

To those of you that have chosen **Numerica Credit Union** for your troop, service unit, or day camp account:

Please follow these instructions when logging in and using online Bill Pay –

#### LOGGING ON:

Go to [www.numericacu.com](http://www.numericacu.com)

1. Type in your 6 digit account number in the upper right-hand portion of your screen under where it says “Homebanking”
2. The next screen asks for an account password. If this is the first time you’re logging in, it is set to 0844. You will then be given an opportunity to change it to something personal. For accounts with 2 debit card holders, you will log on with the same password.

#### SCEDULING A BILL PAYMENT:

1. Click on “Bill Payment” in the upper right-hand portion of the screen
2. Please be patient as another page will open
3. Click on “Add a Bill” from the menu bar on the top of the screen
  - Select the type of biller to add and click “Continue.”
  - Enter information
  - Click : “Add Bill” then “Finished”

Payment Center **Add a Bill** Bill History Manage My Bills My Accounts My Profile

**Add A Company or Person to Pay**

To start making payments, select the type of bill you want to add, and click Continue. If you have an account number for the bill, select that option to ensure that your payment is properly credited. [More about who I can pay.](#)

Who do you want to pay?  Company with an account number [View demo to learn more.](#)  
 Company without an account number  
 Person

NOTE: if you are adding a payee for personal reimbursement using their home address is fine. However, if you are reimbursing/paying another troop, a service unit, or a day camp account type in the name of the account (example: Girl Scouts troop 2551) and the address of the bank where the account is at:

<b>Sterling Savings Bank</b>	<b>Numerica Credit Union</b>	<b>Washington Trust Bank</b>
ATTN: Lindsay Burdett	ATTN: Sharon Dixon	ATTN: Rebecca Trefry
111 N Wall Street	PO Box 6011	PO Box 2127
Spokane, WA 99201	Spokane, WA 99217	Spokane, WA 99210

The contact person at each one of the financial institutions will deposit the check directly into the corresponding troop/SU/Day Camp account.

4. Click on “Payment Center” from the menu bar on the top of the screen

- Enter the amount to be paid
- The earliest available payment date will automatically pre-fill. Or click the calendar to choose a different payment date.
- Click “Make Payments
- Verify the amount and click “Confirm Payments”

The screenshot shows a 'Pay Bills' window with the following table:

Features	Biller Name	Amount	Pay Date
	American Express *5687	\$ 225.00	06/26/05
	BellSouth Telecommunications *4593	\$	
	Georgia Power *1050	\$ 175.00	06/26/05
	Joe the Gardener *32	\$	
	Macy's *0946	\$	

Calendar details: May (1-31), June (1-30). Legend: Due Date (red square), Available Pay Dates in Blue, Today's Date in Bold.

Numerica Credit Union typically charges its members a \$6 per month fee for using online Bill Pay, plus \$0.14 per transaction. However, these fees are being waved for all Girl Scout accounts. If you see any fees being charged to your account, please call Sharon Dixon at (509) 536-6154.

Your access code for Home banking, eStatements or Numerica online Billpay can be re-set by calling or emailing Numerica.

Call 1-800-433-1837 or 509-535-7617

Or

Email: [ncumemberservice@numericacu.com](mailto:ncumemberservice@numericacu.com)