



BILL PAYMENT USER GUIDE

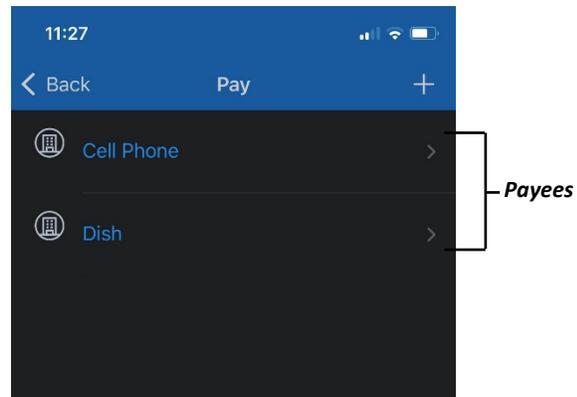
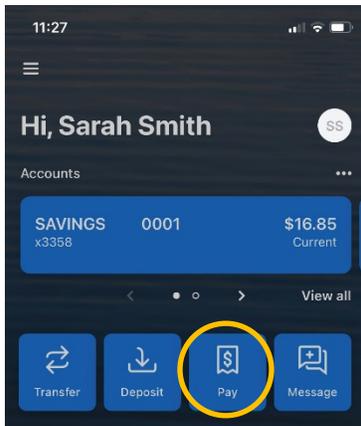
Payments Tab in Menu Options

Schedule and edit bills, add/edit payees, and get an overview of recently made payments from the PAYMENTS card. *

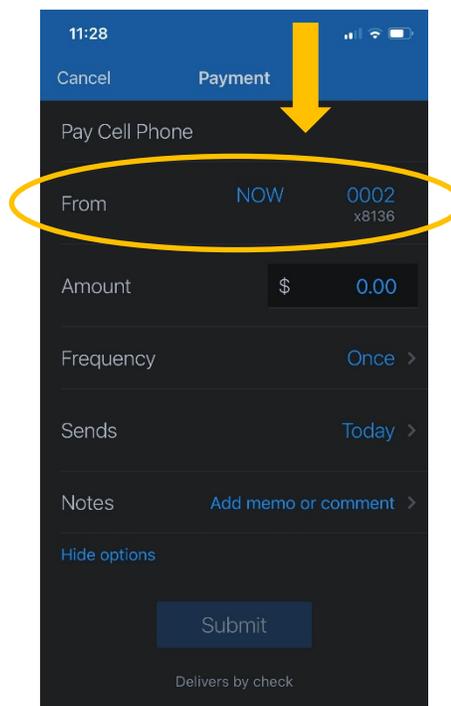
MOBILE EXPERIENCE

Pay a bill

- From the Dashboard, tap Pay
- Select your payee



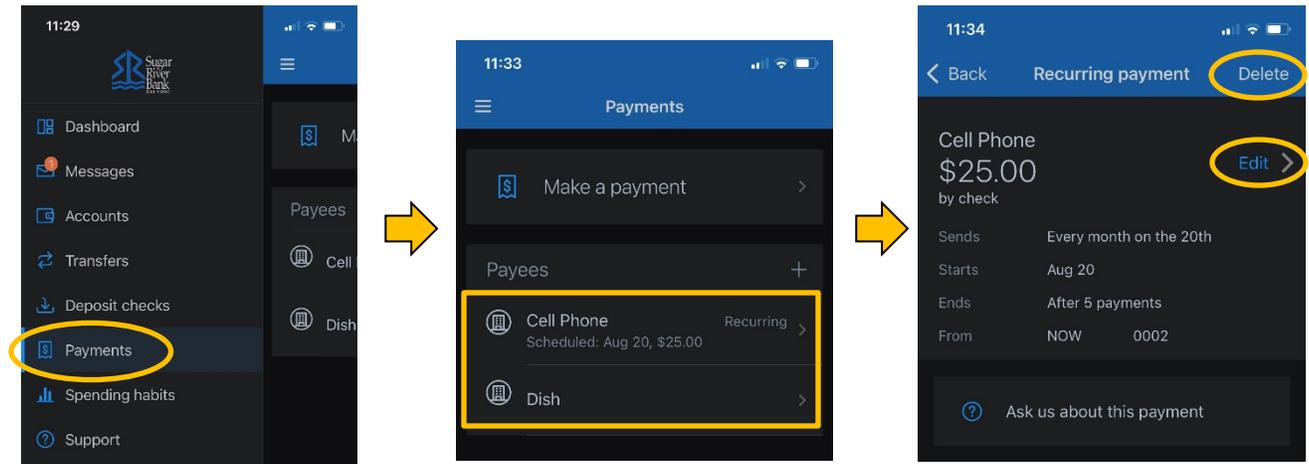
- If you have more than one payment account, select the "Pay From" account
- Enter the amount and, optionally, a memo to display to the payee
- Select the frequency
- Select the payment delivery date
- Tap **Submit**



**Bill Pay functionality can also be accessed from the menu option "Payments".*

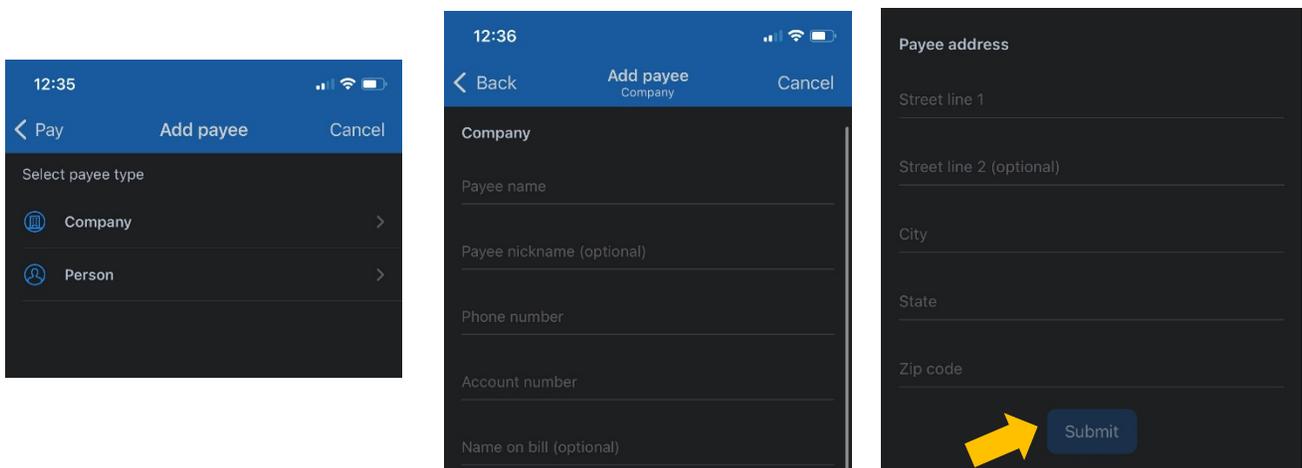
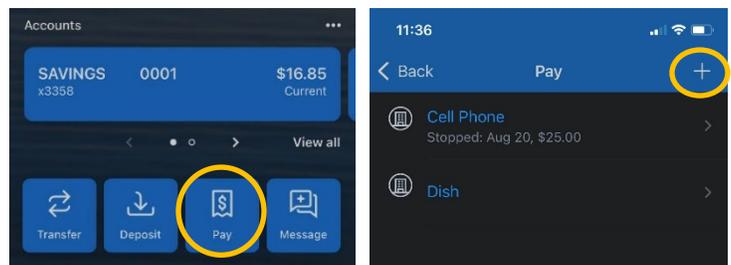
Edit a scheduled Payment

- From the PAYMENTS menu option, select the payment you wish to edit
- Tap **Delete** to delete the payment; or
- Tap **Edit payment** to change the amount or date
- **Confirm** your changes



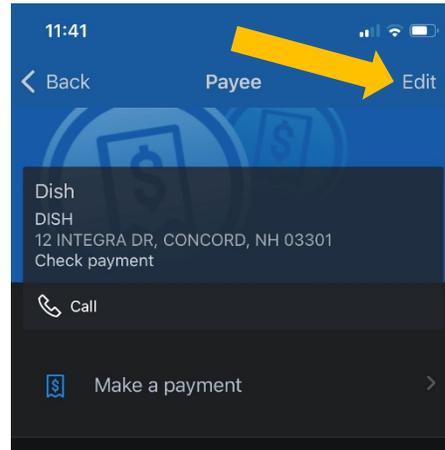
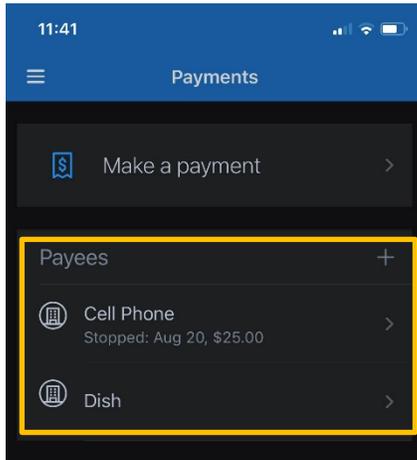
Add a Payee

- From Dashboard select Pay then tap the “+” symbol in the upper right of the screen
- Choose Pay a Company or Pay a Person
- Enter the payee information and tap **Continue**
- Confirm payee information and address and tap **Submit**

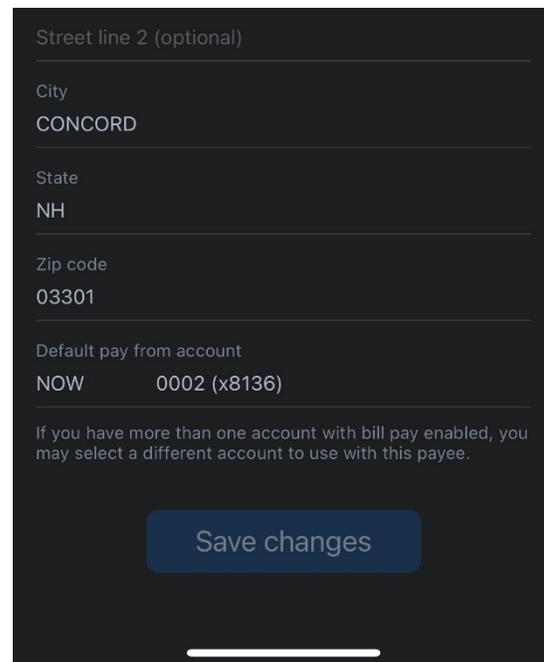
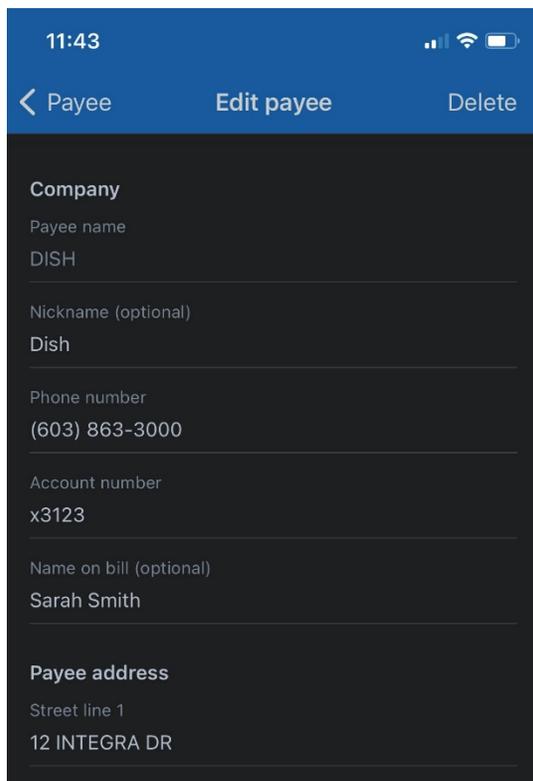


Edit A Payee

- From the PAYMENTS menu option, select the Payee you would like to edit
- In the upper right-hand corner select **Edit**



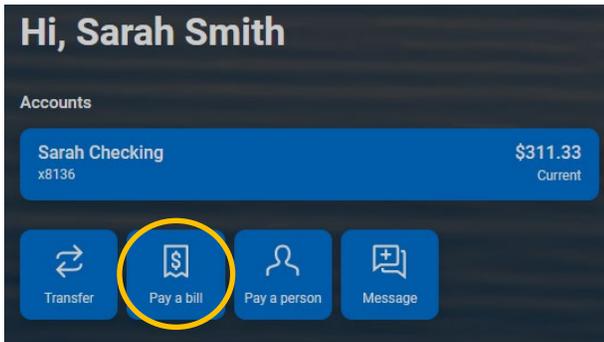
- Enter your password for additional authentication
- Edit the payee as needed such as account number, nickname and address (**payments sent electronically will not allow the address to be edited**)
- Click **Save changes**



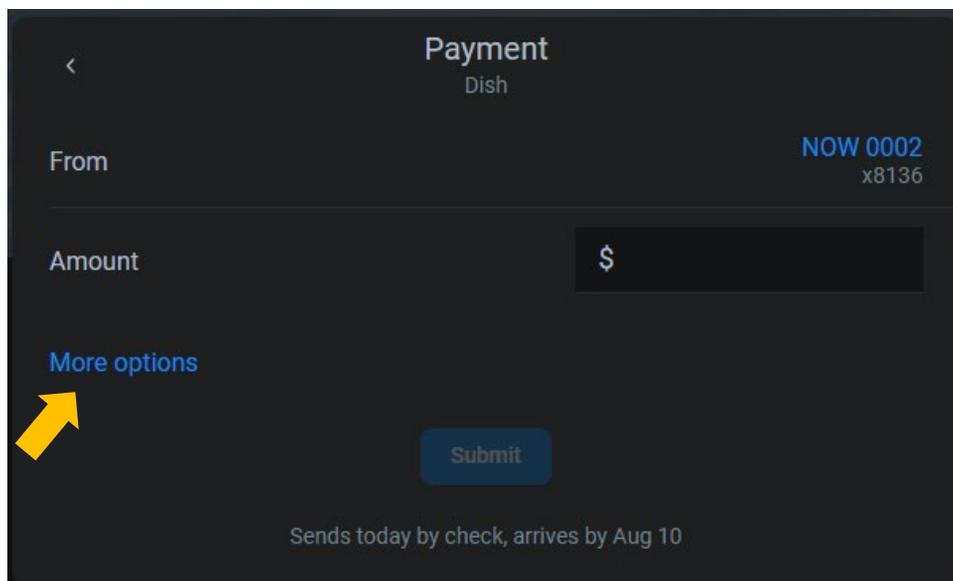
ONLINE EXPERIENCE (LAPTOP/DESKTOP)

Pay a single bill

- From the Dashboard, tap the **Pay A Bill** option
- Select your payee

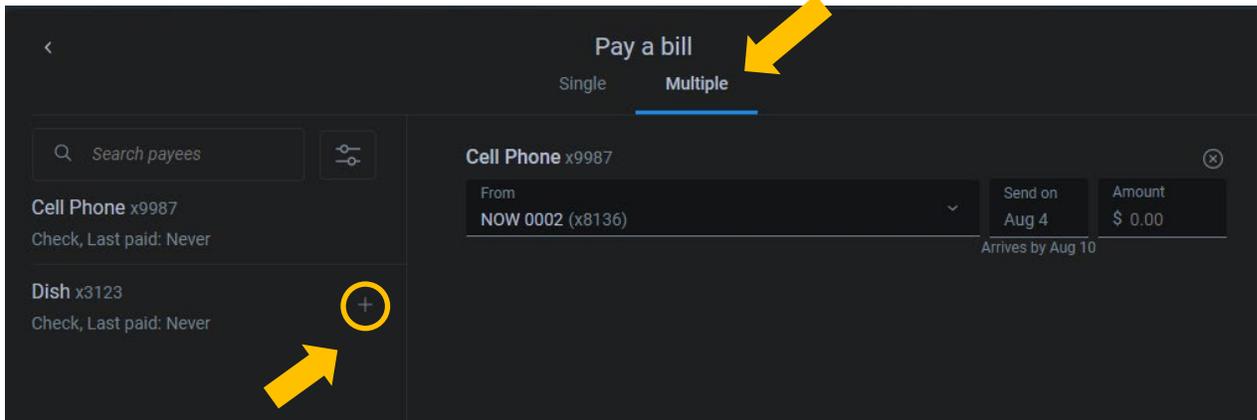


- If you have more than one payment account, select the "Pay From" account
- Enter the amount and select **More options** for payment date and frequency
- Select the frequency, "Arrives By" date, and add an optional note to payee
- Tap **Submit**



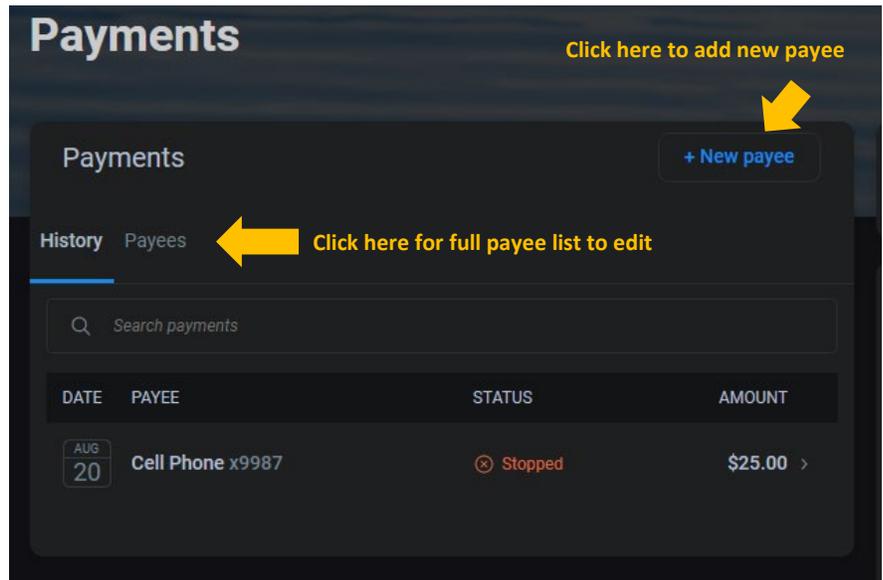
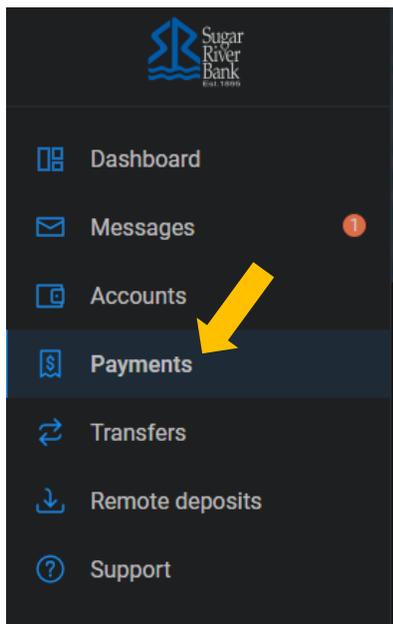
Pay Multiple Bills

- From the Dashboard, tap the **Pay A Bill** option
- Select the “Multiple” option to pay multiple bills at once.
- Click the plus (+) sign next to the payees you wish to pay
- Select the “Arrives By” date and enter amount
- Select the “Review and pay” button
- Review and Select “Submit Payments”

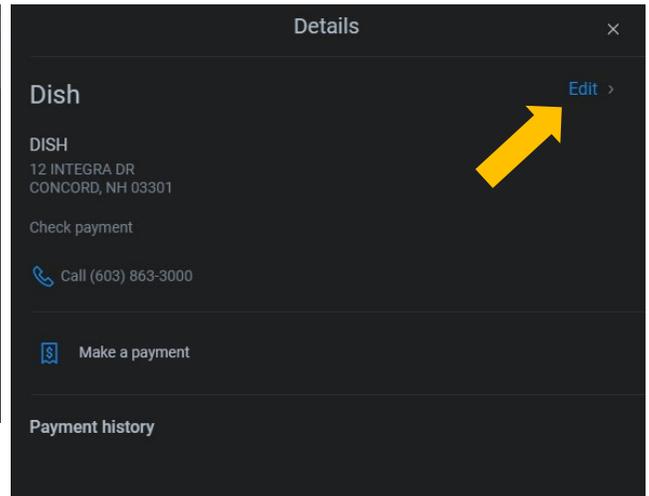
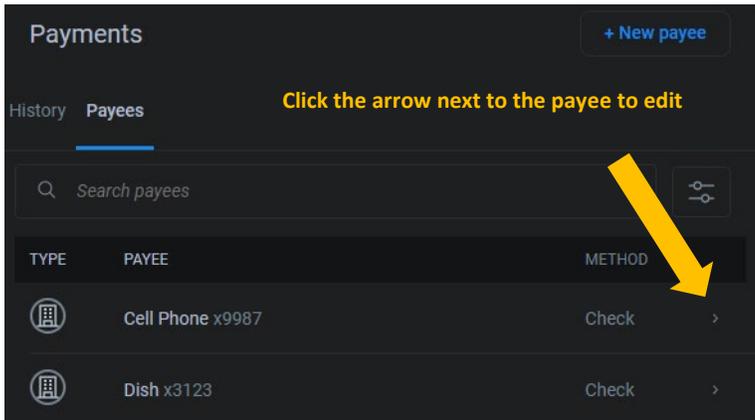


Add/Edit/Delete a Payee

- From the Payments menu option on the Dashboard select **See More**
- Click the “New Payee” button to add a payee and follow screens
- Click the **Payees** tab for full list of payees to edit



- Click the arrow next to the payee you wish to edit
- Click **Edit**
- Enter your password for additional authentication



- Edit the payee as needed such as account number, nickname and address (**payments sent electronically will not allow the address to be edited**)
- If you would like to **delete** the payee, click here to delete
- Click **Save changes**

