DELRAY CREDIT COUNSELING
Debt Consolidation and Credit Counseling

BILL REMINDER TOOL

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Bill Reminder Tool

Delray Credit Counseling is proud to offer our new Bill Reminder tool for free. Track all your bills with ease from your desktop. The program is easy to use and notifies you of any upcoming bills. The Bill Reminder allows you to enter the details of all your bills, including a URL section to add the web address of your creditor's payment page. You can also set the time in which you would like to be notified of upcoming bills.

It's absolutely FREE. Please take a moment to download and install the Bill Reminder tool. Try it out and let us know what you think.
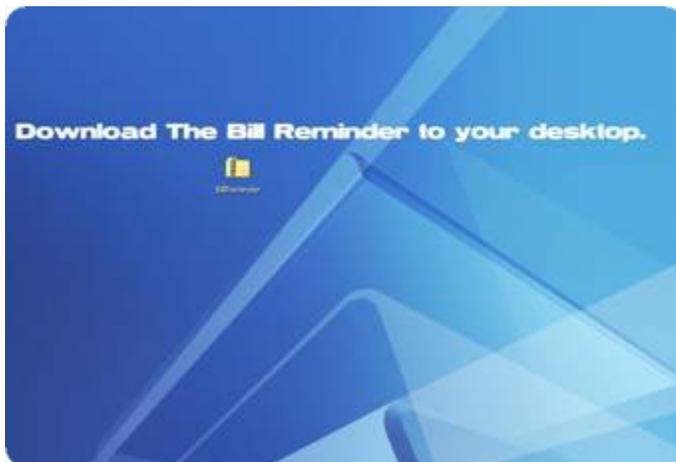
Summary

The bill reminder tool is an easy to use tool that sits in your computer's system tray in the lower right hand corner of your Windows desktop. After setting the dates you wish to be notified of bill the tool will automatically pop up a balloon on your desktop alerting you that a bill is due a set number of days before the due date.

Installation Instructions:

Step 1

Download and save the software directly to your desktop. Double click the billdownload.zip file on your desktop and extract both files to the desktop.
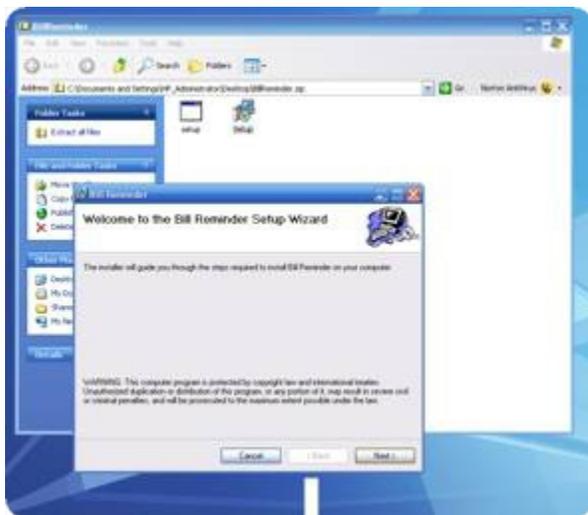
Step 2

Double click the Setup.exe file extracted and saved on the desktop in step 1.
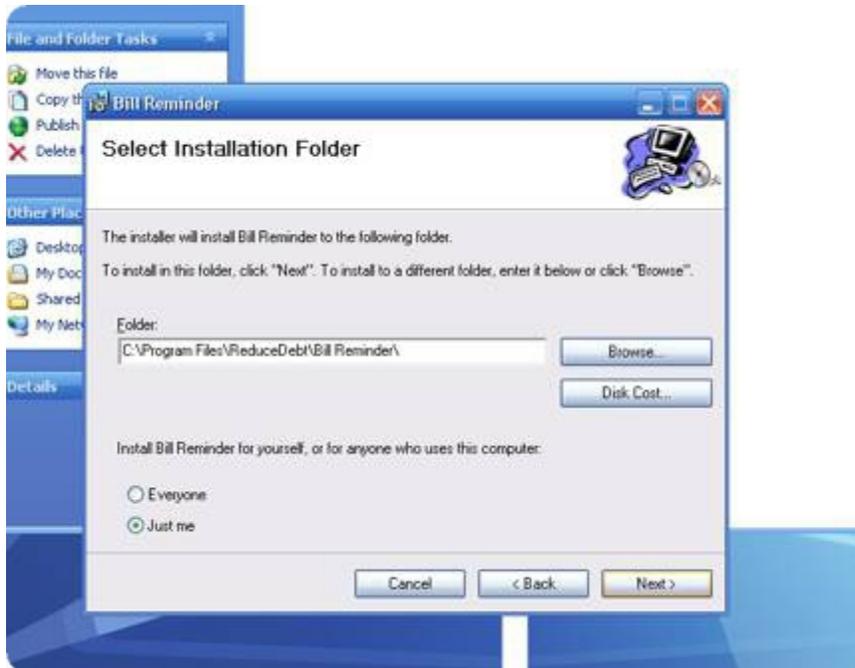

Step 3

When prompted, click the "next" button to continue the install.

Step 4

Click the "next" tab again to move forward and install the Bill Reminder in your programs
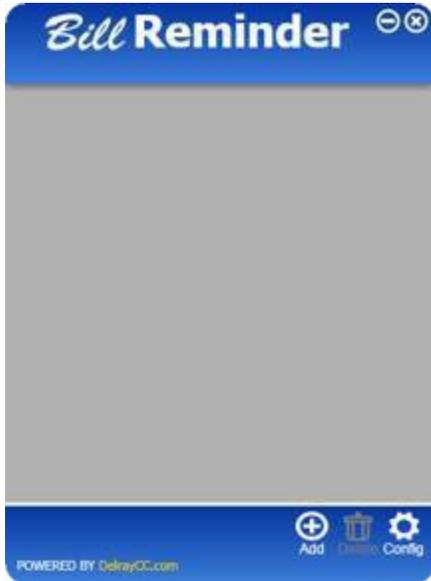directory.

Step 5

Once the install has finished you should be able to open the tool by selecting "Start", "Programs"
and then clicking bill reminder in your list of programs.

Bill Reminder User Guide

1. Once you install the Bill Reminder software and launch the program the Bill Reminder will pop open.

It will be completely blank and ready for you to add your bills. To do this, simply click on the Add (+) button at the bottom right side of the Bill Reminder.

2. Once you click on the Add button a new form will open within the Bill Reminder.

Simply start from the top by entering in what the bill is for, then followed by the amount and finally the due date. The payment link, text message option and the notes section are all options we will cover later. Once you have entered in all of the necessary information simply click on the Create button. That's it!

3. To continue adding more bills just repeat the steps from above. As you add more bills you'll see them begin to stack (in a condensed rectangular box) on top of one another. They will be listed in order from the most recent due date.

4. As shown in the example to the left we can see the Bill Reminder keeping track of many bills. If the amount of bills you enter exceeds the amount of space in the Bill Reminder window it will simply add a scroll bar to the right to allow you to add as many as you need.

As shown in the example to the left there is a bill that is past due, it is highlighted in red.

Also in the example to the left you'll see three bills that have been marked as paid. Once you have paid a bill simply check the It's Paid box so you will not be reminded about paying that bill.

5. In the example to the left you can see that we've entered information into the Payment link: field.

This option allows you to enter in the web address of the company where you can pay that particular bill online. This is simply a convenience option.

6. In order to remove a bill, simply double click on the bill and then click on the Delete button that is between the Add and Configure buttons.

Compliments of
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