



## 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**

Add payee

Search or select from frequently used payees:

Pacific Gas Add

PACIFIC GAS AND ELECTRIC

+AMERICAN EXPRESS

+ BANK OF AMERICA VISA

Add payee

Set up popular payee

\* Required field

PACIFIC GAS AND ELECTRIC  
PO BOX 997300, SACRAMENTO, CA, 958997300

Payee account number \*

Confirm account number \*

### 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**

CHASE MASTERCARD AND VISA \*3700

Pay from: Primary Acco..\*7704

CHASE MASTERCARD AND VISA  
Electronic New

\$ 0.00

03/05/2024

Deliver by: 03/07/2024

Make it recurring

\$ Pay ...

Hide payee Rush delivery Add comment

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**

Pending

Processing in next 45 days

Payee	Amount	
CHASE MASTERCARD AND VISA 03/19/2024	\$200.00	Edit
<b>Total</b>	\$200.00	

View more