

Welcome to North Star's Online Bill Pay!

As you've seen in prior letters, the upcoming system conversion is the last step in the merger between Northern Tier Federal Credit Union and North Star. We're happy to be able to offer online bill payment with no monthly or per payment fee. Once you have set up your online account, download the North Star Mobile App and use bill pay there also.

There are a few things you'll need to know regarding the new bill pay service. Unfortunately, we were unable to transfer existing payees. We apologize for any inconvenience this may cause. You'll find instructions below to capture your current payees to more easily input them on North Star's Anytime Online Bill Pay. The Northern Tier website will be taken down late Friday, March 30th, you'll want to make sure you gather your payee information before then.

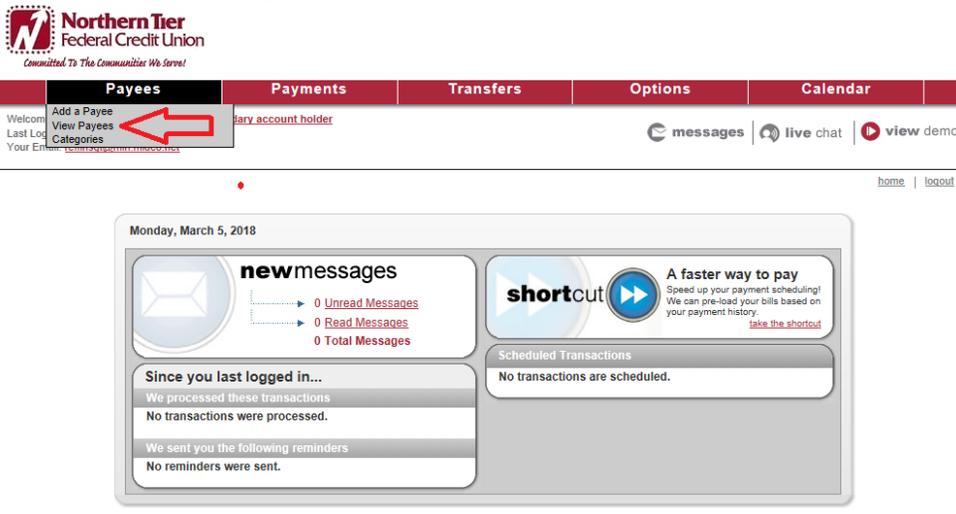
You will have received a prior letter explaining the process of enrolling on Anytime Online and this is the second step to add your bill pay payees. You may begin your enrollment process and add bill pay payees beginning on April 1. Your online enrollment ID was listed on the e-services letter you received earlier.

FYI – After setting up your payees, the system will need to update overnight to recognize them prior to scheduling any payments.

The last processing day for bill pay payments using your Northern Tier Online account is WEDNESDAY, MARCH 28. Any payments scheduled after that date will not be processed.

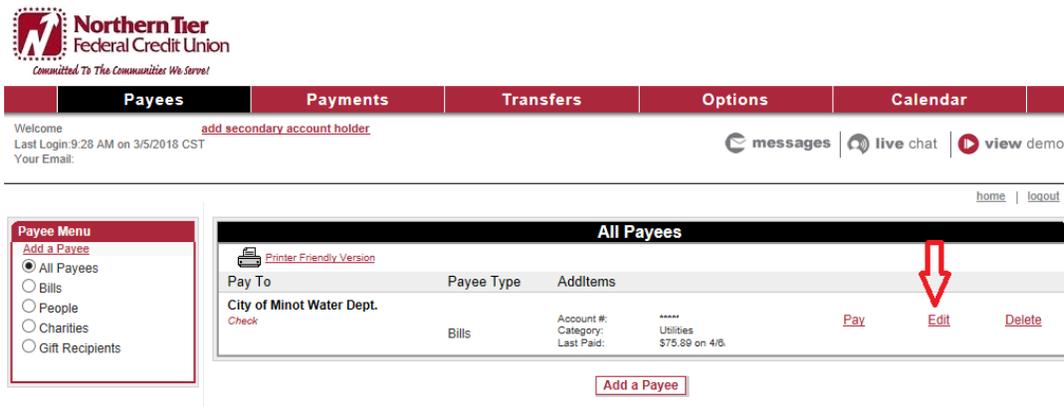
To capture your bill pay payees, please follow these instructions:

1) After accessing the bill pay site, click on Payees and then View Payees



The screenshot shows the Northern Tier Federal Credit Union website. At the top, there is a navigation bar with tabs for 'Payees', 'Payments', 'Transfers', 'Options', and 'Calendar'. The 'Payees' tab is selected, and a red arrow points to the 'View Payees' link in the dropdown menu. Below the navigation bar, there is a dashboard with several sections: 'new messages' (0 Unread, 0 Read, 0 Total), 'shortcut' (A faster way to pay), 'Scheduled Transactions' (No transactions are scheduled), and 'Since you last logged in...' (No transactions were processed, No reminders were sent).

2) When your payees are displayed, click on edit to the



The screenshot shows the 'All Payees' section of the Northern Tier Federal Credit Union website. A 'Payee Menu' is visible on the left with options like 'All Payees', 'Bills', 'People', 'Charities', and 'Gift Recipients'. The main area displays a table of payees. A red arrow points to the 'Edit' button for the first payee, 'City of Minot Water Dept.'. Below the table is an 'Add a Payee' button.

Pay To	Payee Type	AddItems	Pay	Edit	Delete
City of Minot Water Dept. <small>Check</small>	Bills	Account #: ***** Category: Utilities Last Paid: \$75.89 on 4/6			

right.

3) Next, copy or screen print the information about your payee. Be sure this is the correct information per your current bill.



Navigation bar: Payees | Payments | Transfers | Options | Calendar

Welcome [add secondary account holder](#)
 Last Login: 9:28 AM on 3/5/2018 CST
 Your Email: [messages](#) | [live chat](#) | [view demo](#)

Edit a Payee

[Edit](#) [Finished](#)
 An asterisk (*) denotes a required field.

Payee Name: CITY OF MINOT WATEF
 Account Holder Name:
 Phone Number: 7018574777
 Payee Nickname *: City of Minot Water Dept.
 Payee Account Number *:
 Payee Category: Utilities
 Default Payment Account : Primary Account

Payee Address: PO BOX 5006
 City: MINOT
 State: North Dakota
 Zip Code: 58702

Please allow a minimum of 6 day(s) for your check payments to reach this payee.

4) If you have more than one payee, click on cancel to go back and repeat the previous step.

Navigation bar: Payees | Payments | Transfers | Options | Calendar

Welcome Douglas Hollingsworth [add secondary account holder](#)
 Last Login: 1:31 PM on 3/5/2018 CST
 Your Email: [peffinsgt@min.midco.net](#) | [messages](#) | [live chat](#) | [view demo](#)

Edit a Payee

[Edit](#) [Finished](#)
 An asterisk (*) denotes a required field.

Payee Name: CITY OF MINOT WATEF
 Account Holder Name:
 Phone Number: 7018574777
 Payee Nickname *: City of Minot Water Dept.
 Payee Account Number *:
 Payee Category: Utilities
 Default Payment Account : Primary Account

Payee Address: PO BOX 5006
 City: MINOT
 State: North Dakota
 Zip Code: 58702

Please allow a minimum of 6 day(s) for your check payments to reach this payee.

[Cancel](#) [Submit Changes](#)

When you have finished with all of your payees, be sure to log out of bill pay and online banking.

You will use this information to load your payees on North Star's *Anytime Online* on, or after, April 1, 2018.

After Logging in to *Anytime Online*:



Select the Bill Pay tab, then Payee List.

Enter your Payee's Name, City and State, click Search. If the payee is in the database, it will appear under Search Results. If that is your payee, click on the radio button on the left and the Select Payee button.

If the Payee does not appear in the Search Results, click on Add Personal Payee to manually enter the data.

Add New Payee - Payee Search

To search by payee name, enter the first few letters of the payee name and select the city and state of the remittance address shown on your payment coupon.

Click the Search for Payee button to begin the search.

Click the Add Personal Payee button to skip the electronic payee search and enter a personal payee.

Payee Name: CITY OF MINOT WATER
City (optional): MINOT
State (optional): ND

Buttons: Search, Add Personal Payee

Search Results 1 payee(s) found

Payee Name	Address	City	State	Zip	Phone
CITY OF MINOT WATER DEPARTMENT	PO BOX 5006	MINOT	ND	587025006	(701) 857-4777

Select Payee

Enter your account number for the specific Payee and add a nickname if you'd like. Then click on Add Payee.

Add Electronic Payee: CITY OF MINOT WATER DEPARTMENT

If your account number for this payee does not match any of the listed Account # Formats, add a personal payee and contact Bill Pay Service with the payee information and your account number.

Payee Name: CITY OF MINOT WATER DEPARTMENT

Address: PO BOX 5006
MINOT, ND 587025006

Phone: (701) 857-4777

Account #:

Nickname:

Buttons: Add Payee, New Search, Add Personal Payee

To add payments:

Choose the Bill Pay tab > Payee List > Choose payee from the list > Add Payments

Bill Pay Payee List Hide Payments

Payee Nickname	Account #	Payment Type
<input type="checkbox"/> Herbergers	XXXXXXXXXXXX	electronic
<input type="checkbox"/> JC Penney		electronic
<input type="checkbox"/> KOHLS		electronic
<input type="checkbox"/> PATHOLOGY CONSULTANTS, PC		check
<input type="checkbox"/> SAM'S CLUB/Synchrony Bank		electronic
<input type="checkbox"/> Scheels Card		electronic
<input type="checkbox"/> SCHEELS/First Bankcard		electronic
<input type="checkbox"/> Tom's Home Furnishing Card		electronic
<input type="checkbox"/> Trinity Medical Group		check

Buttons: Add Payee, Add Payments, Edit Payees, Delete Payees

Some payments will go electronically and some will go by check. The receiving party determines method. See the Payment Type field. Allow 3 business days for an electronic payee and 6 business days for payment if the payee is paid by check.

DO NOT SCHEDULE A PAYMENT ON THE SAME DAY YOU SET UP THE PAYEE. The system needs an overnight process to connect with the Payee and payments can then be scheduled the next day.

If you have any questions, please feel free to call us at 701.838.5141

Sincerely,

Bob Herrington, CEO

