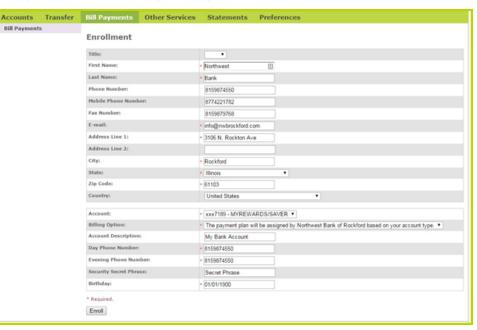
BILL PAYMENT ENROLLMENT INSTRUCTIONS

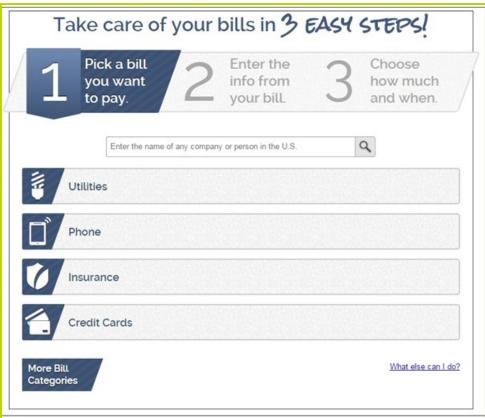
To enroll in Bill Payments, first log into Internet Banking and click on the Bill Payments tab.

This tab will only be available for Bill Payments if you have an account capable of making Bill Payments, such as a checking account. From the Tool Bar, click on **Bill Payments** and an enrollment form will open. Fill in all fields with an asterisk (*); the remaining fields are optional.



After the fields are filled in, click

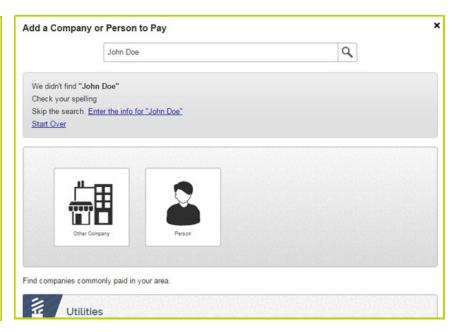
Enroll in the bottom corner and the form will be submitted for approval. This process most often takes only a few moments, but can potentially take several hours or a day. You will be asked to read and agree to the Terms and Conditions of Bill Payments. We encourage you to print these out and keep them with your bank records. When the enrollment is completed, the next time you click on the Bill Payments tab, a new screen will appear.



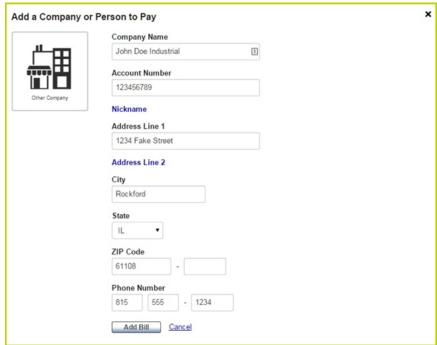
From this screen, select a category for the bill being set up. You can also have the system search for the biller by name.

Add a Company or F	Person to Pay	×
ComEd. An Carlon Company ComEd - Commonwealth Edison	ComEd - Commonwealth Edison Account Number	
	123456789	
	Confirm Account Number	
	123456789	
	Nickname	
	ComEd - Commonwealth Edison ZIP Code	
	61108 -	
	Add Bill Cancel	

If the search turns up no results, you will need to manually add the company or individual you wish to pay.



Select whether it is an individual or a business, fill out the appropriate information and click on **Add Bill.**



CONGRATULATIONS! The company or individual is now set up for Bill Payments. You can then choose to set up your payment automatically on the main page by choosing the frequency and amount of the payment, or you can manually enter the amount to be paid at any time. PLEASE NOTE that the earliest any electronic payment can be completed is the next business day, but may take longer. Bills that are set up by manually entering the biller name and mailing information will be paid by paper check and sent through the U.S. Mail by Northwest Bank.

Please allow extra time for these payments to arrive by their due date.

As always, we thank you for choosing Northwest Bank. If you have any questions or need help setting up your Bill Payments, please call your favorite Northwest Bank branch and speak with a Personal Banker.

3106 N. Rockton Avenue—Rockford 815.987.4550

125 Phelps Avenue at East State Street—Rockford 815.229.4212 1100 Ralston Road (Rte. 251 at Rte. 173) Machesney Park—815.986.1111 5305 N. 2nd Street—Loves Park 815.877.0110

