

To Add a Company (Bill):

- 1. Log into Online or Mobile Banking
- 2. Click on *Bill Payment*
- 3. Click on Full Bill Pay Site
- 4. Click *Confirm*

分	Home	Pay Bills	Payment Activity		
Ξ	Transfer Funds				
≡	Transfer to Member	Search payees		Full Bill Pay Site	
Ξ	Bill Payment			Confirm	
≡	E-Statements & Alerts	Payee 🔺	Pay fr	6	Amount
≡	Security Alerts			No Payee	s available

You will then be brought to the *Payment Center*. Click on *Add a Company or Person,* and use the search bar to locate a company or use the many categories available to locate a company.

Company	Person	
Search Our N	letwork	If a company can't be paid electronically, we'll
		mail a check for you.
·	tilities	
	tilities	
	tilities none	

When the company is located, enter your account number twice and then click add. You may also give the company a nickname.

Add a Company or P	erson	×
Company Person		
	Pacific Gas & Electric (PG&E) Account Number	
PG&E	Confirm Account Number	
Pacific Gas & Electric (PG&E)	Nickname	
	Add Cancel	

You should receive confirmation that the company has been added. You may then *Finish* or click the link to *Add Another Bill*.

Pacific Gas & Electric (PG&E) Added	×
You've just added Pacific Gas & Electric (PG&E) to Online BillPay, and now you can send money at the Payment Center. For security reasons, we'll send an email confirmation to kba .com.	
Finish Add Another Bill	

The company will show in the *Payment Center*. You can now *Send Money* (pay bill), see *Activity*, set up *Reminders*, set up *AutoPay*, and sign up for *eBills* (if available for the company).

Payment	Center			
Send Money	Split an Exp	ense New!		
Pay From *6210 Available Baland Quick eBill Acti	ce: <u>vation</u>		Add a Compan	y or Person
Pacific Gas & *27-0	Electric (F	\$		
Get eBills	<u>Activity</u>	Reminders	<u>AutoPay</u>	<u>eBills</u>
				Send Money

Make a Payment

You can easily make payments from **Online & Mobile Banking** or the **Full Bill Pay Site**.

Online & Mobile Banking

Click on *Bill Payment* and enter the *Amount* and *Deliver On* date for the bill(s) you wish to pay, and then click *Review Payments*.

Pay Bills Paym	nent Activity			
Search payees	Full Bill Pay	/ Site		
Payee 🔺	Pay from	Amount	Deliver on	
Pacific Gas & Electric (Joint Checking: XXXX	XX59(\$0.00 Select Date	31
		Total for 0) payments: \$0.00 Review Pa	ayments

The *Review Payments* screen will then show all payments initiated. If you need to make any changes click on *Edit Payments*. If there are no changes, click on *Submit Payments*.

Review payme	ents		
Deliver on	Payee	Pay from	Amount
5/31/2018	Pacific Gas & Electric (PG&E)	Joint Checking: XXXXXX590-S5	\$150.97
	Total for	1 payment: \$150.97	submit Payments

Full Bill Pay Site

From the Full Bill Pay Site, enter the *Amount* and *Date* for the bill(s) you wish to pay, and then click *Send Money*.

Payment	Center				
Send Money	Split an Exp	ense New!			
Pay From *6210 Available Balan Quick eBill Act	ce: ivation		Ad	d a Compan	y or Person
Pacific Gas & *27-0	Electric (I	\$			
Get eBills	Activity	Reminde	ers	<u>AutoPay</u>	<u>eBills</u>
					Send Money

The *Review Payments* screen will then show all payments initiated. If you need to make any changes click on *Make Changes*. If there are no changes, click on *Submit Payments*. From the *Full Bill Pay Site*, you will be able to see if the item will be paid electronically or by check.

ayment Center	Activity	Popmoney	Transfer Money	Accounts Pro	ofile Help		
Review Pay	ments						
Pacific Gas & E *27-0	lect		Pay From Amount Withdraw Or	*6210 t \$150.97 t May 31, 201	8		ELECTRONIC DELIVER BY May 31
			Payment	Total \$150.97	Submit F	Payments Ma	ike Changes Cancel

Payment Activity

You can view all payments (paid, cancelled, or pending) within the *Payment Activity* tab. A payment may be cancelled as long as the *Status* is *Pending*.

Payment A	ctivity			
Pay Bills	Payment Act	tivity		
۹ Search transact	tions	Ţ Filters ☐		
Deliver on 👻	Status 👻	Payee 👻	Pay from 👻	Amount 👻
5/31/2018	() PENDING	Pacific Gas & Electric (PG&E)	CHECKING_ACCOUNT	\$ 50.97 Actions - Cancel

Edit/Delete a Company (Bill)

If you have a bill you no longer need to pay or you need to edit the information, login to the *Full Bill Pay Site*. Once in the *Payment Center*, click on the *Company Name*.

Payment	Center			
Send Money	Split an Expo	ense New!		
Pay From *6210 Available Baland	ce:		Add a Compan	y or Person
Quick eBill Acti	vation Cards	(b		FITTE
*4100		⊅		
	<u>Activity</u>	Reminders	<u>AutoPay</u>	
Pacific Gas & *27-0	Electric (F	\$		
iet eBills	Activity	Reminders	<u>AutoPay</u>	<u>eBills</u>
				Send Money

A pop up will show where you can edit any information or *Remove* the company. Once you have updated the information click *Save Changes*.

Chase Credit Cards *4186		×
	Company Name Chase Credit Cards The company contacts us directly if the address changes. Nickname	
<u>Remove Chase Credit</u> <u>Cards</u>	Category Credit Card	
	About adding categories Account Number *4186 Show Change For your protection, we show only part of your account number.	
	Phone Number 877 999 - 3872	
	Save Changes Cancel	



The company is immediately removed from the *Payment Center*.