Quick Start Guide

Bill Payment

The quicker and easier way to pay your bills.

CITIZENS National BANK

www.cnbtexas.com

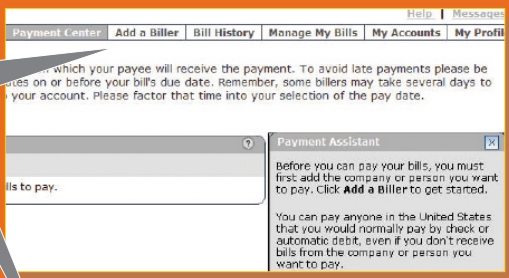
Getting Started

1. **Follow** the short registration process by clicking on the Bill Payment link.
2. **Fill out** the CNB Bill Pay application.
3. **Accept** the Disclosure.
4. **Receive** an email letting you know you've been approved.

Setting Up Billers

Setting up Billers is fast and easy. For most Billers, all you need to enter is the name, account number and billing zip code.

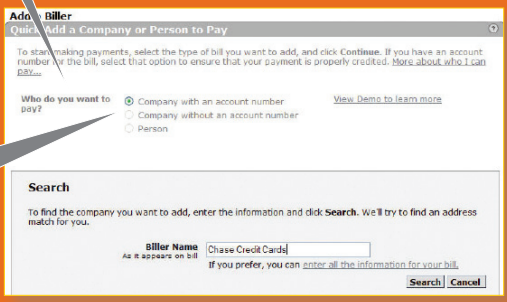
1 Click on the **Add a Biller** button.



2 To add a biller select **Who do you want to pay?**

3 If you select a **Company with an account number**, you will then be asked to provide the **Biller Name.** When you click **Search**, Bill Payment will add the Biller or return the closest matches in the system. Once the correct Biller is chosen, enter the Account Number and the biller is added.

If a match isn't found, you can still add the biller by entering in the billers address found on your bill. If you don't have an account number with the Biller, such as in the case of a landscaper or babysitter, you can simply check the box to bypass this field.

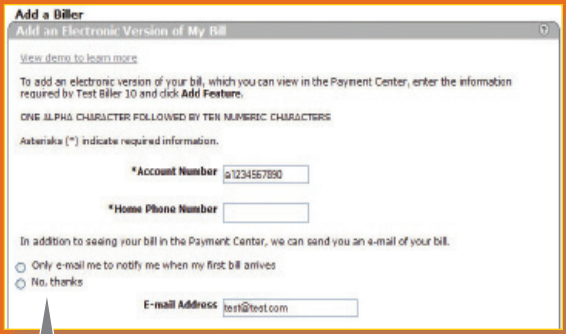


4 Once you've added the Biller, you will receive a confirmation that the Biller has been added.

Now you can add another Biller, or make a payment to the one you just added.

Setting Up eBills

eBills allow you to stay on top of your bills. You will automatically be notified when your bills arrive or are past due.



If the Biller also offers eBills, you can fill out the information requested on the screen to enable this feature. You will then have your bill delivered to your Bill Payment Inbox each month. If you decide to skip this step, you can always add eBills later.

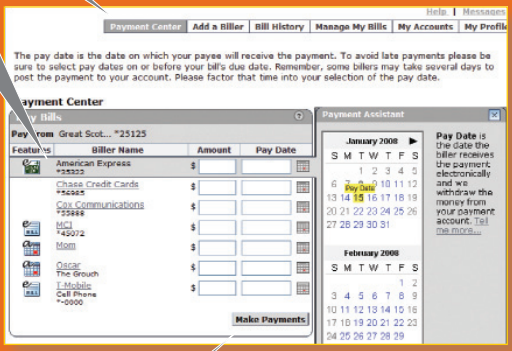
QUICK TIP To make this process even easier, have an old bill handy to reference the biller's information.

Making Payments

Now that you've added your Billers, making payments is quick and easy.

1 Click on the **Payment Center** button. You will now see a list of all your Billers.

2 Select the biller that you would like to make a payment to, enter the amount of the payment and the date to send the payment. As you click in each field, a Payment Assistant will appear to show you the available processing dates and any recent payments you have made. Repeat this process for anyone you want to pay.



3 When you've entered in all your payments, click the **Make Payments** button at the bottom of the screen. Once you click **Make Payments**, you will be asked to confirm the information. Once confirmed, your payments will be scheduled and you will receive a confirmation screen. You can return to the main **Payment Center** screen and see your payments in the **Pending Payments** section.

Pay your bills from anywhere!

Congratulations, you've made your first payment!

OTHER BENEFITS OF PAYING BILLS ONLINE

As you become more comfortable with paying bills online, feel free to explore the other features and benefits that we offer through the service:

- Payment date delivery confirmations for processed payments
- eBills
- Recurring automatic payments
- Payment categories
- Payment History reporting

For more information, contact a bank representative at 903-657-8521 or 877-566-2621.

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