

# How to use your upgraded online bill pay.

**Your new payments dashboard is simpler and more convenient.** We have upgraded your online bill pay so the home page is now a payments dashboard. That means you can add payees and make payments in just a few clicks. Here's how it works.



### How to add a payee

- 1. On the payments dashboard, select **"Add a Payee"**
- 2. On the next screen, select "Pay a Company"
- 3. Enter the company's contact information and your account number
- 4. Click "Next," review payee information and click "Submit"
- The payee will now appear in your payments dashboard.

## How to make a payment

#### Make a one-time payment

- 1. Find your payee on the payments dashboard
- 2. Enter the payment amount and date **A**
- 3. Click "Submit all payments" 3

#### Set up a recurring payment

- 1. Find your payee on the payments dashboard
- 2. Select "Make it recurring" O
- 3. On the next screen, choose the pay from account, payment date, frequency and first payment date
- 4. Click "Submit"

### **Payments dashboard**

#### Payments Display: All | Shortcut | Last 30 days | eBills | Company | Individuals | Inactive | Hidden (0) Search Choose a Category V Search your payees Enter payee name or nickname A Pay from Payment date Pay To Amount Actions - American Express \$ 02/27/2014 mary Chec..\*\*\*5676 Pay \*3456 Deliver By: 3/3/2014 Electronic Rush Delivery Make it Recurring Add Comment Totals Primary Checking \$0.00 Secondary Checking \$0.00 Hobby Account \$0.00 Payment Total \$0.00 View pending transactions | View history **Review all pay**

### Payments dashboard

Payments	Transfers	GiftPay	Calendar	My Account	Help
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+ Add a P	ayee				