

### Billtrust Online Payments and Auto-Pay Set Up

### Follow the Steps Below to Set Up Online Banking

1. Sign in as a user to your account, and click on the "Settings" tab.

			Delta De	TA DENT/ ental of New Jersey	<b>\L</b> °	
🐔 Summary	🍽 Open	✓ Closed	O Payment History	🌣 Settings		Jane Doe 🛓 🗸
Summary of	of Account N	umber: <b>12345</b>			Last Payment Details	
				<u></u>	No recent payments have been made.	
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2. Under Settings, click the "Payment Settings" tab.

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📽 Summary 🍽 Open	✓ Closed	② Payment History	♦ Settings	Jane Doe ≜ ❤
Profile Settings	Profile Settings Change your profile settings			
Payment Settings	User Name:	Jane Doe		
Notification Settings	Name:	Jane Doe		
User Management	Email Address:	jdoe@123.com		
Account Management	Security Question 1:	What is your favorite h	obby?	
🛃 Group Management	Answer 1:	DELTA		

3. Click the "Payment Accounts" tab, then click the green "Add Bank Account" button.

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		Delta Dental of New Jersey		
🕷 Summary 📁 Open	✓ Closed ② Payme	ent History & Settings		Jane Doe ≗ ❤
Profile Settings	Payment Settings Manage your payment settings, payment	ccounts and auto-pay settings.		
Payment Settings	Payment Accounts Auto-Pa	ay Settings Payment Options		
Notification Settings	Friendly Name	Account Type	Group	
User Management	,	46		
Account Management	No payment accounts have beer	n added yet.		
🛃 Group Management				
	Add Bank Account			
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- 4. Complete appropriate bank account information.
- 5. Check the "Default Group" box.
- 6. Click the green "Save" button.



Delta Dental of New Jersey

🕷 Summary 🍽 Open 🗸 🗸	Closed ② Payment History	Settings	
Profile Settings     Payment Manage	ent Settings your payment settings, payment accounts and	i auto-pay settings.	
Payner Settings	nent Accounts Auto-Pay Settings	Payment Options	
Friend	Jly Name: My Ba	ank Account	
User Management Bank Bank	Name:		
Account Management     Accou	unt Type: Busine	ess Checking	
Group Management Name	On Account:		
: Ro	uting Number #		
Accou	unt Number III		
Addre	iss 1:		
Addre	iss 2:		
City:			
State/	Province: NJ	+	
Zip/Pc	ostal Code:		
			·
0	Your payment account must be assigned to a	at least one group. Select the group(s)	from the list below that you want to assign the payment account to or add a new group.
	Group Name		
	Default Group		
			Cancel Save

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7. Your Bank Account information will be saved.



P Open ✓ Closed ② Payment History Settings Summary Jane Doe 🛔 🗸 Payment Settings age your payment settings, payment accounts and auto-pay settings Payment Settings > Payment Accounts Auto-Pay Settings Payment Options Friendly Name Account Type Group User Management Default Group My Bank Account Bank Account Edit Delete Group Managemen

### Enable Auto-Pay

Auto-Pay will be scheduled for future invoices only. Any current unpaid invoices will need to be scheduled by the user.

- 1. Under Settings, click the "Payment Settings" tab, then click on "Auto-Pay Settings."
- 2. Enable "Auto-Payment."
- 3. Choose your "Payment Account."
- 4. Add a "Maximum Payment" threshold. The payment threshold is the maximum total due for a bill to be paid automatically. If the total due is greater than the payment threshold, the bill will not be automatically paid.

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Summary	🍽 Open	✓ Closed	② Payment History	Settings			Jane Doe 着
Profile Settings		Payment Settings	ings, havment accounts and	auto-pay settings.			
Payment Settings	>	Payment Accounts	Auto-Pay Settings	Payment Options			
Notification Settings		Manage your Auto-Pay	v Settings.				
User Management		Auto-Payment:	Enable	ed	+		
Account Management		Payment Account:	My Ba	nk Account	+		
Group Management		Maximum Payment:			1000.00		
		I have reviewed and	agree to the Terms and Con	ditions			
		I authorize Delta Dental on the input form above, by canceling the recurrir summary of the transact Check this box to au	New Jersey to electronically ). Lunderstand that this auth 19 payment rule or calling D ition details. We recommend uthorize this transaction. Cancel	/ debit/charge my account ( orization will remain in full fi leta Dental New Jersey cus ed you print / save these de Save	nd, if necessary, e rce and effect unti omer service to ca ails for your record	actronically credit my ac I notify Deita Dental Nev icel future payments. Aft s.	count to correct erroneous debits as indicated - Jarsey that I wish to revoke this authorization er clicking Save or Authorize you vill see a

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7. Your screen will look like this after Auto-Pay is enabled.



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A Summary 🍽 Open	✓ Closed ② Payment Histor	ry 🗘 Set	tings		Jane Doe 🛔 🗸
Profile Settings	Payment Settings Manage your payment settings, payment accounts	and auto-pay settings.			
Payment Settings	Payment Accounts Auto-Pay Settings	s Payment Opt	tions		
Notification Settings	Manage your Auto-Pay Settings.				
User Management	Account	Auto-Pay	Payment Account	Max Payment	
Account Management	12345	Y	My Bank Account	1000.00 Edit	
Group Management					

#### Whom can I contact if I have questions?

- Email questions to Billing@DeltaDentalNJ.com
- Call us at 1-800-452-9310 and follow the prompts