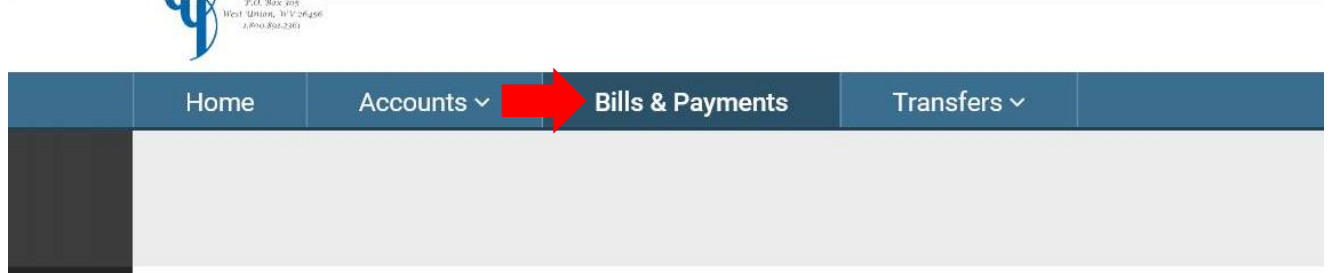


## E-Bills

If you currently use Internet Banking's E-Bill feature, you will need to **cancel all E-Bills before April 1, 2020.** You will need to receive a paper bill during this transition, rather than utilizing Internet Banking.

1. Access Your Internet Banking Account. Select **"Bills & Payments."**



2. Scroll down in your payment center to the bill(s) you need to cancel. Click the "E-Bill On" button and select **"Cancel E-Bill."** Click **"Yes"** to cancel.

BEFORE



AFTER



3. **Contact the company(ies) that were paid via E-Bill to confirm that they received your request to cancel E-Bills and receive paper bills in the mail.**
4. If you do not cancel your E-Bills, beginning May 5, 2020, you will not receive any bills through West Union Bank's Internet Banking.
5. West Union Bank's new Internet Banking will be available on Tuesday, May 12, 2020. After Tuesday, May 12<sup>th</sup> you will be able to re-enter your E-Bill information to continue your payments thru your new Internet Banking.