The Pay Online feature supports capturing payment information (transit routing number and ABA/DDA number) and submission for one-time payments. The processor then transmits the payments through PNC and on to the ACH network to be processed by the Federal Reserve.

Click on Transaction Maint, Statements

Make Payment – first you must click on the $ -

The following fields are available:

Statement Date: retrieved by PNC ActivePay via Web Service to the processor
Statement Amount Due: retrieved by PNC ActivePay via Web Service to the processor
Current Balance: retrieved by PNC ActivePay via Web Service to the processor
Due Date: retrieved by PNC ActivePay via Web Service to the processor

You must setup an account first. Click on

Fill out the information and click on create a payment account:

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Routing Number</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Create a Payment Account

How to Find Routing and Account Numbers on a Check

Routing Number is nine digits long, including any leading zeros
Check Number: editable
Payment Date: defaults to current date
Amount: editable

Account List drop-down:
- Displays the available account for payment as defined in Account Management
- The last 4 digits of the Routing Number and Account Number display dynamically based on the account selected in the drop-down.

Account Management
The user can Add, Edit, and Delete Routing Numbers and Accounts and can also define a default payment account.

The user is permitted to enter up to three Accounts. For each account, the user must define an Account Name, enter a Routing Number, and enter an Account Number. The Routing Numbers and Account Numbers are stored on the processor.

NOTE: Routing numbers are 9 digits long, including any leading zeros; Account Numbers are up to 19 alphanumeric digits.

Payment Processing
Upon submission of a payment, PNC ActivePay makes a Web Service call to the processor to transmit the payment information into the processor’s payment stream to be processed via the ACH network. The processor will confirm the payment was successfully received and PNC ActivePay displays a success message at the top of the screen.

History – to view the history of payments -
On this page, the user can search for and view payments.

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Trans Date</th>
<th>Reference Number</th>
<th>Merchant</th>
<th>City, State</th>
<th>relate</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/16/2014</td>
<td>12/16/2014</td>
<td>7471515435043500000703</td>
<td>PAYMENT RECEIVED -- THANK</td>
<td>YOU</td>
<td>Yes</td>
<td>(2,459.83)</td>
<td>USD</td>
</tr>
</tbody>
</table>

Also, edit or cancel a payment that has not been processed yet. Search options include:

Payment Type: Processed, Pending, Canceled, Failed
Last X Payments: Enter the number of payments to view
Date Range: Use the calendar tool to enter a date range

If a payment is not yet completed, the user has the option to edit the payment. Click the Edit button and the Account Name, Payment Date, Check Number, and Payment Amount fields become editable. After the desired edits are made, click Update to update the payment or Close to continue without saving.