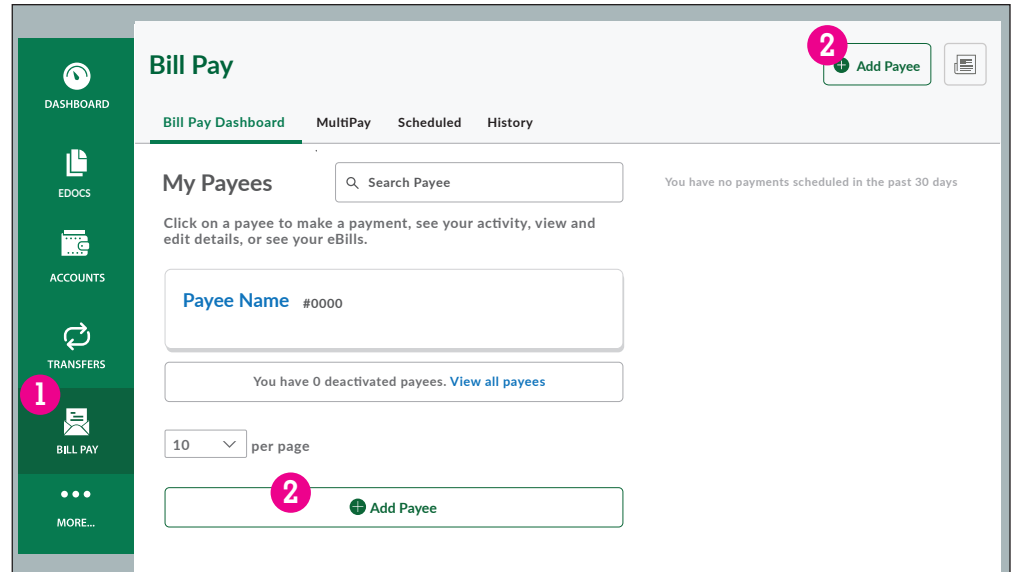


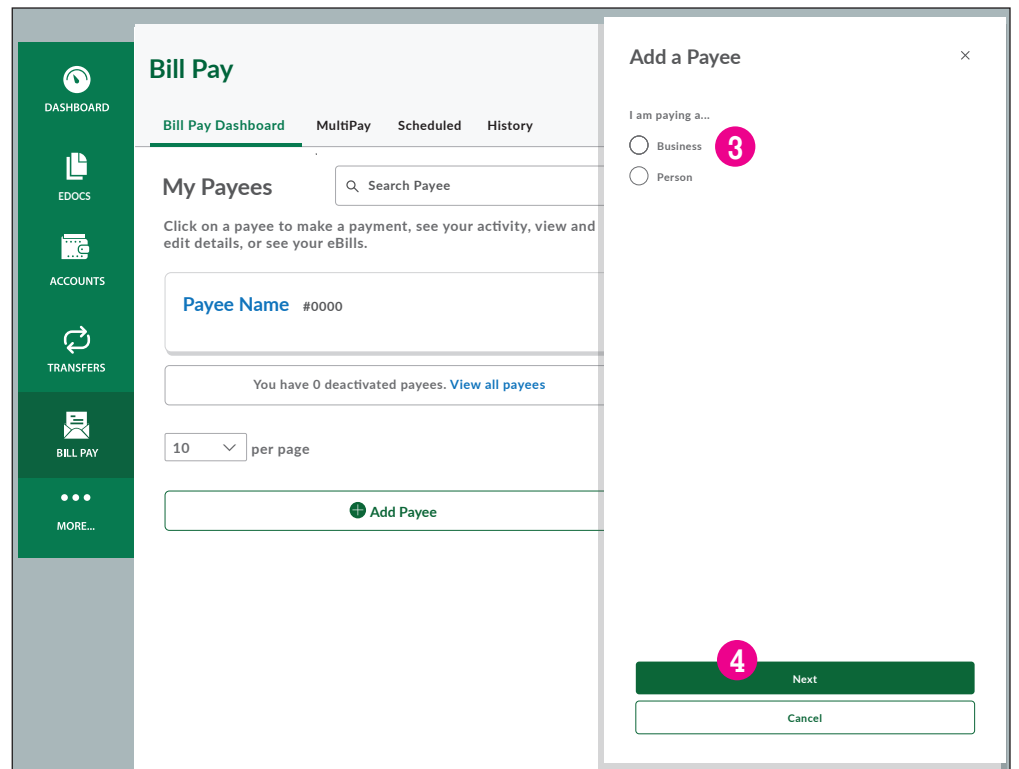
Bill Pay - Adding a Payee

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

- 1 Click on **Bill Pay**.
- 2 Click **+ Add Payee**.



- 3 Select **Business**.
- 4 Click **Next**.



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

Bill Pay

Bill Pay Dashboard MultiPay Scheduled History

My Payees Search Payee

Click on a payee to make a payment, see your activity, view and edit details, or see your eBills.

Payee Name #0000

You have 0 deactivated payees. [View all payees](#)

10 per page

Add Payee

Add a Payee

Name of Business 5

Zip Code 6

Default Funding Account 7

Account Number 8

Confirm Account Number 9

Next 10

Cancel

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

Bill Pay

Bill Pay Dashboard MultiPay Scheduled History

My Payees Search Payee

Click on a payee to make a payment, see your activity, view and edit details, or see your eBills.

Payee Name #0000

You have 0 deactivated payees. [View all payees](#)

10 per page

Add Payee

Add a Payee

Payee Name
Account number 0000000

Street Address 1 11

Street Address 2 (Optional)
Enter address 2 12

City
Enter city 13

State
Select a state 14

Zip Code
00000

Phone Number
[xxx] xxx-xxxx 15

Nickname 16

Add Payee 17

Cancel

Classic Bill Pay

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

- 1 Click on **Bill Pay**.
- 2 Select the payee. (If you don't see the payee you want, see **Add a Payee** for instructions on how to add one.)
- 3 Verify the account you want to use to make the payment.
- 4 Fill in the amount of the payment.
- 5 Choose the frequency of the payment:

One Time

Weekly

Every 2 weeks

Every 4 weeks

Monthly

Every other month

Quarterly

Every 6 months

Annually

- 6 Choose the date you want the payment to be sent.
- 7 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.
- 8 Click **+ Add Memo** to make notes here about the payment for your records.
- 9 Click **Submit Payment** to make your payment.

