



HERITAGE BANK

ONLINE MERCHANT PAY

A screenshot of the Heritage Bank online merchant pay interface. The page shows a navigation menu with "Accounts", "Transfers", "Payments", "Alerts", "Services", "Settings", and "Sign Out". Under the "Payments" section, there are options for "Make a Payment" and "Payment History". The "Merchant Payment" section is active, showing a "Merchant Name" dropdown menu with "B&B Beverages" selected and a "Pay" button. Below this, there is a section for "Add New Merchant" with a yellow highlight on the "Add New Merchant" button.

1. **Select:** "Payments" on the main page
2. **Next Select:** "Add New Merchant"

A screenshot of the Heritage Bank online merchant pay interface. The page shows a navigation menu with "Accounts", "Transfers", "Payments", "Alerts", "Services", "Settings", and "Sign Out". Under the "Payments" section, there are options for "Make a Payment" and "Create Merchant". The "Merchant Name" dropdown menu is open, showing "Quick Stop" selected. Below the dropdown are "Next" and "Cancel" buttons.

3. **Select the Merchant Name:** Quick Stop then Click "Next"

A screenshot of the Heritage Bank online merchant pay interface. The page shows a navigation menu with "Accounts", "Transfers", "Payments", "Alerts", "Services", "Settings", and "Sign Out". Under the "Payments" section, there are options for "Make a Payment" and "Merchant Details". The "Merchant Details" form is active, showing fields for "Nickname" (Quickstop), "Merchant Name" (Quick Stop), "Billing Account Number" (REFRID (Referral ID)), "Customer Name" (John Doe), and "Customer Name on the invoice" (John Doe). There are also "Pay By Text Settings" and "Submit" and "Cancel" buttons.

4. **Nickname:** Enter Quickstop" (no space between characters).
5. **Billing Account Number:** REFERRAL ID (found on your Quickstop receipt).
6. **Customer Name on the Invoice:** JOHN DOE (found on your receipt).

- Do not insert spaces between the characters in the Nickname or Billing Account Number fields.
- You are now able to make online payments to Quickstop via your Heritage Bank account.