

US Network Bank Guidelines for Making Payments

How to Add Payees from the Master List of Payees

- Log into your bank account by accessing <http://165.155.104.252/i-bank>
- Click on Payees from the sidebar
- All firms and student employees using the US Network bank are automatically in this master list. In addition, all international firms that are affiliated with PEN International are also in here. You CANNOT add payees.
- In the “View Payees” area, you can choose the USA or any other country. You can also select a certain state where a firm is located. Finally, you can choose either Corporate (firm) accounts or Personal (employee) accounts. You need to create your own payee list by going to this page, and choosing “add” under “My Payees.” This will automatically put this payee in your “Bill Payment” area.

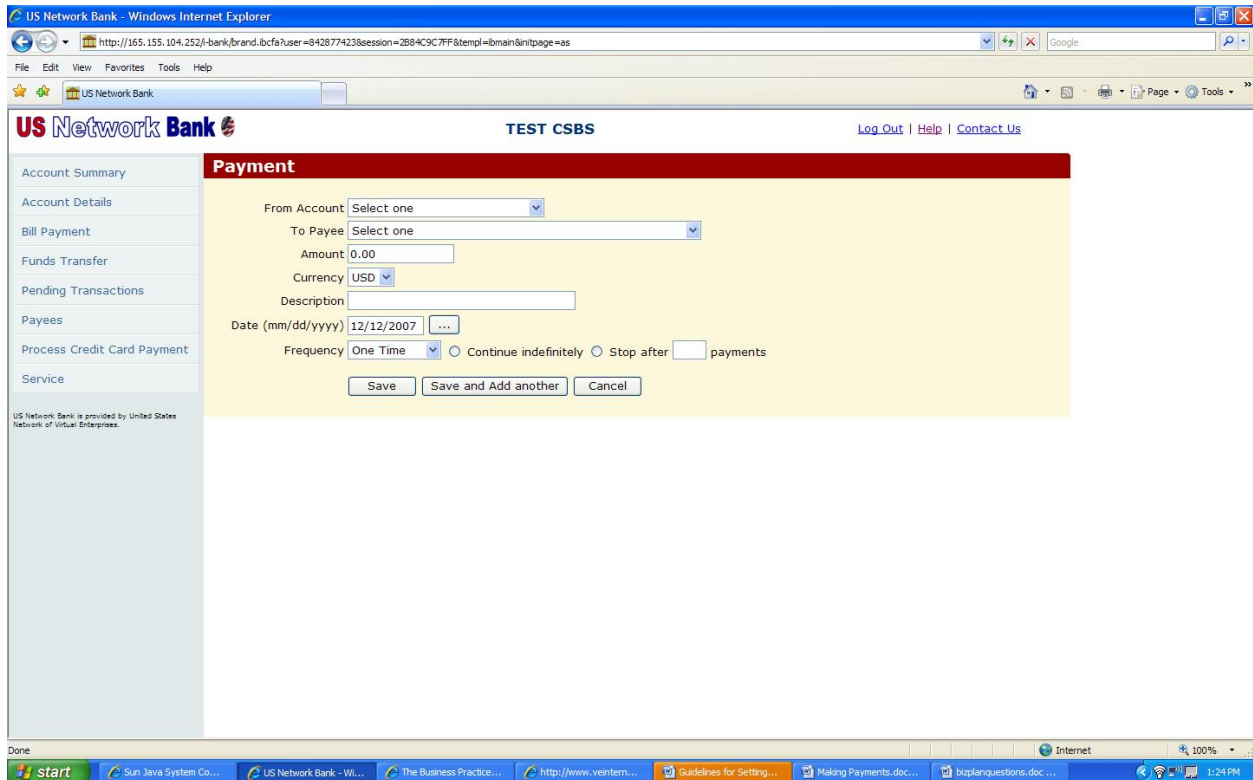
The screenshot shows the US Network Bank website interface. The sidebar on the left contains navigation options: Account Summary, Account Details, Bill Payment (circled in red), Funds Transfer, Pending Transactions, Payees, Process Credit Card Payment, and Service. The main content area is titled 'Payees' and includes a search filter for 'View payees of' (USA), 'State' (NJ), and 'Accounts' (Corporate accounts selected). Below the filter is a search box. The main area displays a table of payees:

Payee	Account No	My Payees
ADVENTURE KINGDOM PERU SAN MIGUEL LIMA PERU, NJ	000	Add
ALCOVA EXTREME CASPER, NJ	00000000000	Add
B-GONE TRAVEL, INC. TRENTON, NJ	530000008	Add
BADGERLAND GOURMET FOODS NEW RICHMOND, NJ	520001745	Add
BOXES, INC. PEWAUKEE, NJ	520002717	Add
CANDY COMPANY WAYNE, NJ	0000000000	Add
CLEANCARE, INC. GREEN BAY, NJ	520001214	Add
COUGARTRAXX, INC. SCHNECKSVILLE, NJ	520000765	Add
CRUSTINO'S BREAD & BREAKFAST ROCKAWAY, NJ	520003454	Add
CSBS TRENTON, NJ	520000005	Add
CSBS BANK TRENTON, NJ, NJ	520000005	Add
DEEZ MOVIEZ COLUMBUS, NJ	520003489	Add

At the bottom of the table is a 'Next' link and an alphabetical navigation bar (A-Z, 0-9).

How to Make a Payment to a Firm or Employee

- Click on Bill Payment from the sidebar



- Choose the account from the first dropdown
- Select your payee from the drop down list. If not there, you must return to Payees and “add” that payee to your personal list.
- Specify the amount you want to pay
- Indicate the currency with which you are making payment
- Enter in an appropriate memo, i.e., payroll date if it is payroll for an employee, Invoice Number if it is payment on an invoice. Also include your firm name, not alias in the memo area. **Note: Do not click on “continue indefinitely” as this will cause repetitive payments to occur.**
- Click on “save” or “save and add another” if you have another payment to make. After making the transaction, you can view it in the Pending Transactions. Transactions will be processed with 24 hours.