

# Bill Pay



Bill Pay allows you to automate monthly payments.

#### **Benefits of Bill Pay:**

- Perform single or multiple payments at one time
- Schedule auto payments
- Set up payment alerts
- Pay bills from multiple funding accounts
- Create reports to categorize your bills

#### **Follow These Easy Steps to get Started:**

1. Log into your online banking account and tap the **"Transfers/Bill Pay"** tab. Then tap **"Bill Pay"**.
2. View the agreement and place a checkmark in box and tap **"Enroll"**.
3. Tap **"Pay Someone New"** to begin setting up a new payee.
4. Once finished setting up payee(s), locate the payee, enter the payment amount, tap the calendar to choose the **"Deliver By"** date. Your **"Deliver By"** date is the day your payee will receive the funds. **Note:** Grayed out dates are unavailable for payment.
5. Tap the **"Confirm all Payments"** or **"Make Payment"** button depending on what payment tab you are in.

Payments sent via check may take up to 10 business days and electronic payments may take 1 - 3 business days to be received.

Additional fees and restrictions may apply.



Rev. 9.2020