

## Quicken Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within Quicken Windows.

### On the 1st Action Date Before 7:00pm on July 16:

#### Cancel Existing Bill Payments.

1. Choose **Tools > Online Center**.
2. Choose Johnson Bank from the drop-down list.
3. On the Payments tab, choose an account from which a payment is scheduled in the future.
4. In the payments status list, you will cancel payments for each payee with a status that is scheduled for delivery on a date after the 1st Action Date. To do this, select the first payee and click **Cancel Payment**.
5. Repeat steps 3 & 4 for all payments that are scheduled for delivery after the 1st Action Date.
6. On the toolbar, click **Repeating**.
7. Choose a payment instruction and click **Delete**. Click **Delete** again in the confirmation window.
8. Repeat step 7 for each repeating payment you have with your financial institution.

### Pay Bills in MyJFG Beginning July 20

1. **Log in** to MyJFG
2. From the menu select **Transfers & Payments**
3. Choose **Bill Pay**

## Quicken Mac Bill Pay

Only complete these tasks if you currently initiate Direct Connect Bill Payments from within Quicken Mac.

### **On the 1st Action Date Before 7:00pm on July 16:**

#### **Cancel Existing Bill Payments.**

1. Highlight a Bill Payment transaction on the account register.
2. While on the account register, choose **File > Print** to save your list of pending payments. You can use this when you re-create the bill payments and send these payments again.
3. Click **Edit** at the bottom of the account register window.
4. Click **Edit Details** below the highlighted transaction.
5. Click the Online Payment tab and choose **Cancel Payment**.
6. Repeat these steps for each outstanding Bill Payment you have scheduled with your financial institution.

### **Pay Bills in MyJFG Beginning July 20**

1. **Log in** to MyJFG
2. From the menu select **Transfers & Payments**
3. Choose **Bill Pay**