

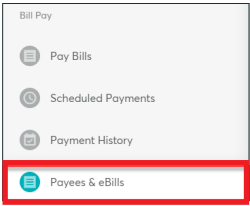
# **Bill Pay: How to set up an eBill**

Follow these steps to learn how to set up an eBill within Bill Pay. When an eBill is available to set up, it will appear as an option under the Payee. If no option appears, the payee is not set up to receive eBills.

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



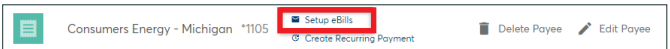
**2.** Under Bill Pay on the left-hand side of the screen, click **Payees & eBills**.



**3.** Click the **Payee** needing the eBill set up.

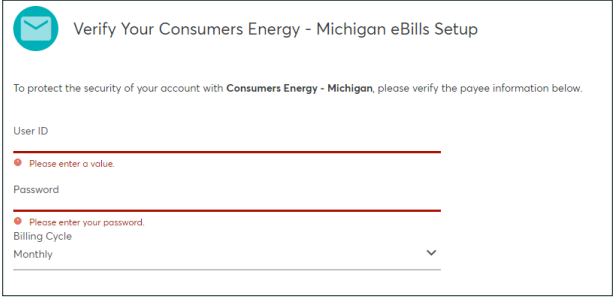


**4.** Click **Set up eBills**.



**5.** In the **Verify eBill Setup** window:

- Enter your account **User ID** for the payee.
- Enter your account **Password** for the payee.
- Select the **Billing Cycle**.



**6.** Click **Enroll**.



**Important:** It takes a few days for the eBill request to be established. The status can be viewed under the payee details.

