

# 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.

The screenshot shows the 'Enrollment' form for Bill Payments. The form is divided into several sections:

- Personal Information:** Title (dropdown), First Name (Northwest), Last Name (Bank), Phone Number (8159874550), Mobile Phone Number (8774221782), Fax Number (8159879768), E-mail (info@nbrockford.com), Address Line 1 (3106 N. Rockton Ave), Address Line 2, City (Rockford), State (Illinois), Zip Code (61103), and Country (United States).
- Account Information:** Account (xxx7189 - MYREWARDS/SAVER), Billing Option (The payment plan will be assigned by Northwest Bank of Rockford based on your account type), Account Description (My Bank Account), Day Phone Number (8159874550), Evening Phone Number (8159874550), Security Secret Phrase (Secret Phrase), and Birthday (01/01/1900).

Required fields are marked with an asterisk (\*). An 'Enroll' button is located at the bottom left of the form.

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.

The screenshot displays a user interface for bill payment enrollment. At the top, it says 'Take care of your bills in 3 EASY STEPS!'. The steps are:

- 1 Pick a bill you want to pay.
- 2 Enter the info from your bill.
- 3 Choose how much and when.

Below the steps is a search bar with the placeholder text 'Enter the name of any company or person in the U.S.'. Underneath the search bar are four categories of bills, each with an icon and a text label: Utilities, Phone, Insurance, and Credit Cards. At the bottom left, there is a 'More Bill Categories' button, and at the bottom right, there is a link 'What else can I do?'.

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

The screenshot shows the 'Add a Company or Person to Pay' screen. It features the ComEd logo and the following information:

- ComEd - Commonwealth Edison Account Number: 123456789
- Confirm Account Number: 123456789
- Nickname
- ComEd - Commonwealth Edison ZIP Code: 61108

At the bottom, there are 'Add Bill' and 'Cancel' buttons.

CONTINUED ON REVERSE SIDE

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

Add a Company or Person to Pay

John Doe

We didn't find "John Doe"  
Check your spelling  
Skip the search. [Enter the info for "John Doe"](#)  
[Start Over](#)

Other Company Person

Find companies commonly paid in your area.

Utilities

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

Add a Company or Person to Pay

Other Company

Company Name  
John Doe Industrial

Account Number  
123456789

Nickname

Address Line 1  
1234 Fake Street

Address Line 2

City  
Rockford

State  
IL

ZIP Code  
61108

Phone Number  
815 555 1234

Add Bill Cancel

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

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