

ESB FINANCIAL

Bill Pay Guide



HOW TO DOWNLOAD YOUR BILL PAY HISTORY

Thank you for trusting us with your banking needs!

1 LOGIN TO YOUR ACCOUNT

- Sign-In to your account via esbfinancial.com

- Visit - [BILL PAYMENT](#)

LEARN MORE AND STAY INFORMED

Visit our Digital Upgrade Center for dates, FAQs, videos and more.



esbfinancial.com/upgrade

2 SELECT 'ACTIVITY'

Payment Center **Activity** Accounts Profile Help Center

3 SELECT A PAYMENT DATE RANGE

Activity

Reminders

Reminders help you track when a bill is due.

Payments

Date Range

Past 30 days	Jun 22, 2026 and future	☐
Past 30 days	Jun 22, 2026 and future	
Past 90 days	Apr 23, 2026 and future	
Past 6 months	Jan 20, 2026 and future	
Past 12 months	Jul 22, 2025 and future	
Year to date	Jan 01, 2026 to present	
Previous year	Jan 01, 2025 to Dec 31, 2025	
Specific date range	Up To 84 months	

4 ENTER A RANGE IF APPLICABLE

From



To



Update

Numeric date starting with the month

A BETTER WAY TO BANK. *Built for you.*

5

ADJUST THE FILTER
IF APPLICABLE

Filter By

All

All

Recipient Name

Category

Status

Account

6

SELECT UPDATE

From

To

Update

7

DOWNLOAD PAYMENT LIST

Download Payment List

8

DOWNLOAD A FILE THAT INCLUDES ALL PAYMENTS

Download a file that includes all payments to and from the account you select

The file includes Paid, Pending, and Processing payments from the current history view.

Account Expense Checking *5621

Download Payments

[Don't Download](#)

- This will download a CSV excel file.

Print

YOU CAN CHOSE TO PRINT AS WELL

- This will print the payments that are on each page. If multiple pages exist, then you will need to go to each page number and print each page.

YOU'RE ALL SET! *Congratulations!*

QUESTIONS?



Visit our Digital Upgrade Center
esbfinancial.com/upgrade



Call us at
620-342-3454



Stop by and we'll
be happy to help!