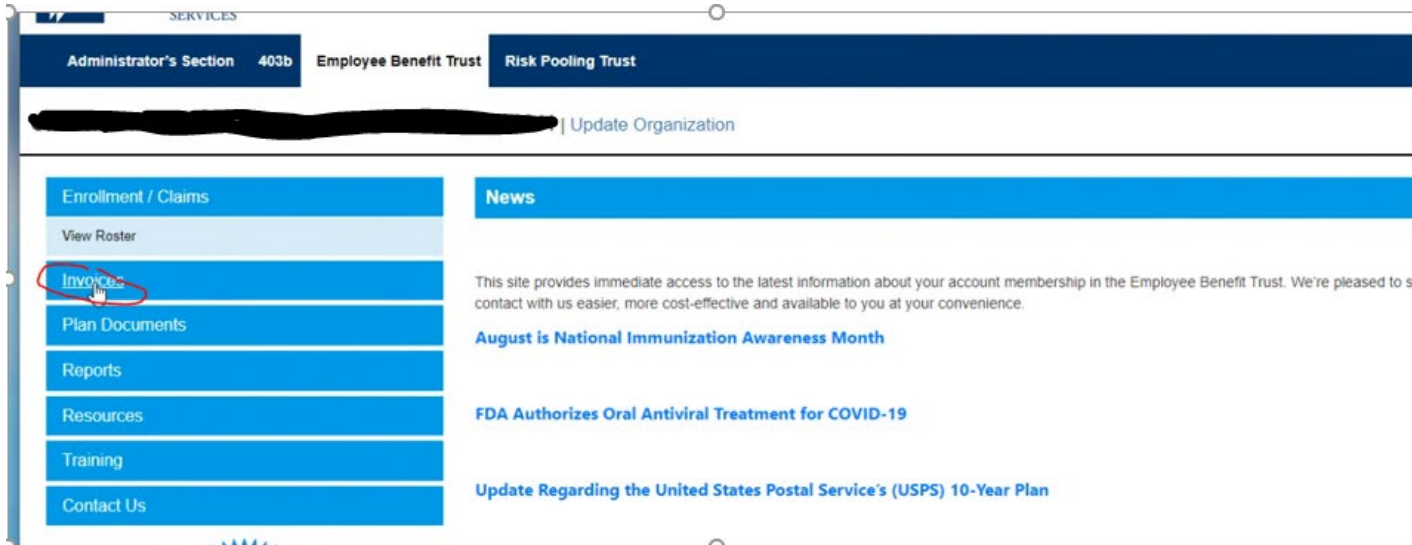


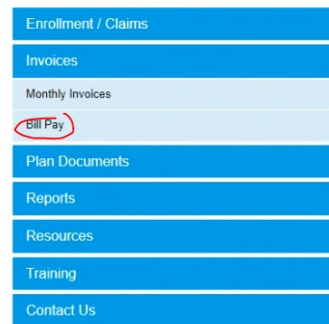
Online Bill Pay

To access the online bill pay for your account(s), first log into your administrator account at cbservices.org and select the **LOGIN** button at the top right of the screen. Once logged in, follow the directions below to access the online bill pay option.

Step 1 Select Employee Benefit Trust from the blue bar across the top of the screen and then select **Invoices** from the menu displayed on the left as shown below.



Step 2 Then click on **Bill pay**



Online Bill Pay

Step 3 All open amounts will be displayed. Select **Pay Now!**

Online Bill Pay
Main Menu > On-Line Invoices

Below are the accounts that you have authority to administer and pay bills for. If you have other accounts that you would like to administer online, please contact us at hbscrmchange@cbservices.org

ID #:	CBS-SRVS-99SDEH	
Loc #	Location Name	Amount
001122	ORGANIZATION NAME	\$66999.31
		\$133158.90

Pay Now!

Note: The first time you log into the online bill pay, you will be asked to select and label a security image and accept terms.

CHRISTIAN BROTHERS SERVICES

Set up Account Security

Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.

Give your image a label

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

1. Click on an image to select it.

2. Label the image below

3. Check the terms of service by checking the box.

Online Bill Pay

Step 3 You will be directed to the bill pay site (this may take a moment). Once connected the following page will be displayed.

The screenshot displays the 'Pay My Bills' interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', and a user profile for 'C.B.S. Internal Customer'. The main area is divided into 'UNPAID AND PARTIALLY PAID' and 'HISTORY' sections. A table lists bills, with one bill selected and its amount entered. A 'PAYMENT SUMMARY' sidebar on the right provides details on locations, payment methods, and dates, with a 'Continue to Payment' button at the bottom.

1. Select accounts to pay.

2. Enter amount being paid if different than open amount.

* **Note:** The first time you access this feature, you will need to select **Add a Payment Method** to set up your bank information. You may add multiple payment methods.

3. Select Payment Method to be used for this transaction.

4. Review your options and then select **Continue to Payment** to process the transaction.

Step 4 Once your payment is successfully processed, a confirmation screen will be displayed as shown below.

The confirmation screen features a 'Thank You!' message and a table with payment details. Below this, a table lists the bill ID, Confirmation Number, Payment Amount, and Locations. At the bottom, there are links for 'Return to Pay My Bills' and 'Log Out'.

Note: Please check your banking arrangements. If you have a debit block activated on your account you will need to provide your bank with company id #4363489253 to allow for CBEBT's bank to debit the funds from it. If you do not have a debit block on your account, there is nothing you need to do.