Processed Total</b>	<b>\$116.00</b>	

Next >

Bill Payment history is available for 19 months.

## OPTIONS

Change **Personal**, **Account**, and **Display** Settings.  
Set up **Alerts**.

NetTeller Bill Payment Options

>>Personal Account Display Alerts

### PERSONAL

Update E-Mail Address

Update ID\*

\* Instead of 12-digit Internet Banking ID

Change PIN/Password

### ACCOUNT

Change Account Pseudo Names (nicknames).

Edit order in which accounts are displayed.

### DISPLAY

Edit number of accounts displayed per page.

Edit number of transactions displayed.

### ALERTS

#### Event Alerts

Incoming Direct Deposits  
Funds Transfer Information  
Statement Notifications

#### Balance Alerts

Notification of Account Balances

#### Item Alerts

Notification of Cleared Checks

#### Personal Alerts

Text-based alerts delivered on chosen date.

## SECURITY

One of the first times you access your accounts online, we'll ask you to choose and answer three (3) **Personal Verification Questions**.

During future online sessions, we'll ask you some of these questions if we feel there is a possibility that someone other than you is attempting to access your information.

Please choose answers that you will remember. Incorrectly answering questions can lead to your account access being disabled.

### SECURITY REMINDERS

We will **NEVER** email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.

**DO NOT** write your password down.

Use a different password to **ACCESS** your online accounts than ones you use for other applications.

**ALWAYS** exit your online banking session before leaving your computer.



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