



New Look to Bill Pay

1. Login into Online Banking
2. Navigate to **Transactions > Bill Pay**

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Options to view Payees

Bill Pay

Search payees Advanced - Grid List

Aapl

\$2.55 scheduled for 1/15/2016
Paid \$12.00 on 6/9/2015

[See payment history](#)

AMEX

\$55.55 scheduled for 9/15/2016

[See payment history](#)

Best Buy

\$20.00 scheduled for 11/18/2015
Paid \$100.00 on 5/15/2015

[See payment history](#)

Bob's AC Service

\$20.00 scheduled for 11/4/2015
Paid \$25.00 on 5/13/2015

[See payment history](#)

Cable TV (DirecTV)

\$14.55 scheduled for 2/25/2016
Paid \$23.00 on 3/23/2016

[See payment history](#)

Cell Phone (AT&T)

\$200.00 scheduled for 10/30/2015
Paid \$300.00 on 6/4/2015

[See payment history](#)

Search payments

Pending **Processed**

AMEX Check	\$100.00	12/8/2016
AMEX Check	\$112.51	12/8/2016
Aapl Check	\$256.52	11/29/2016
Best Buy Check	\$222.22	11/18/2016
Best Buy Check	\$20.00	11/16/2016
Best Buy Check	\$66.76	11/10/2016
Best Buy Check	\$55.26	11/3/2016

Bill Pay

Search payees Advanced - Grid List

Name	Last Payment	Scheduled Payment	Status
Aapl	6/9/2015 \$12.00	1/15/2016 \$2.55	Scheduled
AMEX		9/15/2016 \$55.55	Scheduled
Best Buy	5/15/2015 \$100.00	11/18/2015 \$20.00	Scheduled
Bob's AC Service	5/13/2015 \$25.00	11/4/2015 \$20.00	Scheduled
Cable TV (DirecTV)	3/23/2016 \$23.00	2/25/2016 \$14.55	Scheduled
Cell Phone (AT&T)	6/4/2015 \$300.00	10/30/2015 \$200.00	Scheduled

Search payments

Pending **Processed**

AMEX Check	\$100.00	12/8/2016
AMEX Check	\$112.51	12/8/2016
Aapl Check	\$256.52	11/29/2016
Best Buy Check	\$222.22	11/18/2016
Best Buy Check	\$20.00	11/16/2016
Best Buy Check	\$66.76	11/10/2016
Best Buy Check	\$55.26	11/3/2016

Making a single payment

From the Bill Pay home screen, click the payee that you would like to pay. Follow the prompts on the screen to pay the payee. Click Send Payment once all information has been entered.

Bill Pay

AMEX
\$55.55 scheduled for 9/15/2016

Select an account

- Regular Checking
- Checking
- Savings

FROM: >

AMOUNT: \$0.00 >

DELIVERY METHOD: Standard >

DATE: 12/16/2016 [calendar icon]

Back Send Payment

Search payments

Pending Processed

AMEX Check	\$100.00	12/8/2016
AMEX Check	\$112.51	12/8/2016
AMEX Check	\$776.76	10/31/2016
AMEX Check	\$77.66	10/14/2016
AMEX Check	\$28.00	10/6/2016
AMEX Check	\$55.55	9/15/2016

Paying multiple payees

From the Bill Pay home screen, select Pay Multiple Bills under the Advanced dropdown. Fill in the grid for who you'd like to pay. Click Review Payments when all necessary items have been entered. Submit payments if all appears correctly.

Bill Pay

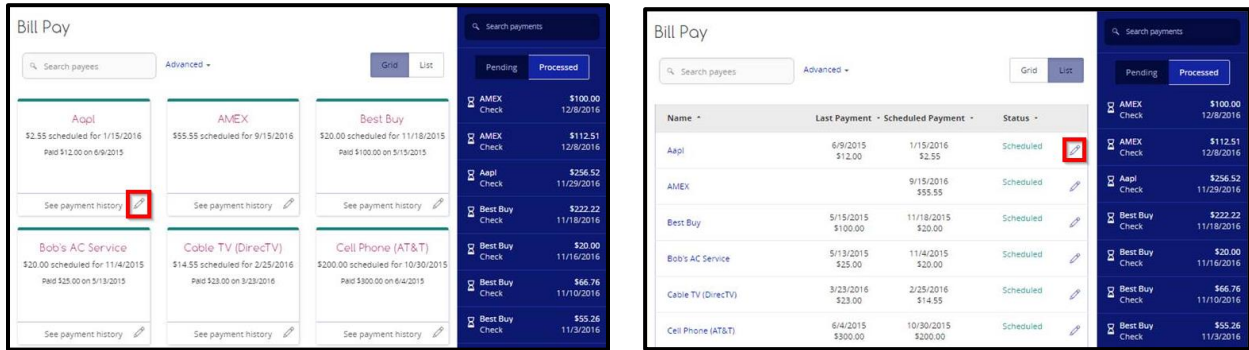
Pay Multiple Bills

Name	Pay From	Amount	Date
Cell Phone (AT&T) Scheduled: \$200.00 on 10/30/2015		\$0.00	Select Date
AMEX Scheduled: \$55.55 on 9/15/2016		\$0.00	Select Date
Aapl Scheduled: \$2.55 on 1/15/2016		\$0.00	Select Date
Electric Scheduled: \$1.00 on 2/11/2016		\$0.00	Select Date
Best Buy Scheduled: \$20.00 on 11/18/2015		\$0.00	Select Date
Credit Card Scheduled: \$20.00 on 11/4/2015		\$0.00	Select Date

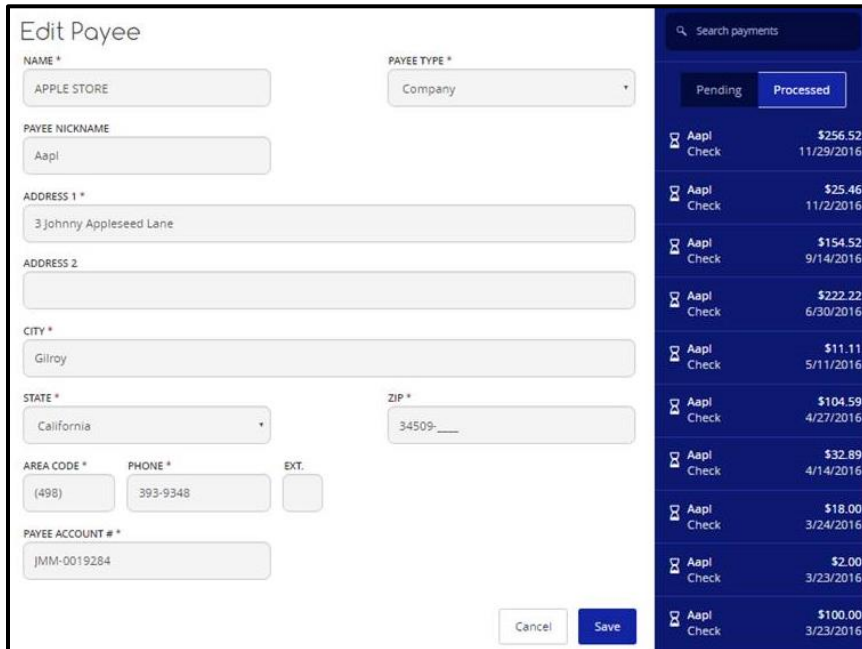
Total for 0 payments: **\$0.00** Review Payments

Edit a Payee

From the Bill Pay home screen, select the pencil icon for the desired payee.



After clicking the pencil icon, the following screen should appear for you to modify payee's information.



Click save, when all desired information has been updated.

Add a Payee

From the Bill Pay home screen, select Add a Payee under the Advanced dropdown. Enter all required information (signified by an asterisk). Click save once all information has been entered.

Add Payee

NAME * PAYEE TYPE *

PAYEE NICKNAME

ADDRESS 1 *

ADDRESS 2

CITY *

STATE * ZIP *

AREA CODE * PHONE * EXT.

PAYEE ACCOUNT # *

Delete a Payee

Prior to deleting a payee, please ensure that all pending transactions for the payee have been canceled. From the Bill Pay home screen, select Delete a Payee under the Advanced dropdown. From the Delete Payee screen select the corresponding delete button for the payee you wish to delete.

Delete Payee

Warning: Please delete all pending transactions for a payee before deleting the payee.

Payees	
Aapl	<input type="button" value="Delete"/>
AMEX	<input type="button" value="Delete"/>
Best Buy	<input type="button" value="Delete"/>
Bob's AC Service	<input type="button" value="Delete"/>
Cable TV (DirecTV)	<input type="button" value="Delete"/>
Cell Phone (AT&T)	<input type="button" value="Delete"/>

Access the full Bill Pay Site

You may still access Bill Pay in the old format. From the Bill Pay home screen, select [Visit Bill Pay Site](#) under the *Advanced* dropdown.

The screenshot shows the 'Bill Pay' interface. At the top left, there is a search bar for 'Search payees' and a dropdown menu labeled 'Advanced'. The 'Advanced' dropdown is open, showing options: 'Add A Payee', 'Visit Bill Pay Site' (highlighted in yellow), 'Delete A Payee', and 'Pay Multiple Bills'. Below the dropdown is a table with columns for 'Name', 'Scheduled Payment', and 'Status'. The table contains three rows of data. On the right side, there is a search bar for 'Search payments' and two tabs: 'Pending' and 'Processed'. Below the tabs is a list of payments with columns for 'Payment Method', 'Amount', and 'Date'.

Name	Scheduled Payment	Status
Aapl	1/15/2016 \$2.55	Scheduled
AMEX	9/15/2016 \$55.55	Scheduled

Payment Method	Amount	Date
AMEX Check	\$100.00	12/8/2016
AMEX Check	\$112.51	12/8/2016
Aapl Check	\$256.52	11/29/2016