

Bill Pay - Adding a Payee

To pay bills through online banking, you must first add the information of the business or person to which you want to send money. Follow the steps below to do so.

For security reasons you may be asked to verify your identity.

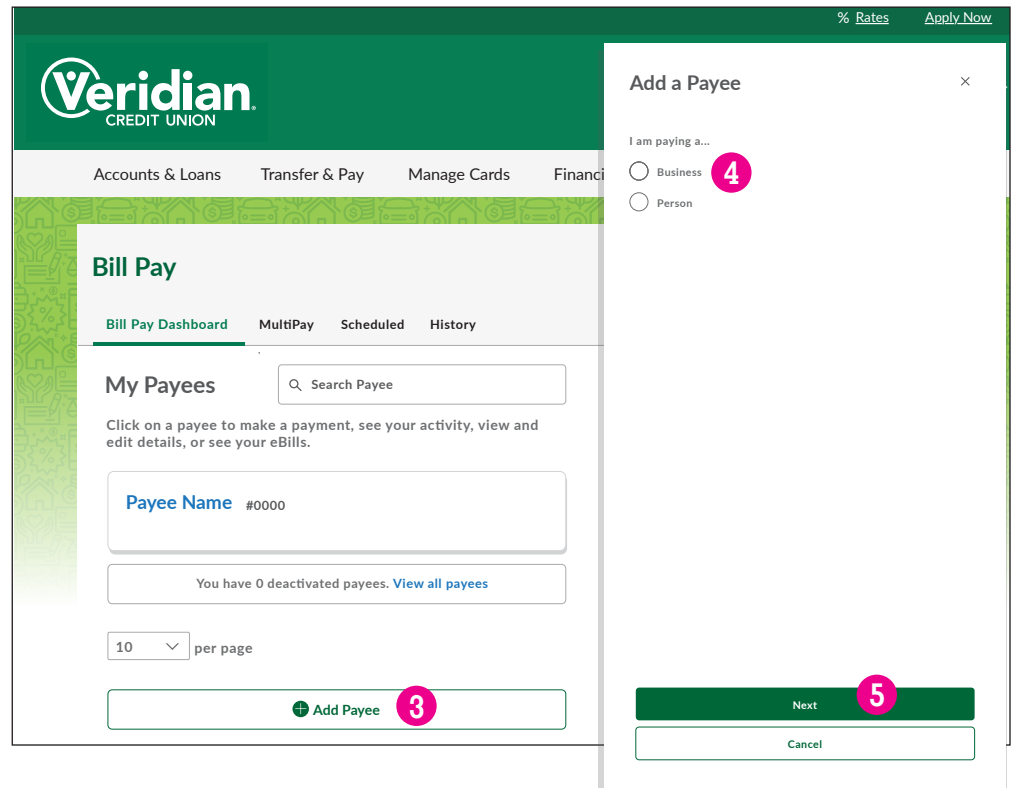
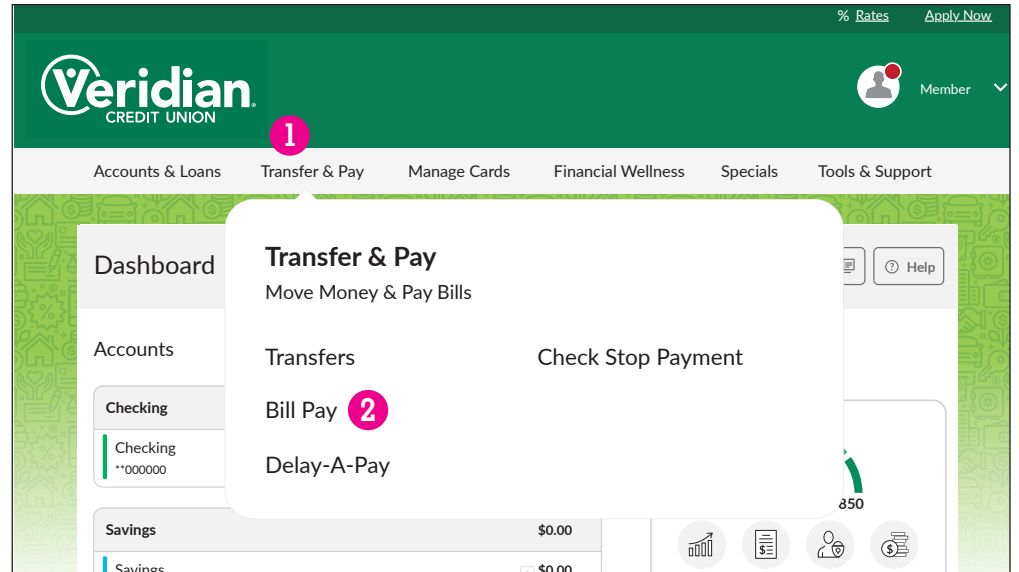
1 Click on **Transfer & Pay**.

2 Click **Bill Pay**.

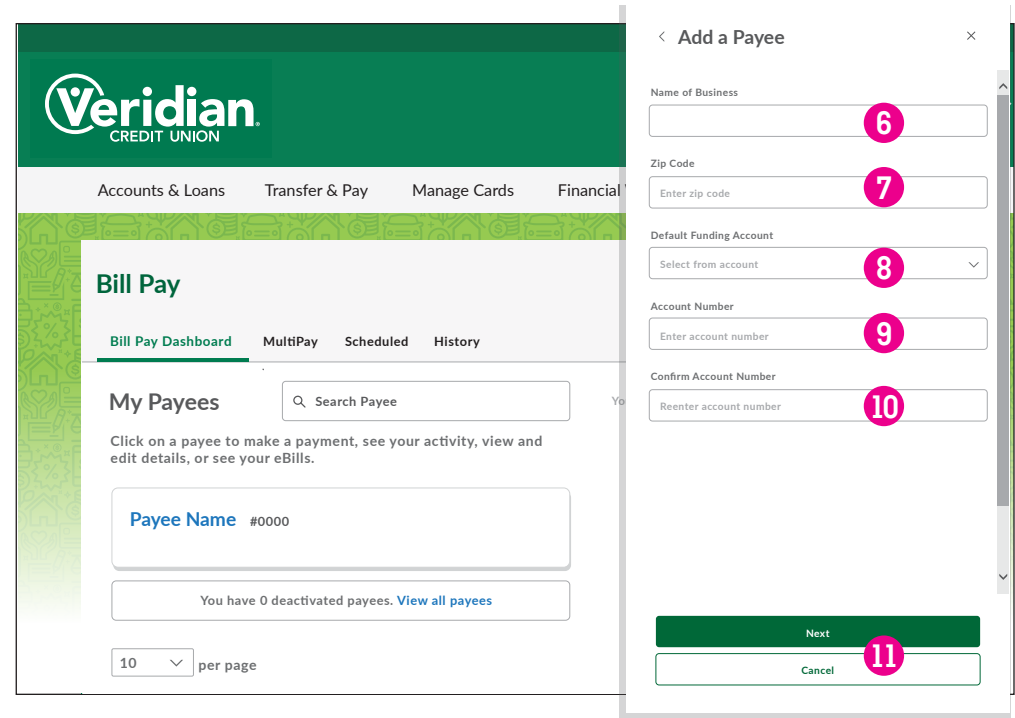
3 Click **Add Payee**.

4 Select **Business** or **Person**.

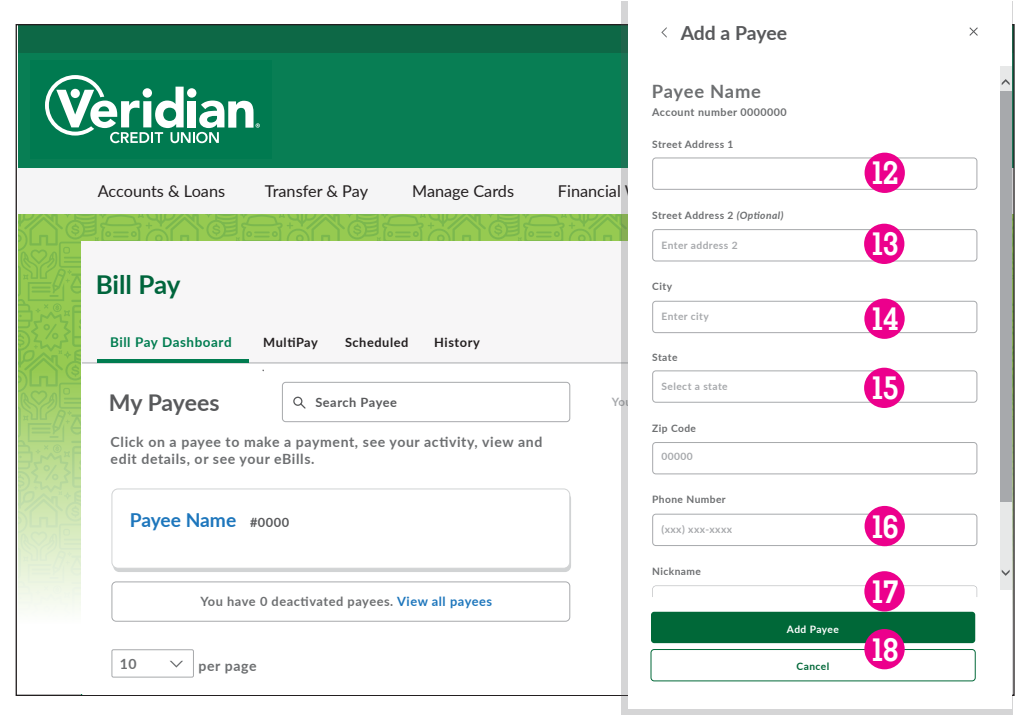
5 Click **Next**.



- 6 Fill in the name of the business or person as it appears on your bill.
- 7 Fill in the business's or person's ZIP Code.
- 8 From the dropdown, choose the account you'd like to use as the default to pay the bill.
- 9 Fill in the account number.
- 10 Type the account number again to confirm it.
- 11 Click **Cancel** to cancel or **Next** to continue.



- 12 Type the business's or person's street address.
- 13 If there are more pieces to the street address, put them here.
- 14 Fill in the business's or person's city.
- 15 Fill in the business's or person's state.
- 16 Add the business's or person's phone number.
- 17 Optional: You can edit this field give this payee a nickname.
- 18 Click **Cancel** to cancel or **Add Payee** to finish.



Classic Bill Pay

Once you've added a payee, use the following steps to make a payment.

For security reasons you may be asked to verify your identity.

- 1 Click on **Transfer & Pay**
- 2 Click on **Bill Pay**.
- 3 Select the payee. (If you don't see the payee you want, see **Add a Payee** for instructions on how to add one.)
- 4 Verify the account you want to use to make the payment.
- 5 Fill in the amount of the payment.
- 6 Choose the frequency of the payment:
 - One Time** **Weekly** **Every 2 weeks**
 - Every 4 weeks** **Monthly** **Every other month**
 - Quarterly** **Every 6 months** **Annually**
- 7 Choose the date you want the payment to be sent.
- 8 The delivery date for your payment will be displayed here. If this date is after your bill's due date, you may want to consider an alternate form of payment.
- 9 Click **+ Add Memo** to make notes here about the payment for your records.
- 10 Click **Submit Payment** to make your payment.

