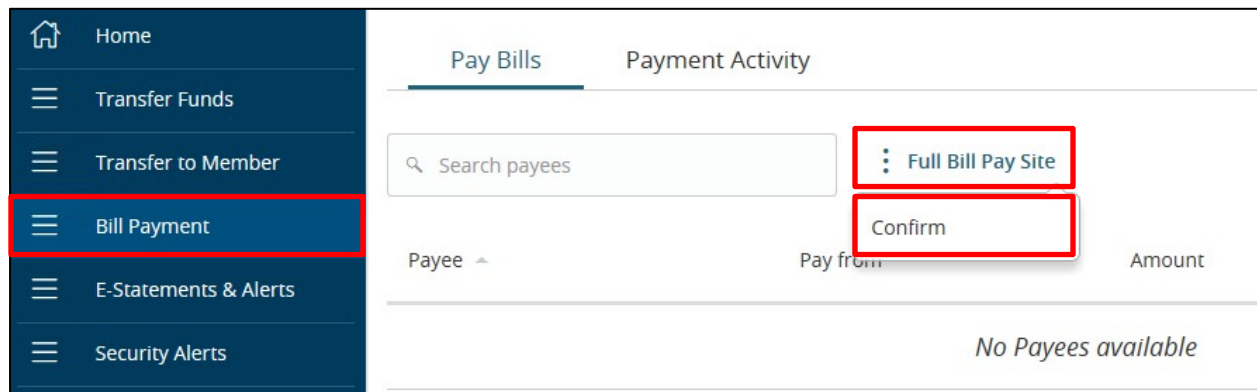
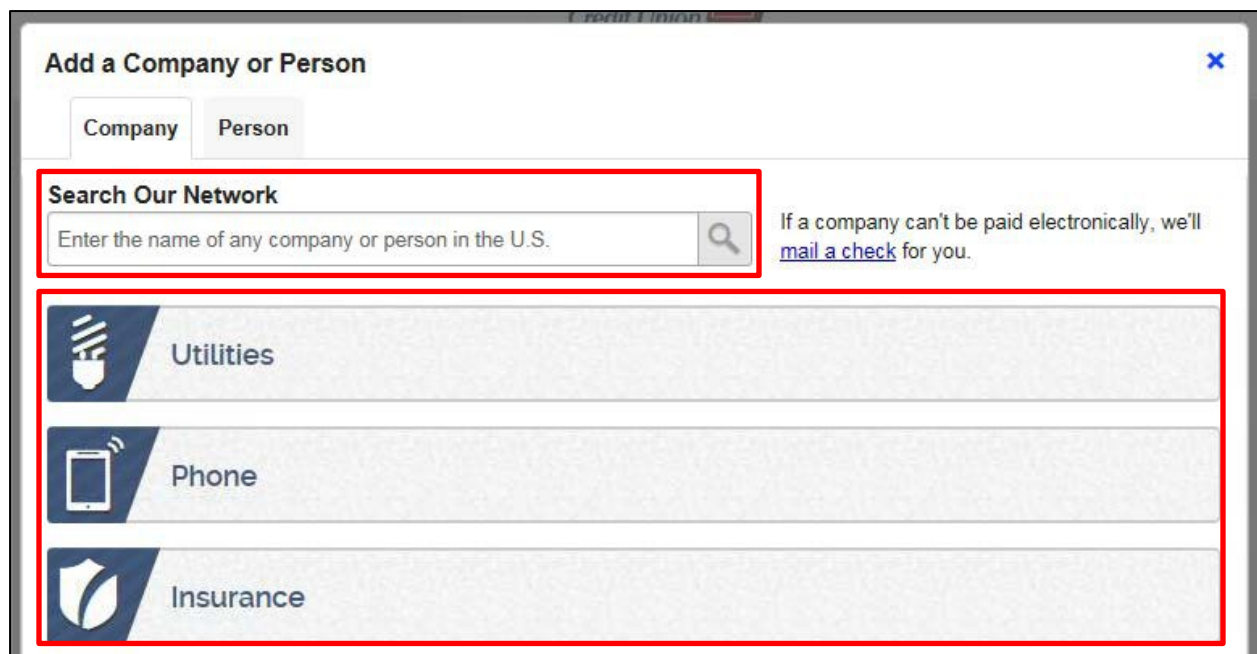


To Add a Company (Bill):

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



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.



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

The screenshot shows a web form titled "Add a Company or Person" with two tabs: "Company" and "Person". The "Company" tab is selected. On the left is the PG&E logo. The main form area contains two input fields for "Pacific Gas & Electric (PG&E) Account Number" and "Confirm Account Number", both highlighted with a red box. Below these is a "Nickname" label and another red box around the "Add" button, with a "Cancel" link next to it.

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

The screenshot shows a confirmation message titled "Pacific Gas & Electric (PG&E) Added". It includes a green checkmark icon and text stating: "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 kb: .com." At the bottom, there are two buttons: "Finish" and "Add Another Bill", both highlighted with a red box.

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).

The screenshot shows the "Payment Center" interface. At the top are buttons for "Send Money" and "Split an Expense" (with a "New!" badge). Below is the "Pay From" section showing "*6210" and "Available Balance: .", with an "Add a Company or Person" button. A "Quick eBill Activation" link is also present. A red box highlights the "Pacific Gas & Electric (F)" entry with account number "*27-0", a dollar sign, and a calculator icon. Below this are buttons for "Get eBills", "Activity", "Reminders", "AutoPay", and "eBills". A "Send Money" button is at the bottom right.

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 Payment Activity

Search payees Full Bill Pay Site

Payee	Pay from	Amount	Deliver on
Pacific Gas & Electric (...)	Joint Checking: XXXXXX59	\$0.00	Select Date

Total for 0 payments: \$0.00 Review Payments

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 payments

Deliver on	Payee	Pay from	Amount
5/31/2018	Pacific Gas & Electric (PG&E)	Joint Checking: XXXXXX590-55	\$150.97

Total for 1 payment: \$150.97 Edit Payments 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 Expense **New!**

Pay From Add a Company or Person

*6210 Available Balance: Quick eBill Activation

Pacific Gas & Electric (f *27-0

Get eBills Activity Reminders AutoPay eBills

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.

Payment Center | Activity | Popmoney | Transfer Money | Accounts | Profile | Help

Review Payments

Pacific Gas & Elect...
*27-0

Pay From *6210
Amount \$150.97
Withdraw On May 31, 2018

ELECTRONIC
DELIVER BY
May 31

Payment Total \$150.97

[Submit Payments](#) [Make 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 Activity

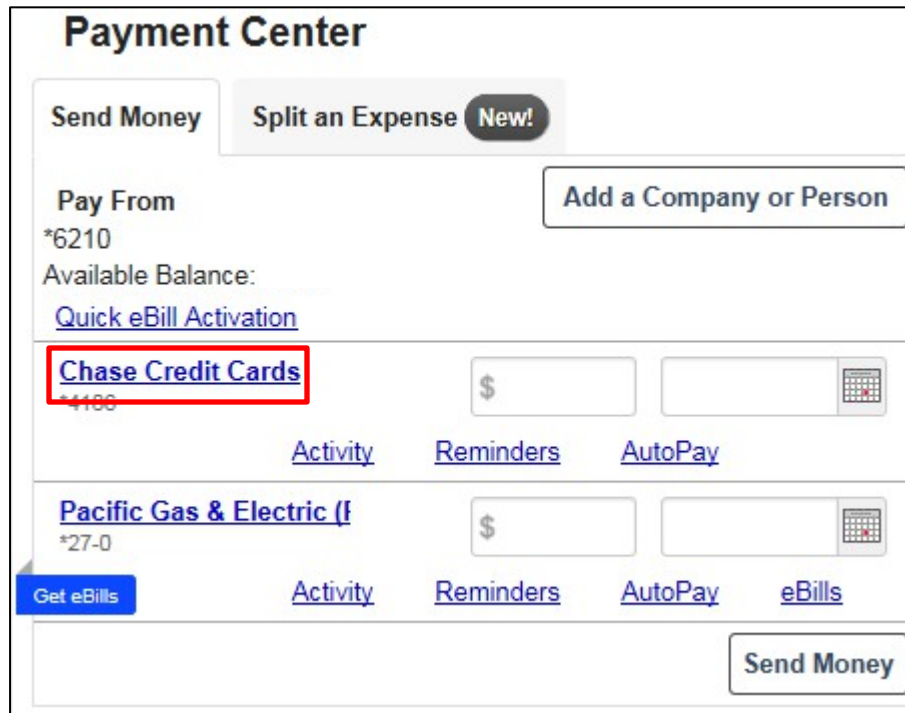
Pay Bills | **Payment Activity**

Search transactions Filters Print

Deliver on	Status	Payee	Pay from	Amount	Actions
5/31/2018	PENDING	Pacific Gas & Electric (PG&E)	CHECKING_ACCOUNT	\$150.97	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 Expense **New!**

Pay From *6210 Available Balance: [Quick eBill Activation](#) [Add a Company or Person](#)

Chase Credit Cards *4186 \$

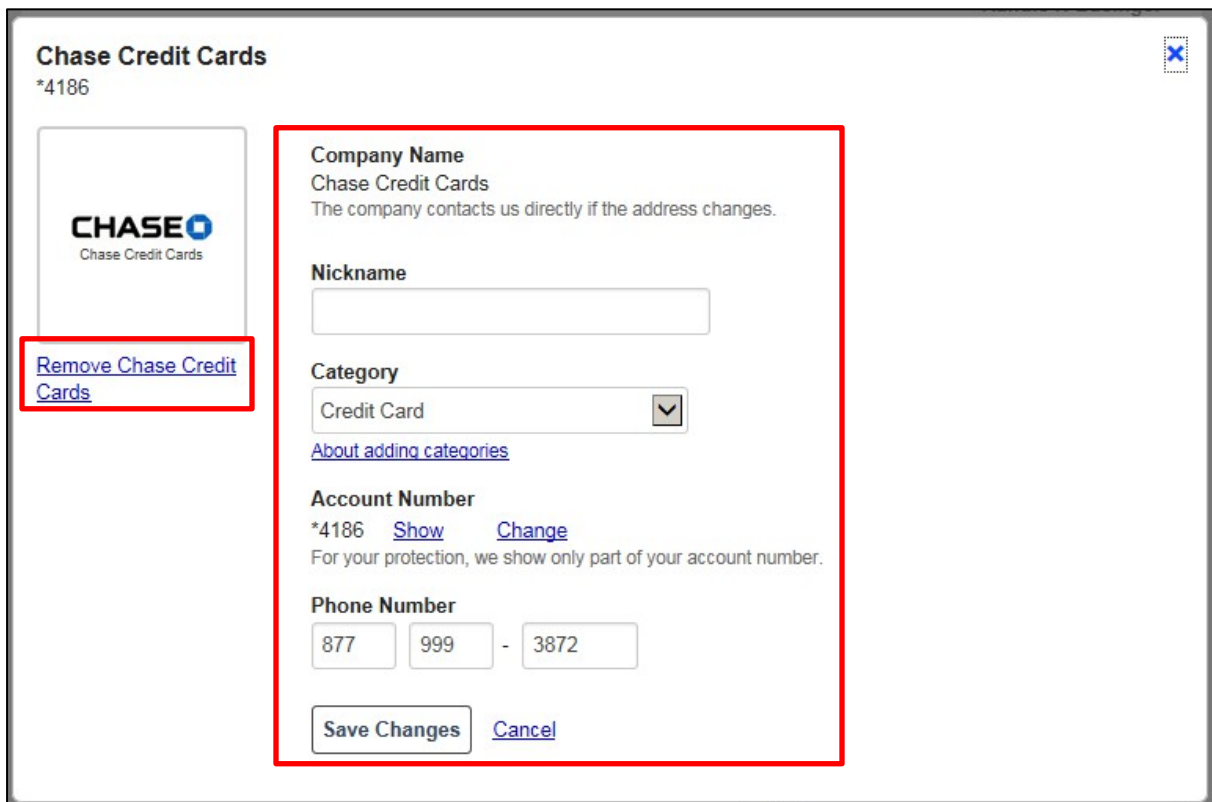
[Activity](#) [Reminders](#) [AutoPay](#)

Pacific Gas & Electric (f *27-0 \$


[Get eBills](#) [Activity](#) [Reminders](#) [AutoPay](#) [eBills](#)

[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


Chase Credit Cards

[Remove Chase Credit Cards](#)

Company Name
Chase Credit Cards
The company contacts us directly if the address changes.

Nickname

Category
Credit Card

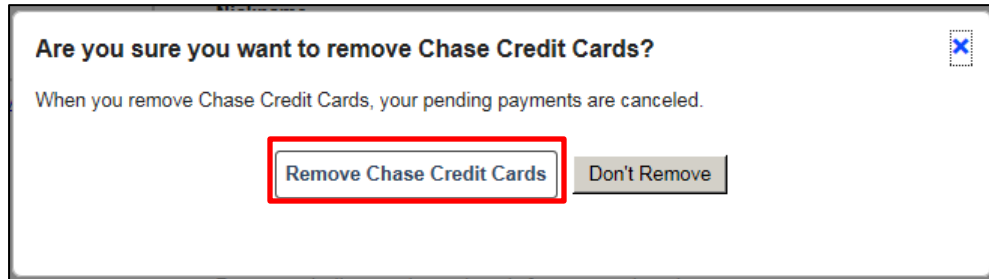
[About adding categories](#)

Account Number
*4186 [Show](#) [Change](#)
For your protection, we show only part of your account number.

Phone Number
 877 999 - 3872

[Save Changes](#) [Cancel](#)

If you click **Remove** you will be asked to confirm. Click the **Remove** button and then **Finish**.



Are you sure you want to remove Chase Credit Cards? ✕

When you remove Chase Credit Cards, your pending payments are canceled.

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