

Bill Payment First Time User Set-up

You must be an Online Banking user to access the Bill Payment system.

If you have not signed up for Online Banking, select the first-time user link on the Chetopa State Bank Home Page.

1. Log into Online Banking and select the Bill Payment link located at the top of the page next to the Express Transfer link.
 - a) The following login/enrollment screen will launch.
 - b) For the First Time User, select ENROLL.

The screenshot shows the Chetopa State Bank Bill Payment interface. At the top left is the CSB logo and 'CHETOPA STATE BANK' in red. Below this is the heading 'Log in to Bill Payment'. There is a text input field for 'User ID' with a 'Forgot your User ID?' link below it. Two buttons are present: 'Enroll' (highlighted with a red circle and an arrow) and 'View demo'. A blue 'Submit' button is on the right. The bottom of the page includes a Norton Secured logo, 'Member FDIC' text, and an Equal Housing Lender logo. A footer contains the text: 'Website created for Chetopa State Bank by iPay Solutions. Use of this system is limited to authorized users only and may be monitored. Any unauthorized use is prohibited and will be prosecuted.'

2. Complete all fields to enroll in Bill Payment.
 - a) **The User ID requires 8-20 characters. The User ID must contain both alphabetic & numeric characters.**
 - b) **The password requires 8-20 characters. (The ? next to Password will display the below parameter requirements.)**

The 'Password requirements' dialog box contains the following text:
Password requirements
Create a password to begin using the next time you log in to your bill pay account.
• Only the following special characters can be contained in the Password \$#@!*&%()^?.,/,-_+
• Password must contain at least 3 of the 4 following parameters:

1. Upper Case character (A-Z)
2. Lower Case character (a-z)
3. Numbers (0-9)
4. Special characters \$#@!*&%()^?.,/,-_+

• Password must be between 8 and 20 characters
• Password may not contain more than two (2) consecutive identical numbers and/or two (2) consecutive identical characters (case insensitive) including special characters
• User ID and Password cannot be the same

- i. Although it states this is a temporary password, you are not required to change it once logged in.
 - a. You can change the password by accessing 'My Account' at the top of the Bill Payment page. Then select 'security information – password'.
 - b. You will be prompted to change the password every 60 days.
 - c) The account number is your primary 'pay from' account.
 - You will have an option, once logged in, to add additional 'pay from' accounts.
 - d) Make sure there are check marks on 'accept the terms & conditions' and 'notify me of account updates, benefits, or offers via email'.

Get Started with Free Bill Payment

PERSONAL INFORMATION

First Name

Last Name

Email address

CREATE AN ACCOUNT

User ID

Temporary Password

Re-Enter Password

Challenge Phrase

Challenge Response

ACCOUNT INFORMATION

Account Number

Print

Chetopa State Bank
Bill Payment Service Agreement

This Bill Payment Service Agreement ("Agreement") describes the conditions for the Bill Payment Service ("Bill Payment") enabling your performance of transactions as described in this Agreement. When you or an Authorized Person uses Bill Payments, you agree to be bound by the terms of this Agreement. All terms and conditions in this Agreement are in addition to any other agreement(s) between the parties. If there is a conflict in the terms and conditions of this Agreement with any other agreement between the parties, the other agreement shall control.

1. Definitions

"Authorized User" means any customer approved for use on any account requiring only a single signature. This does not exclude commercial accounts; however, commercial users should carefully guard against unauthorized use.

"We", "us", or "our" mean, collectively, Chetopa State Bank, its affiliates, subsidiaries and all of their respective successors or assigns.

"You" or "your" mean each authorized person who has an interest in an account accessible through bill payment. If you/ is multiple people then the obligations and agreements are joint and several wherever appropriate.

"Payee" means anyone, including the Financial Institution, that you designate to pay and the Financial Institution accepts as a payee.

2. User ID and Password

Each individual who has access to Bill Payment, including each individual named on joint accounts, must designate a User ID and Personal Identification Number ("Password"). This information will be completed upon initial enrollment.

While your User ID can remain unchanged, you will be prompted every 90 days to change your Password.

User ID must be 8-20 characters in length with both alpha and numeric characters.

Password must be 8-20 characters in length and contain 3 of the following 4 parameters (upper case character, lower case character, number, and special character). The password may not include more than two consecutive identical characters or numbers.

Yes, I accept the terms & conditions

Please notify me of account updates, benefits, or offers via email.

Go!

You're protected by SSL secure technology



Need help getting started?

877-663-6142

Benefits Of Bill Pay

Sign up for Bill Payment and take the next step in online banking. This safe and secure service allows you to:

- Pay bills online with instant access anytime, anywhere without the expense of stamps.
- Schedule one-time or recurring payments and never worry about missing a bill.
- Protect against check fraud making electronic payments and avoiding unsecured mail

[Learn more](#) [View demo](#)



For support, please call 877-663-6142

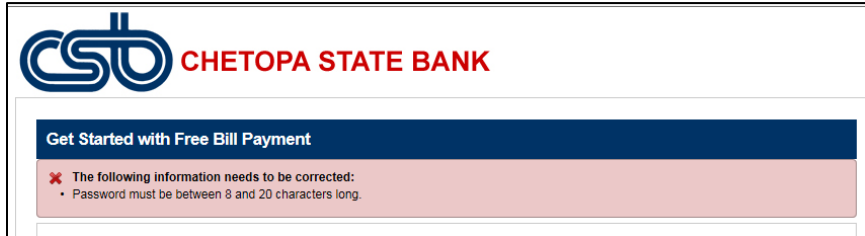
[View demo](#)



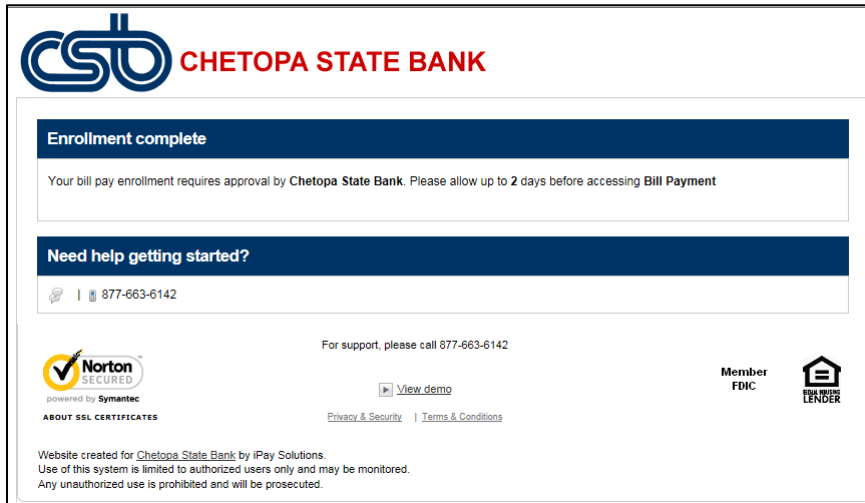
3. Select GO!

4. If there is an issue with the User ID not meeting the requirement, you will get an error screen.
 - a) You will need to restart the session and complete the information again.
 - b) Refer to Step 2a for User ID requirements.

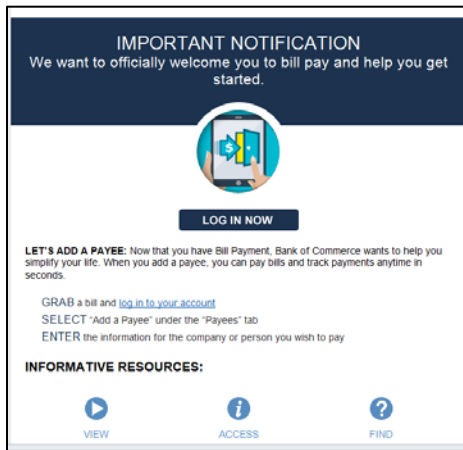
5. If there is an issue with the Password not meeting the requirement, the below screen will appear.
 - a) You will need to enter a password that meets the requirement.



6. Once your enrollment has been completed, you will receive the following message.



7. The approval process can take up to 2 days. This is very similar to our approval process with Online Banking. However, you will receive a Welcome email when your Bill Payment enrollment has been accepted.



8. Log in to your Online Banking and select the Bill Payment link

- a) Key in your User ID
- b) Select Submit

CSB CHETOPA STATE BANK

Log in to Bill Payment

User ID

[Forgot your User ID?](#)

[Enroll](#) [View demo](#) [Submit](#)

For support, please call 877-663-6142

Website created for Chetopa State Bank by iPay Solutions.
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9. Key in your Password.

- a) Select Submit.
 - You can ignore the Security Key (in the box). You will set it up in the next few steps.

CSB CHETOPA STATE BANK

Log in to Bill Payment

Security key
BHAFFZQKS

Do not recognize your security key?
Call 877-663-6142 for assistance

Password

[Forgot your Password?](#)

[Submit](#)

For support, please call 877-663-6142

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10. Setup your 3 security questions and the security key.

(The Security Key is used to validate your User ID upon log in. This will appear on the password screen in the box. See example of screen in step 9.)

Make sure to select the 'I Accept' on the terms & conditions.

11. Once all security questions and the security key have been setup, you will get the Welcome screen and can begin entering your bill payment payees.

12. Just select Continue at the Welcome screen.

13. When you log in again you will need to enter your User Id.

- On the password screen be sure to verify your Security Key in the box. Then enter your Password.
- You will be presented with either the 'Add Payee' screen if you haven't added any payees or the payments list.

HINT: If you need to change your password or security questions, you can do that by logging in and selecting the My Account tab at the top of the screen. Then select the box titled Security Information.