

Step 5

CONVERT BILL PAYMENT



It's easy to sign up!

1. Log into Internet Account Access by visiting www.msgcu.org and clicking on the [Account Access](#) button.
2. If you are already registered for Internet Account Access, sign in using your member number and password. If you are not registered, click on **Register for the New Internet Account Access** and follow the instructions on the screen to register.
3. Once logged into Internet Account Access, select the **Bill Payment** link at the top of the **Account Balances** page.
4. Review and accept the **Electronic Funds Transfer Disclosure** by clicking **OK**.
5. Allow Bill Payment **one to two business days** to validate your Checking Account. Once this time has passed, you may click on the **Funding Account** link to verify Bill Payment has been validated.
6. Start setting up your payees by selecting **Add A Payee** under **Payee Management**. Use your most current invoices to enter the payment address and account number information for all of the payees you wish to pay.
7. After setting up your payees, click **Make A Payment**. Enter the **amount** you would like to pay each payee and the **date** you would like the payment to be sent.
8. You may print the **confirmation screen** that includes the summary of your payment and the **confirmation number**. You can also view the **Payment Outbox** to verify the accuracy of the payments being sent out.

Reminders

- ❖ You *must* have a share draft (checking) account in order to utilize Bill Payment. Bill Payment is *not* available for savings accounts.
- ❖ With Bill Payment *you* are in control of when payments are sent. You have the option of setting up payments that automatically reoccur or you can enter the payment amount each time you want a payment to be sent out.
- ❖ The only person that has access to your account through Bill Payment is you. When using Bill Payment, you are not authorizing companies to make *withdrawals* from your account; you are *sending* them the money, just as you would if you were to write a check.

If you have any questions, please contact us at 586.263.8800 or 1.866.MSGCU4U, option 6.