

The Bill Payment Process

Steps Tool



STEP 1

Collect all your invoices/receipts.



STEP 2

Determine which bills to pay immediately and which can wait.



STEP 3

Use an electronic tracker* or a calendar.



STEP 4

Write down the date your invoice or bill is due.



STEP 5

Revise the payment process

*An expense tracker is an electronic money management application.

Three Key Components of Financial Literacy:

- An Up-to-Date Budget (Saving & Spending Plan)
- Dedicated Savings
- Identity Theft Prevention

Keep this tool and your calendar in one place where you'll see it every day!

Stay Connected!

Youth Publication
Project Life Skills

