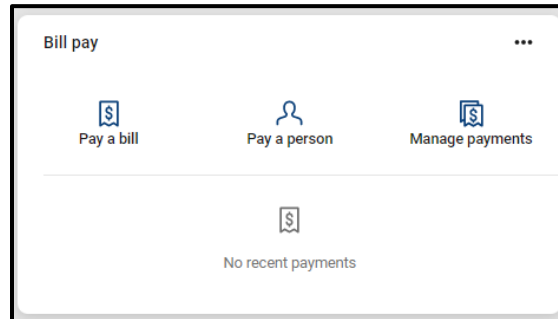


BILL PAY

Bill Pay is a payment feature that offers convenience when sending payments to a person and/or company

Please Note: In order to utilize Bill Pay, you must have a checking account and complete first-time enrollment within online banking



- ✓ Once logged into your online/mobile banking, go to the **"Bill Pay"** section
 - ✓ Access on the home page through **"Pay"**, **"Pay a Bill"**, or **"Pay a Person"**
- ✓ To make a payment select **"Pay a bill"** or **"Pay a person"**
 - ✓ If the account you want to pay is already added, select that person/company
 - ✓ Fill out the required information
 - ✓ Additional options including the frequency, the day it needs to be sent, or a memo are located under **"More Options"**, select "Submit"
- ✓ If you would like to add a new payee, select the **"+"** or **"+ New Payee"**
 - ✓ You will be required to re-enter your online/mobile banking password for verification
 - ✓ Select if you would like to add a **"Company"** or a **"Person"**
 - ✓ *If you select "Person", you will be required to select how the other person should receive their funds: Direct Deposit, Email, Text Message (SMS), or Check*
 - ✓ Fill in the address information for the payee, select **"Submit"**
 - ✓ You will be required to re-enter your online/mobile banking password for verification
 - ✓ Once you have completed filling all the necessary information you will be directed to the confirmation screen where you can select to **"Make a payment"** or **"Okay, Return to Bill Pay"**
- ✓ To edit any existing payees, you will need to select the **"Manage Payments"** option which is available within online banking.