DIGITAL BANKING

QUICK GUIDE

BILL PAY

SETTING UP PAYEES IN BILL PAY

1. Click **Add Payee**
2. Select Business for a merchant, or Person for an individual
3. **Enter payee information**
4. Click **Next/Add Payee**

MAKE A PAYMENT THROUGH BILL PAY

1. In the Bill Pay dashboard, **select the Payee** you wish to make a payment to
2. Click the **Make a Payment** tab
3. **Complete the payment information**
4. Click **Submit Payment**
5. Review the information and click **Confirm Payment**

MANAGE PAYEES IN BILL PAY

1. Click the **Manage** tab
2. To edit Payee or Sender Information, click the **Edit** button on the right
   a. Click **Save** to save changes
3. To delete a Payee, click **Delete Payee** at the bottom of the screen
   a. In the confirmation pop-up message, click **Delete Payee**

SET UP E-BILLS IN BILL PAY

1. If eBill is available for a payee, click **Sign Up For eBill**
2. Click **Set Up eBills**
3. Verify your account information, read and agree to the Terms of Service, and click **Continue**

SET UP E-BILL AUTOPAY

1. In the eBill tab, click **eBill Available**
2. Next to Autopay, click the **Edit** button
3. Under Enable Autopay, select your preferred payment options and click **Save**