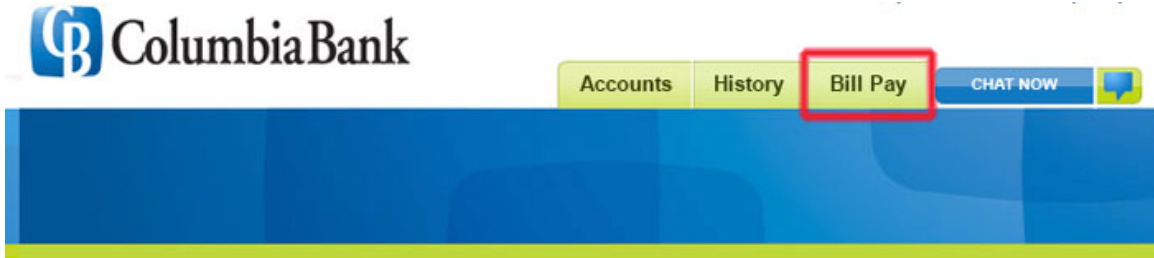


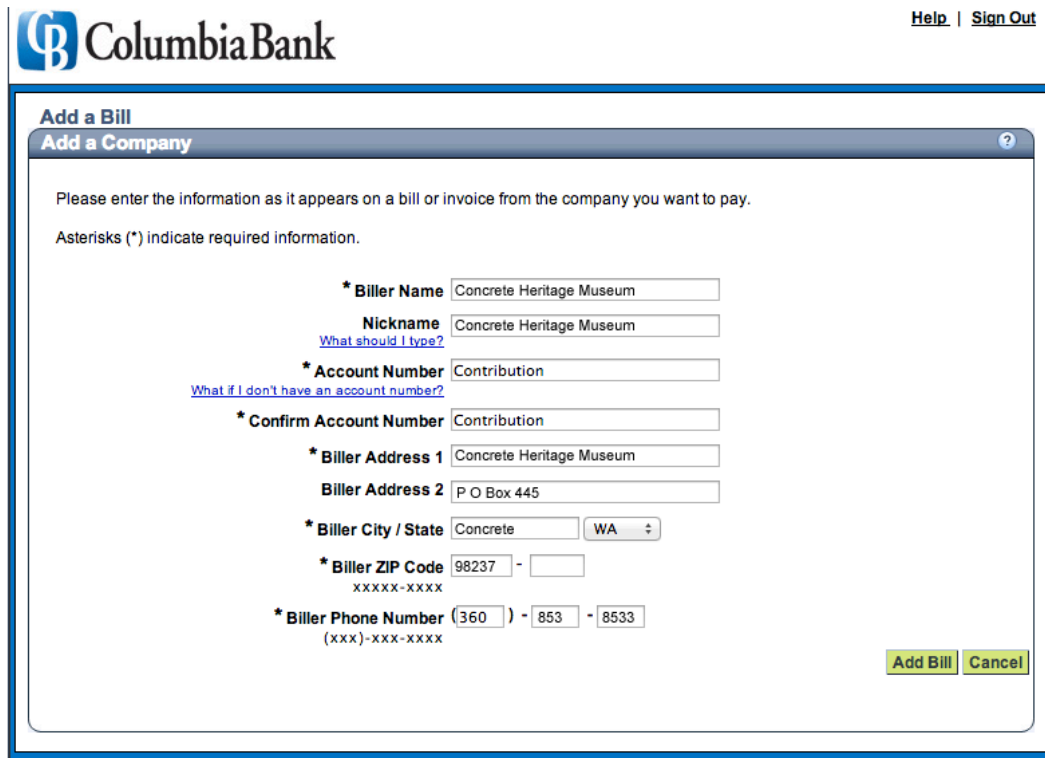
How to Set Up Automatic Payments to Concrete Heritage Museum

If you have online banking enabled at your Columbia Bank account (or any other bank where you have online banking), you can set up automatic payments to anyone you wish, including Concrete Heritage Museum, on a regular basis, with no further involvement by you after the initial setup, until you elect to change or discontinue the service.

To begin, log in to your secure online banking account at Columbia Bank. Once logged in, click on the Bill Pay tab.



Click on Add a Bill, select Company and click on Continue. Add a bill as shown in the following screen capture. Enter the name and address as shown, using any nickname you wish. Enter Contribution for the account number. Click on Add Bill when you are finished filling in the information.

A screenshot of the 'Add a Bill' form in the Columbia Bank online banking interface. The form is titled 'Add a Bill' and 'Add a Company'. It contains the following fields:

- * Biller Name**: Concrete Heritage Museum
- Nickname**: Concrete Heritage Museum (with a link 'What should I type?')
- * Account Number**: Contribution (with a link 'What if I don't have an account number?')
- * Confirm Account Number**: Contribution
- * Biller Address 1**: Concrete Heritage Museum
- Biller Address 2**: P O Box 445
- * Biller City / State**: Concrete (dropdown) WA (dropdown)
- * Biller ZIP Code**: 98237 - [] (with 'xxxxx-xxxx' below)
- * Biller Phone Number**: (360) - 853 - 8533 (with '(xxx)-xxx-xxxx' below)

At the bottom right, there are 'Add Bill' and 'Cancel' buttons.

Click on Manage My Bills and select the Museum bill you just created. Click on Add an automatic payment and enter the information shown here with your Pay From account, payment amount, first due date and frequency of payment. Select Send Payments Until I change or cancel this payment, to send continuing payments to KSVU. Enter your email address and select E-mail me when the payment has been sent, to alert you to update your account records. After you click on Set Up Payment, payments to Concrete Heritage Museum will start (on your elected date), and you do not need to do anything else, as all future operations are automatic. Concrete Heritage Museum thanks you!

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Manage My Bills

Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, and receiving your bill online.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name

What would you like to do?

- Add an automatic payment

Asterisks (*) indicate required information.

Pay From

***Payment Amount \$**

- All payments are the same amount
- The amount of the last payment should be \$

***First Payment Date**

***Payment Frequency**

Send Payments Until

- I change or cancel this payment
- A total of payments are sent
- But not after

You can also receive e-mail about your automatic payments.

E-mail address

- E-mail me when the payment is pending
- E-mail me when the payment has been sent
- E-mail me before sending the last payment

- Set up reminders for this bill
- Update biller information
- Delete this biller