

→ how it works...

1 add a payee

Setting up payees is hassle-free!

- Go to the Payees menu and select Add a Payee.
- Choose what type of payee you are adding—such as a bill, person, charity, or gift.
- Add the payee information and click Next.
- Review for accuracy, then click Submit.

You have successfully added a payee! Now, you are ready to make a payment.



2 make a payment

Paying a bill is so easy!

- Go to the Payments Menu and select your type of payment—such as a single payment.
- Select your payee.
- Enter the payment amount and process date, then click Next.
- Review for accuracy, then click Submit.

You have successfully made a payment!



WHY SHOULD I USE ONLINE BILL PAY?

→ SECURITY

Online bill pay through your financial institution is ten times safer than mailing checks.*

*Research gathered by the Aite Group.

→ EASE

Our bill pay is simple to understand and even easier to navigate.

→ TIME

Pay all of your bills in minutes instead of hours.

→ CONVENIENCE

No more stamps, envelopes, and trips to the post office!

→ TRUST

Online bill pay greatly reduces the risk of human error and late payments.

