

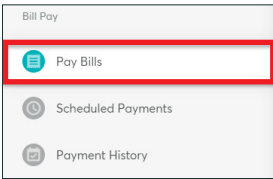
Bill Pay: How to pay bills

Follow these steps to learn how to pay bills in Online Banking. A payee must be set up in Bill Pay first for a payment to be sent successfully.

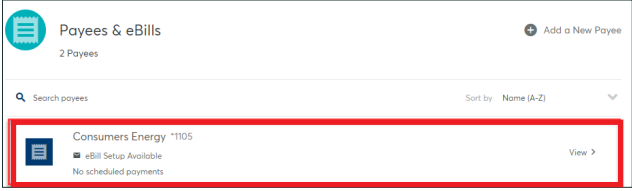
1. Log in to Online Banking and click **Pay My Bills**.



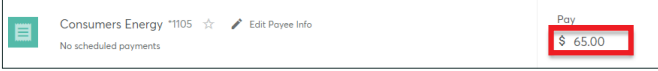
2. Under **Bill Pay** on the left-hand side of the screen, click **Pay Bills**.



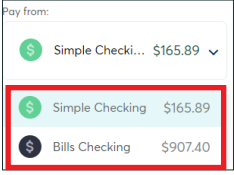
3. Click on the **Payee** to be paid.



4. Enter the bill amount in the **Pay** field.



5. Choose the checking account to **Pay from**.



6. Choose the **Deliver by** date.

- Please pay close attention to when the money will need to be sent to ensure it arrives by the selected delivery date.
- Payments are sent either electronically or by check. How they are sent is determined by the capabilities of the payee.






Bill Pay: How to pay bills (cont.)

7.

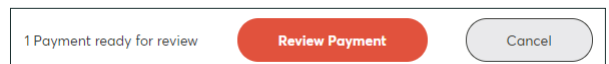
Click **Set up Recurring Payment** (if applicable).



A screenshot of a user interface showing a button labeled "Setup Recurring Payment" with a circular arrow icon. To its right is a text input field labeled "Memo (optional)". Below the button is a "Note" dropdown menu.

8.

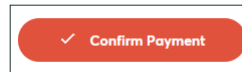
Click **Review Payment**.



A screenshot of a user interface showing the text "1 Payment ready for review" on the left. To its right are two buttons: a red button labeled "Review Payment" and a grey button labeled "Cancel".

9.

Click **Confirm Payment**.



A screenshot of a user interface showing a red button with a checkmark icon and the text "Confirm Payment".