Web BillPay | United Heritage Credit Union
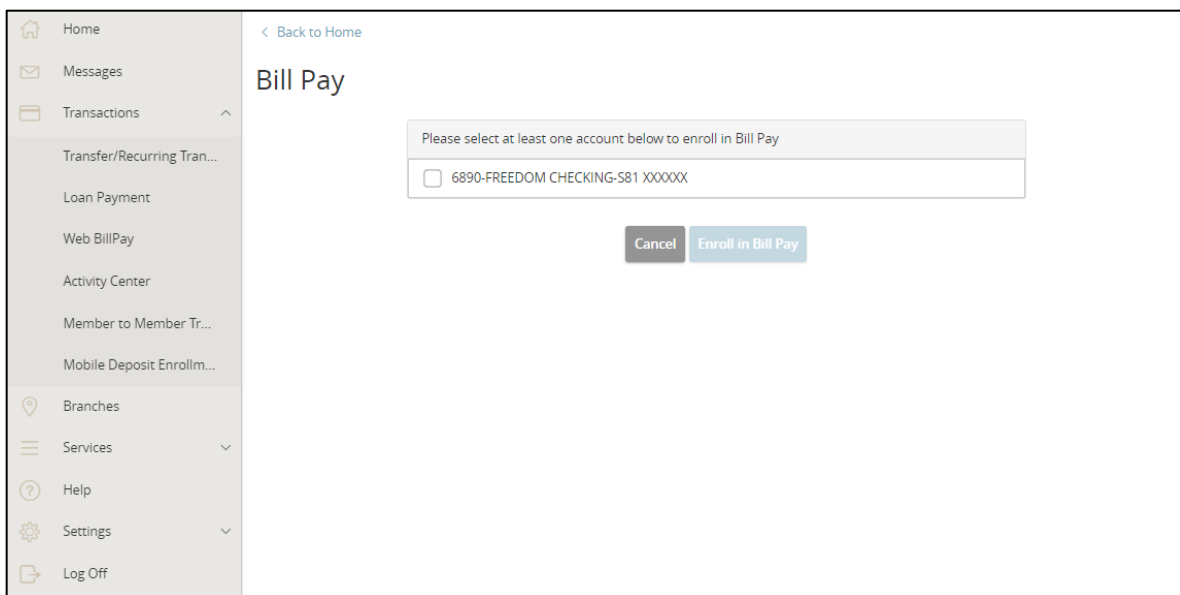
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1 Introduction

Web BillPay saves you money and gives you peace of mind - your bills are paid on time, every time. To access Web BillPay, sign in to your United Heritage Online Banking account. Once signed in, click on the Web BillPay link under Transactions in the navigation menu located on the left side of the page.

2 Enroll

To begin using Web BillPay services, you must first enroll.

Step 1 – Select the account you'd like to enroll from the dropdown menu.

Step 2 – Select the "Enroll in Bill Pay" box.

⌂ Home	‹ Back to Home
✉ Messages	**Bill Pay**
▢ Transactions ⌃	
Transfer/Recurring Tran...	Please select at least one account below to enroll in Bill Pay
Loan Payment	☐ 6890-FREEDOM CHECKING-S81 XXXXXX
Web BillPay	
Activity Center	Cancel Enroll in Bill Pay
Member to Member Tr...	
Mobile Deposit Enrollm...	
⊙ Branches	
☰ Services ⌄	
⑦ Help	
⚙ Settings ⌄	
⤇ Log Off	

Note: By selecting "Enroll in Bill Pay" you are agreeing to the Terms of Use. You must agree to the Terms of Use to have access to the United Heritage Web BillPay website.

3 Payments

Add a Payee

To add a Web BillPay payee, click the blue "Add Payee" button located at the top next to "Options".
Use the "Payee Type" dropdown to select the type of payee – company or individual.

You will be required to enter different information depending on the type of payee you selected in the previous step.

Complete all steps and select "Preview" to add payee. The information entered will display once more for review. Select "Edit" to make any changes or "Save Payee" to add the payee. When you successfully add a payee, you will see the payee listed on the Pay Bills page.

Once a payee is added, you can edit some details of the payee by selecting the three dot menu next to the payee name and choosing "Edit Payee".

Note: You are required to complete all fields unless designated with (Optional).

Schedule a Payment

To schedule a one-time payment, enter the dollar amount in the "Amount" field and choose a date with the "Deliver On" calendar option. The calendar will show the available dates to select in black. Greyed out dates are either a non-business day, or too soon to guarantee the payment will be delivered on time.

Note: To make an expedited payment (fees may apply) select "Options" from the Bill Pay screen and choose "Visit Bill Pay Site". This will take you to the full site where recurring payments, expedited payments, and a more detailed view of Bill Pay can be found.

< Back to Home

Bill Pay

| Pay Bills | Payment Activity |

| Search payees | +Add payee | Options |

Payee ▲	Pay from	Amount	Deliver on
Tester 1 Last Paid: $157.21 on 2/2/2023	BASIC BUSINESS ∨	$0.00	
Tester 2 Last Paid: $52.40 on 2/6/2023	BASIC BUSINESS ∨	$0.00	

Total for 0 payments: **$0.00**   Review Payments

If you would like to make a recurring payment, select the "Options" button from the "Pay Bills" screen and select "Visit Bill Pay Site"
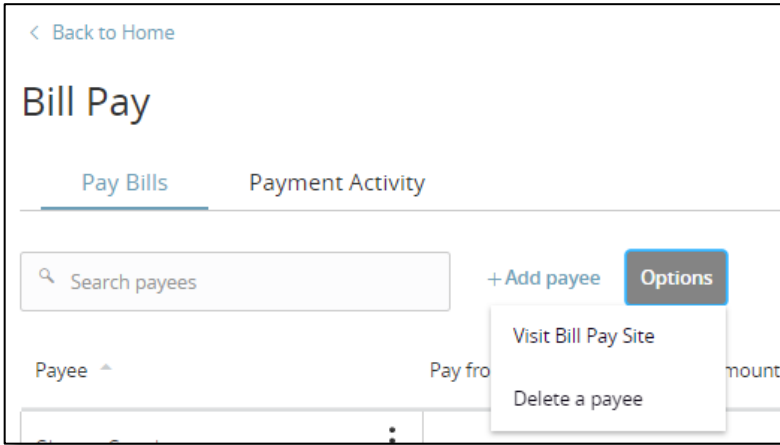

Once in the full Bill Pay Site, additional details can be viewed and the option to make a payment recurring will be visible above the "Pay" option next to the payee.
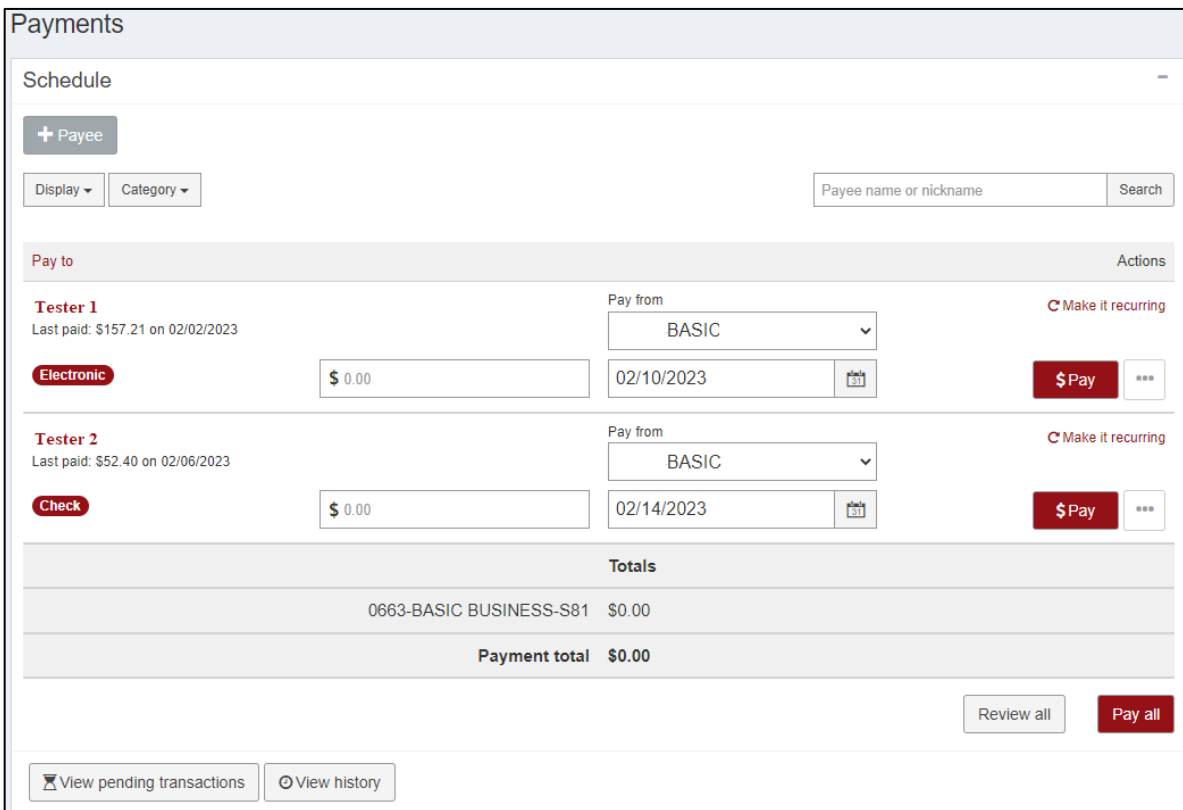
Note: Some payments will require you to make them from the full Bill Pay site as they must be converted to a check in order to pay.

4 My Account

Use the My Account tab in the full Bill Pay site to change account settings, edit alerts, and much more.
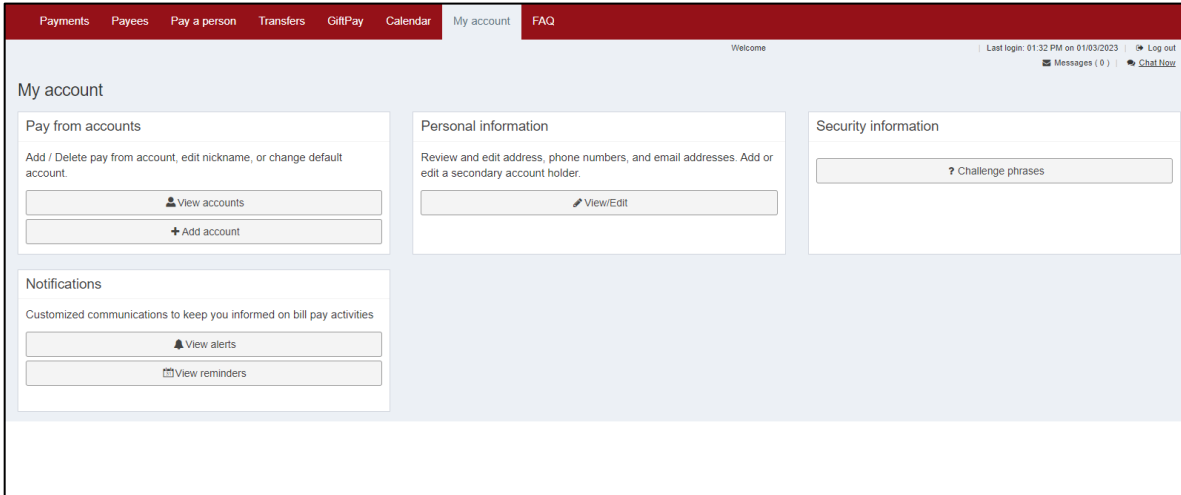

Pay From Accounts

You can view and add Pay From Accounts by clicking either the "View accounts" or "Add account" link on the My Account page.

To add a Pay From Account, enter the account number of one of your UHCU shares. All Pay From Accounts must be a share under your United Heritage Account. External Pay From accounts cannot be added.

5   Message Center

The Message Center can be viewed by selecting the envelope icon that states "Messages" in the top right corner of the full Bill Pay site. Important messages regarding your account or payments from iPay will display here.
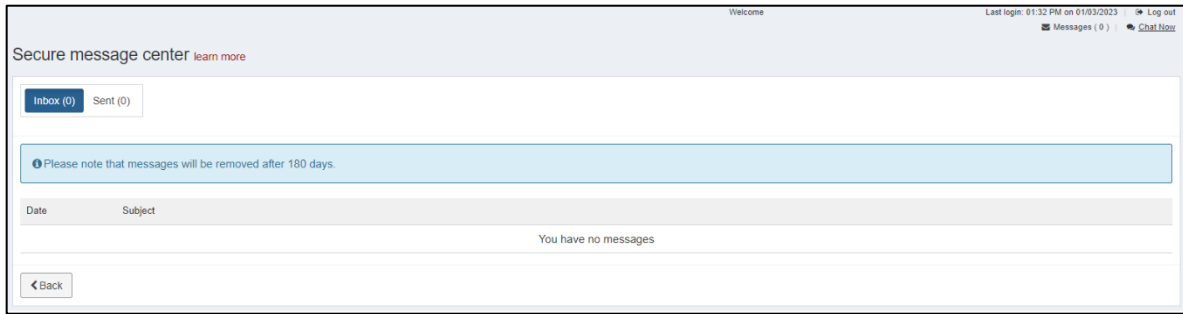
6   Chat Now

Click the Chat Now button in the top right corner of the full Bill Pay site to chat with a live iPay representative for any questions regarding Bill Pay or payments.