

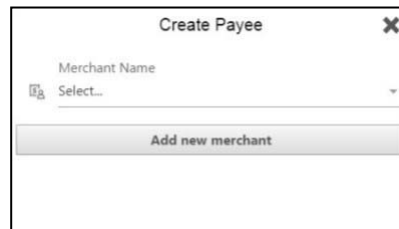


## Bill Pay

### Bill Pay – Creating a Payee

The person or company to which you send funds is known as the payee. A payee can be almost any company or person you would normally send a written check, such as a department store, a TV provider, or even a relative. It may be convenient to set up a payee to receive payments on a regular basis.

1. From the main side-bar menu, click Bill Pay to open the Bill Pay page.
2. Click Create a Payee to open the Create Payee window.
3. Select the payee using the Merchant Name drop-down list or click Add new merchant to enter a merchant not included in the list. Then click next.





4. Enter the Account Number for the bill you want to pay, then click Next.
5. Enter the payee's account information:
  - Address 1 (required)
  - Address 2 (optional)
  - City (required)
  - State (required)
  - Zip Code (required)
  - Phone Number (required)
6. Click Next.

The payee is created and added to the list of payees on the Bill Pay page.

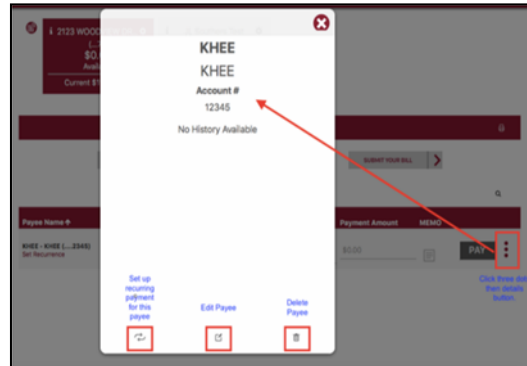
### Bill Pay – Editing a Payee

You can edit details for existing payees on the Bill Pay page if their contact information or account number changes.

1. From the main side-bar menu, click Bill Pay to open the Bill Pay page.
  2. Click the  icon corresponding to the payee; then select Details.
  3. Click the  icon to open the Edit Payee window.
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4. Edit the information; then click Submit.



## Bill Pay – Deleting a Payee

If you no longer need a payee, you can easily delete the record on the Bill Pay page.

1. From the main side-bar menu, click Bill Pay to open the Bill Pay page.
2. Click the  icon corresponding to the payee, then select Details.
3. Click the  icon.

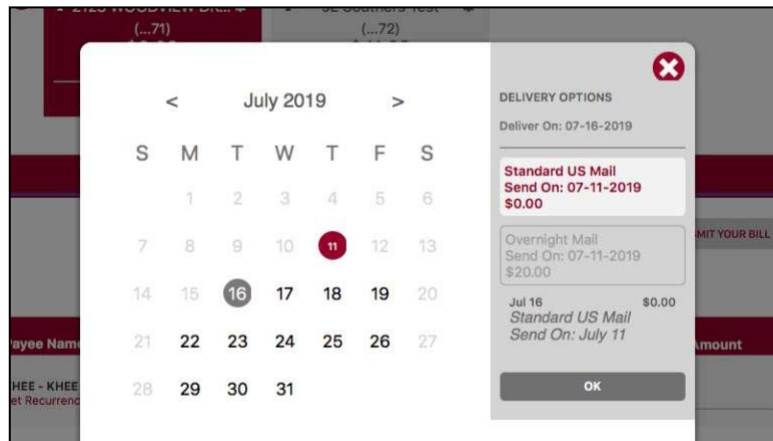
A confirmation message below opens.

4. Click Confirm.

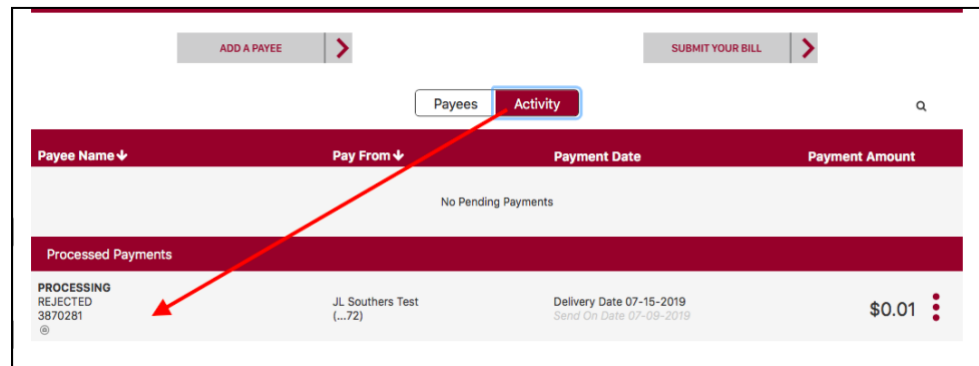
## Bill Pay – Making a New Payment

After you create a payee, you can begin paying bills online without the hassle of cash or checks. The Bill Pay feature enables you to effortlessly pay a single bill or schedule future payments so you never miss a due date. Follow the instructions below to make a Bill Pay payment.

1. From the main side-bar menu, click Bill Pay to open the Bill Pay page.
2. Select an account using the From Account drop-down list.
3. Click in the Deliver On/Send On field to select the date that the payment should be delivered/sent.




4. Click Ok.
5. Enter the payment amount in the Amount field.
6. Click the Pay button corresponding to the Payee.
7. The payment or scheduled payment will be visible in the Activity tab.



## Bill Pay – Editing a Payment

You can easily edit scheduled payments on the Bill Pay page. This feature gives you the freedom to change payment amounts and dates, as necessary.

1. From the main side-bar menu, click Bill Pay to open the Bill Pay page.
2. Click the Activity tab.
3. Click the  icon corresponding to the payee, then click Details to open the Review Payment window.
4. Click Edit Payment to open the Edit Payment window.
5. Edit the payment details.



- a. For recurring payments, the system returns the following confirmation message: Do you want to edit next payment only or the entire series?
  - b. Click either the Next Payment button to edit just the next payment or the Entire Series button to edit the entire series of payments.
6. Click Submit.

Payee Name ↓	Pay From ↓	Payment Date	Payment Amount
No Pending Payments			
<b>Processed Payments</b>			
PROCESSING REJECTED 3870281 Ⓜ	JL Southern Test (...72)	Delivery Date 07-15-2019 Send On Date 07-09-2019	\$0.01 ⋮

## Bill Pay – Deleting a Payment

You can delete pending scheduled payments. All pending payments are shown on the Activity tab of the Bill Pay page.

1. From the main side-bar menu, click Bill Pay to open the Bill Pay page.
2. Click the Activity tab.
3. Click the ⋮ icon corresponding to the payment, then click Details to open the Review Payment window.
4. Click Delete Payment.
  - a. For recurring payments, the system returns the following message: What would you like to delete?
  - b. Click either the Delete This Payment button to delete just the next payment or the Delete Entire Series button to Delete the entire series of payments.