

BANK OF AMERICA BILL PAY GUIDELINES

This short document is intended to help individuals who have Bank of America bank account and would like to make monthly member contribution to 'Spandana' automatically.

Step 1: Click on "Bill Pay" menu in your Bank of America main menu. Bill Pay menu will appear as shown below.

The screenshot shows the Bank of America Online Banking interface. At the top, there is the Bank of America logo and the text "Online Banking Sign Off". Below this, there are navigation links for "Search", "Locations", "Mail", and "Help". A main menu bar contains "Accounts", "Bill Pay", "Transfers", "Investments", and "Customer Service". Underneath, a secondary menu bar has "Overview", "Payments", "Payees", and "e-Bills". The "Bill Pay Overview" section is active, with a "Customize this Page" link. On the left, there is an "e-Bills" section with a "Reminders (0)" link and a "Test drive an e-Bill" button. The main content area is titled "Add a Payee" and contains instructions: "To start making payments, tell us the name of the company you want to pay, or if you want to pay an individual, enter the person's first and last names." There are two options: "Pay a Company" with a "Company Name:" input field and a "Go" button, and "Pay an Individual" with "First Name:" and "Last Name:" input fields and a "Go" button. A "Search or browse our payee list" link is also present.

Step 2: In the add payee section, Type Spandana Foundation in first and last name columns as shown below and click on GO button.

This screenshot is similar to the previous one, but the "Pay an Individual" section is filled out. The "First Name:" field contains "Spandana" and the "Last Name:" field contains "Foundation". The "Go" button is highlighted. The "Company Name:" field is empty. The "Search or browse our payee list" link is still visible.

Step 3: Please fill in the following details in the columns under add payee information as shown in the screen shot below.

Name : Spandana Foundation
AC No: 719740920 - Chase
Type : Business (non-profit) checking
Address:
Spandana Foundation
1179, Blue Bill Way,
Normal, IL-61761

To edit the information for this payee, change the payee information and click **Save Changes**.

Payee Information
Asterisks (*) indicate required information

***Payee Name:**
Enter as appears on the bill

Nickname:
Create a description of the payee

***Account Number**
Enter account number as it appears on a recent bill from the payee.

Re-enter Account Number:
Required if you selected account number above.

***Payee Address 1:**
Where the payment will be sent

Payee Address 2:

***Payee City/State/ZIP Code:** -

Payee Phone Number:
xxx-xxx-xxxx

Click on Save Changes.

You will see a confirmation that Spandana Foundation has been added as Bill Payee.


Step 4: You can mention the amount as shown below. It will automatically fill-in the date. Click on 'Make a Payment' button to make a payment. As of now, it is showing as 4 day delivery. The amount will be deducted from your account on 4th day after you have placed a request for payment to Spandana. You can make it

[Spandana Foundation](#)
Spandana -2461
4-Day Delivery

\$

[Add memo](#)

Step 5: Click on 'Payments' tab under Bill Pay menu. Click on 'Automatic Payments' as shown below with a arrow.

Bank of America  Online Banking [Sign Off](#)

[Search](#) · [Locations](#) · [Mail](#) · [Help](#)

Accounts	Bill Pay	Transfers	Investments	Customer Service
Overview	Payments	Payees	e-Bills	

Payments Overview · [Automatic Payments](#) · [Make a Single Payment](#)



Step 6: Select Spandana Foundation from the payees list as shown below. Click on GO to proceed to next step.

Bank of America Online Banking [Sign Off](#)
Search · Locations · Mail · Help

Accounts Bill Pay Transfers Investments Customer Service
Overview Payments Payees e-Bills

Automatic Payments Overview [Payments Overview](#) · **Automatic Payments** · [Make a Single Payment](#)

e-Bill Initiated Payments ?
Payee Amount Deliver By
You currently do not have any e-Bill initiated payments scheduled because none of your payees currently send e-Bills. [View a list of payees that send e-Bills](#)
[Test drive an e-Bill](#)

Set Up Automatic Payments ? [Hide](#)
To set up an automatic payment, select a payee and click Go.
Set up an e-Bill initiated payment plan
Select a Payee
[Why aren't all my payees listed here?](#)
Set up a recurring payment plan
Spandana Foundation - Spandana
View a [list of all your payees](#) for whom you can set up recurring payment plans and e-Bill initiated payment plans.

Step 7: Mention the amount that you would like to contribute monthly and the frequency you want to make. Click on 'Set up Payment' for making automatic monthly payments without any difficulty. A sample is given below for your easy reference.

Amount

Payment Amount: \$

All payments are the same amount
 The amount of the last payment should be \$

[Add memo](#)

Frequency and Duration

mm/dd/yyyy
Deliver First Payment On:

Send Payments:

Until I change or cancel this payment
 Until a total of Number of payments payments have been sent
 Until, but not after mm/dd/yyyy

You have successfully set up automatic payment of monthly contribution to Spandana. It is very easy to send your monthly contribution to Spandana and make a huge difference!!

“Let us together make a difference”