

# My Dart Express Net and Payment Center End User Guide

*My Dart Express Net* and *Payment Center* provides an alternative, customizable landing page for the end-user. *My Dart Express Net* and *Payment Center* will not replace any existing page within Dart Express Net or Bill Pay.

*My Dart Express Net* provides a dashboard style view of various Dart Express Net options.

*Payment Center* provides a dashboard style view of options related to Dart Express Net Bill Pay. The end-user must be enrolled with Bill Pay, have accounts established for Bill Pay and have at least one Payee established in order to access *Payment Center* features.

Each section within My Dart Express Net and Payment Center is called a *Widget*. Each *widget* contains specific bits of data of interest to the user. Multiple *widgets* display on one screen to allow the user to establish a dashboard style view of Dart Express Net.



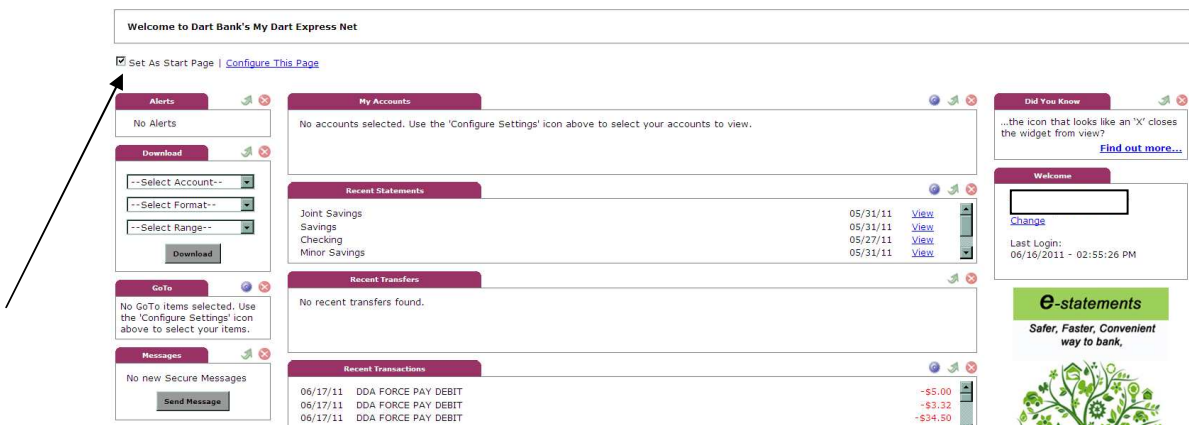
To enable the **My Dart Express Net** feature you will need to click on the **My Dart Express Net** option found within the main navigation bar just under the Dart Express Net tab.



Once you click on My Dart Express Net, you will see the page loading. Loading only takes a few seconds.



After the page has finished loading, it will look similar to the page below. You have the option to set this as your Start Page, which means that this is the page that you will see upon login. To do this, click on the box next to **Set As Start Page**.



You can also configure the page to change the order you view the widgets. To do this, click on **Configure This Page** found at the top of the screen.

Set As Start Page | [Configure This Page](#)

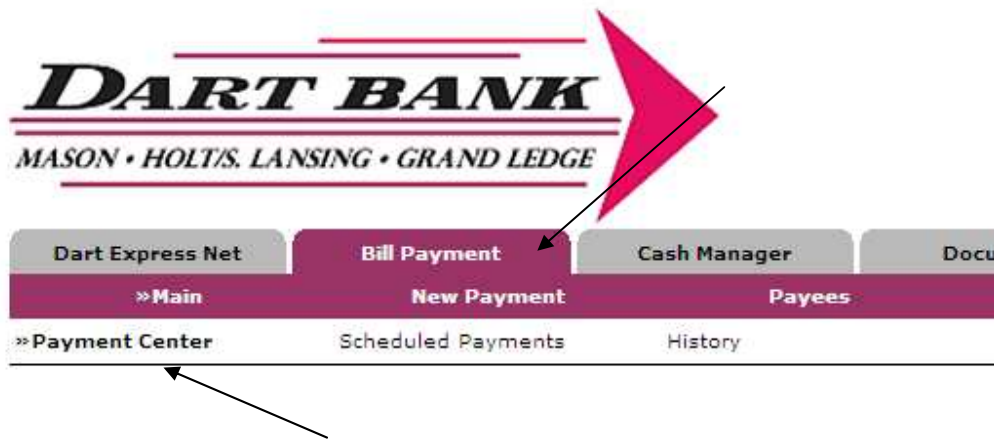
You can click on the **Select Column To Configure** drop down arrow to choose *Left Column*, *Center Column* or *Right Column*.

From here, you can drag and drop the widgets that you want to view and in what order you would like to view them in. After you have finished selecting the widgets you want to show on your page you will need to click **Save** at the bottom of the screen.

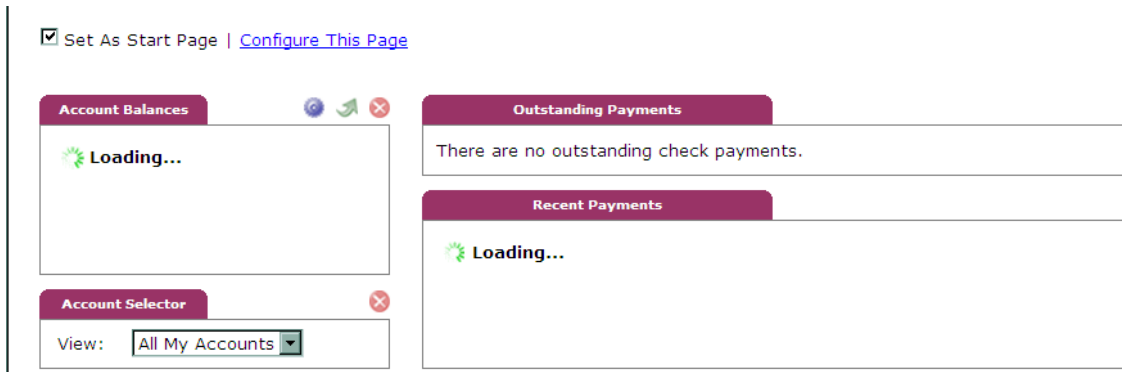
The screenshot shows a dialog box titled "Configure This Page" with a close button (X) in the top right corner. Below the title bar is a text box with instructions: "Drag and drop or use the (+) to add widgets to your view or (-) to remove them. Also, drag and drop the order they will appear." Below this is a section titled "Widget Settings" with a sub-section "Select Column To Configure:" containing a dropdown menu. The dropdown menu is open, showing three options: "Left Column", "Center Column", and "Right Column". Below the dropdown is a table with two columns: "7 items selected" and "Remove all". The table lists seven widgets: "Account Balances", "Alerts", "Download", "GoTo", "Make Payments", "Messages", and "Transfer". To the right of the table is a column with "Add all" and a search input field. At the bottom right of the dialog box are "Save" and "Cancel" buttons. Arrows point from the text above to the "Configure This Page" link, the "Select Column To Configure" dropdown, the widget list, and the "Save" button.

7 items selected	Remove all	Add all
↓ Account Balances	--	
↓ Alerts	--	
↓ Download	--	
↓ GoTo	--	
↓ Make Payments	--	
↓ Messages	--	
↓ Transfer	--	

To enable the **Payment Center** feature you will need to first click on the **Bill Payment** tab and then on **Payment Center** option found on the navigation bar.



Once you click on Payment Center, you will see the page loading. Loading only takes a few seconds.



After the page has finished loading, you have the option to set this as your Start Page, which means that this is the page that you will see when you click on the Bill Payment tab from now on. To do this, click on the box next to **Set As Start Page**.

You can also configure the page to change the order you view the widgets. To do this, click on **Configure This Page** found at the top of the screen.

Set As Start Page | [Configure This Page](#)

You can click on the **Select Column To Configure** drop down arrow to choose *Left Column* or *Right Column*.

From here, you can drag and drop the widgets that you want to view and in what order you would like to view them in. After you have finished selecting the widgets you want to show on your page you will need to click **Save** at the bottom of the screen.

**Configure This Page** ✕

Drag and drop or use the (+) to add widgets to your view or (-) to remove them. Also, drag and drop the order they will appear.

**Widget Settings**

Select Column To Configure: Left Column Left Column Right Column

6 items selected	Remove all	Add all
Account Balances	-	
Account Selector	-	
GoTo	-	
Make Payments	-	
Payment Calendar	-	
Transfer	-	

Save Cancel