

Enroll for Online Bill Pay

With our Online Bill Pay service, financial freedom is just a click away!



- 1 The first time you select Bill Pay from the Online Banking account menu, you'll be taken to the enrollment process. Begin by entering your email address and clicking SUBMIT.

- 2 Review and ACCEPT the Terms and Conditions.
- 3 Fill out the form with the required information including First and Last Name, Phone Number, Address, Email Address, Date of Birth and Social Security Number.

Continue filling out the form with your account information including Account Name, Account Type, Routing Number, and Account Number. Click CONTINUE.

- 4 Read the Enrollment Verification info and click CONTINUE.

- 5 The system will generate a series of questions related to your current credit information. This is to protect your account from fraudulent access. Complete the verification questions and click CONTINUE.

- 6 You will receive notification that the verification process is complete, and you can begin using Bill Pay!

Bonsack Office
3801 Challenger Ave.
Roanoke, VA 24012
(540) 777-2265

Buchanan Office
19747 Main Street
Buchanan, VA 24066
(540) 254-1721

Cave Spring Office
3214 Electric Road
Springwood Park Suite 107
Roanoke, VA 24018
(540) 777-1035

Daleville Town Center Office
140 Town Center Street
PO Box 175
Daleville, VA 24083
(540) 992-4777

Eagle Rock Office
58 Railroad Avenue
Eagle Rock, VA 24085
(540) 884-2265

Fairfield Office
5905 N. Lee Highway
Fairfield, VA 24435
(540) 377-5270

LakeWatch
51 Firstwatch Drive
Moneta, VA 24121
(540) 719-1880

Lexington Office
65 East Midland Trail
Lexington, VA 24450
(540) 463-7224

Natural Bridge
9 Lloyd Tolley Road
Natural Bridge Station,
VA 24579
(540) 291-1881

Care Center
19800 Main Street
Buchanan, VA 24066
(540) 473-1173

Peters Creek Office
3130 Peters Creek Rd
Roanoke, VA 24019
(540) 777-2010

Salem Office
231 South College Avenue
Salem, VA 24153
(540) 444-2265

Troutville Office
5462 Lee Highway
Troutville, VA 24175
(540) 966-3850

Online Bill Pay

You're in Control.



Bank of Botetourt
Taking Care of You

www.bankofbotetourt.com



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ADD A BILLER

You can easily add a biller right from the Payment Center—your dashboard for all your Bill Pay activity.

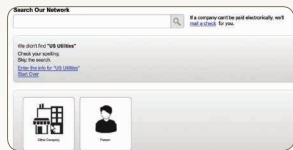
- 1 Locate the “Send Money” section and click ADD A COMPANY OR PERSON.



- 2 Many billers are already stored in our system. Select a category and scroll through the list to find your biller, or search by company name.



* To add a company that's not listed, search for the biller by name. Select either OTHER COMPANY or PERSON.



- 3 Click on the correct biller and fill out the form with your Account Number, a Nickname for the bill and any other required information.
- 4 Click ADD BILL. That's it! Confirmation of the newly added biller will be emailed to you, and the new biller will appear in your bill pay list in the Payment Center.

Add a Company or Person

Company Person

Search Our Network

Enter the name of any company or person in the U.S. If a company can't be paid electronically, we'll mail a check for you.

Utilities Phone

US Utilities Account Number
987654321

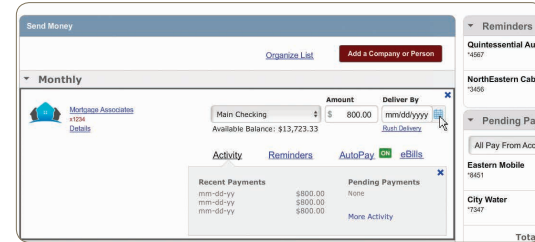
Confirm Account Number
987654321

Nickname
Optional

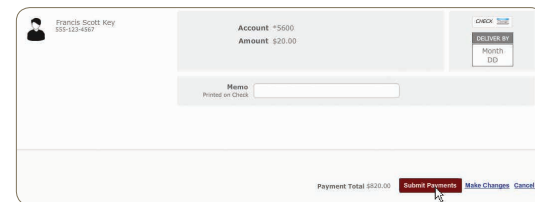
MAKE A PAYMENT

Once your biller has been set up, you can begin paying your bills in the Payment Center.

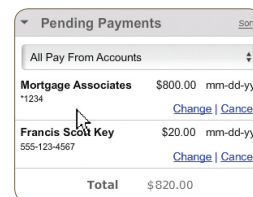
- 1 Locate your biller in the “Send Money” section in the Payment Center. In the fields provided, enter the AMOUNT and the DATE you would like the bill to be received.



- 2 Fill out the payment amounts and dates for as many bills as you want, then click SEND PAYMENT.
- 3 Review your payments and click SUBMIT PAYMENTS.



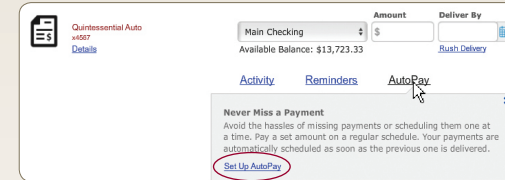
- 4 You will now be able to view your payments under the “Pending Payments” section of the Payment Center. From here you can cancel or make changes to any pending payments.



SET UP AUTOMATIC PAYMENTS

Once your biller has been set up, you can begin managing your bills with automatic payments.

- 1 Choose a biller from your list and click the AUTOPAY link, then click SET UP AUTOPAY.



- 2 Fill out the form including the account to pay the bill from, the payment amount, payment date, frequency of payment, and when you want payments to stop. You may also choose to receive email reminders for this bill. Click START SENDING PAYMENTS.

Main Checking

Amount
\$ 400.00

First Delivery Date
mm/dd/yyyy

Frequency
Monthly

Duration
Until I stop these automatic payments

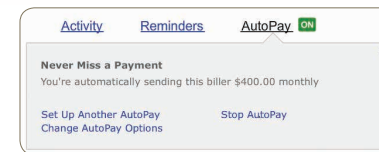
Get Email Notifications

Email Address
GWashington@presidentinc.com

Email me when my payment is pending
 Email me when the payment begins processing
 Email me before sending the last payment

Start Sending Payments

- 3 You will now see an On icon next to AutoPay for each biller you choose to set up, and the bill will be paid automatically. To change your AutoPay options or stop AutoPay, just click the AutoPay link for the biller.

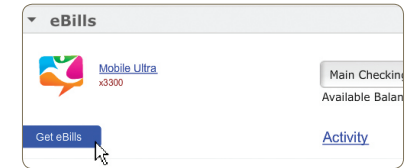


eBILLS

If your biller can provide electronic statements, you'll see an eBills icon next to their name in the biller list. With eBills, you'll receive email notification when a bill is received, and you can review your statements online.

Sign Up for eBills

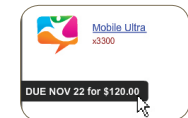
- 1 Sign up to receive eBills by clicking the GET eBILLS icon next to a biller's name in your list.



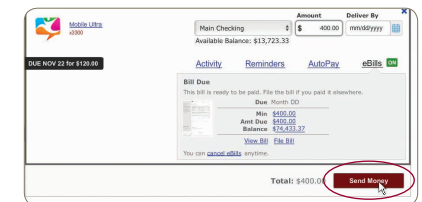
- 2 Complete the sign up process in the pop-up window. Repeat this process for all the billers you would like to receive eBills from.

Pay an eBill

- 1 In the “Send Money” section, scroll to find your eBills, then click the Due Date icon next to the biller's name.



- 2 Select an amount and pay date and click SEND MONEY.



- 3 Review your payment, then click SUBMIT PAYMENTS to complete the transaction.