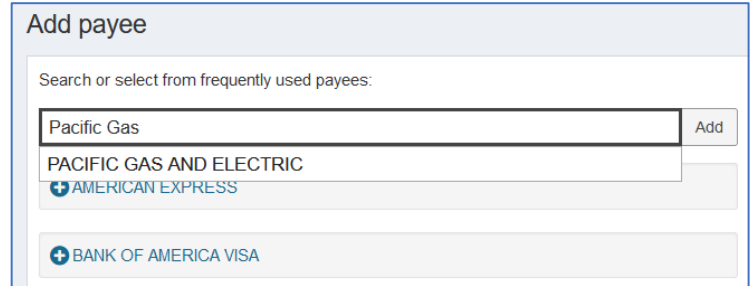
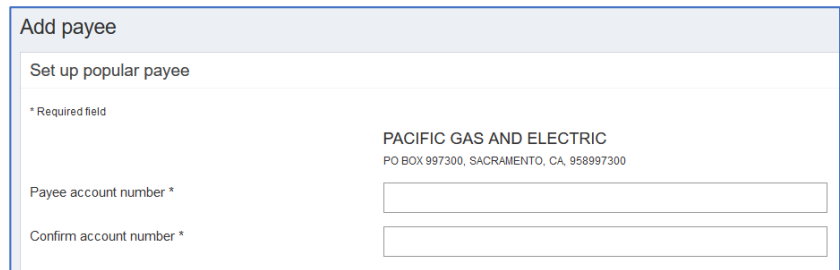


Online & Mobile Banking – Bill Pay

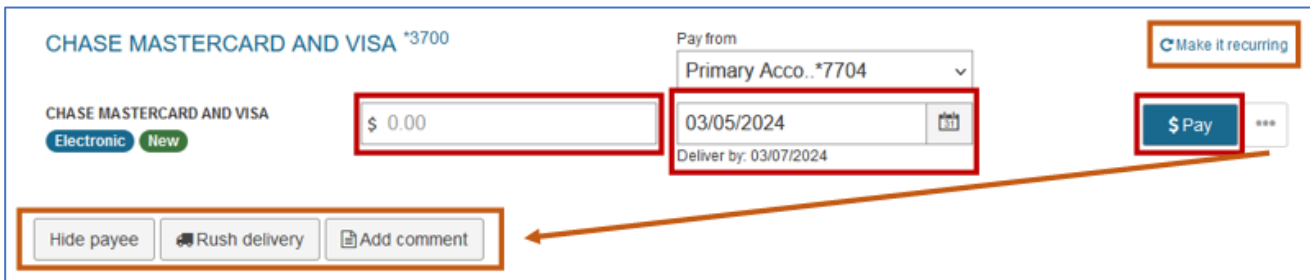
Add a Payee

1. Log into Online or Mobile Banking
2. Click **Transfers & Payments** then **Bill Pay**
Note: The first time you login to Bill Pay for each member number, you will be required to set up a few Challenge Phrases for security
3. Click the red **+Payee** icon
4. Select or search for a payee
5. Verify the address matches your bill to verify it is the correct payee
6. Enter your account number from your bill in both fields
7. Click **Submit**

Pay a Bill

1. Enter the amount you wish to pay
2. Select the date
Note: Make sure the date you select has a **Deliver by** date that ensures your bill is paid on time
3. *Optional:* Any bill may be recurring by clicking **Make it recurring** and completing the required fields
4. Click **Pay** or **Pay all** if you set up multiple payments then **Submit**



The ellipsis menu (...) will display options to hide the payee, complete a rush delivery, or add a comment. Comments will not be sent with the payment.

Edit or Stop a Payment

1. In the Pending section, click **Edit** for the bill you wish to edit or stop
2. Make any changes or toggle the slider to stop the payment
3. Click **Submit**

