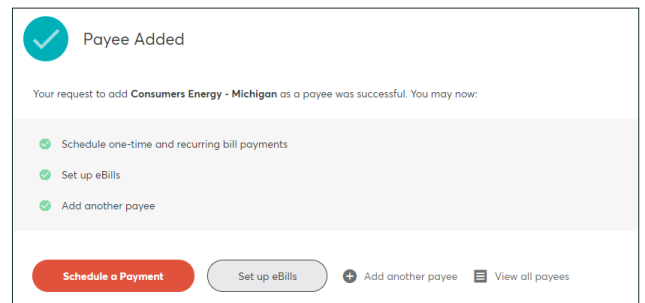
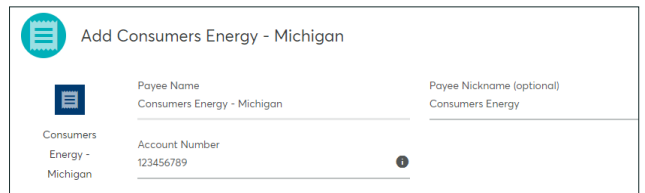
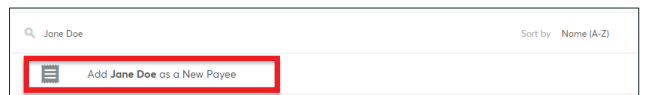
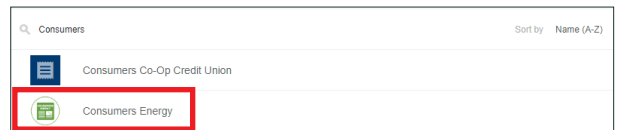


Bill Pay: How to add a new payee

Online Bill Pay gives you flexibility in how you make payments by controlling when payments are made. Follow these steps to add a new payee in Bill Pay.

1. Log in to Online Banking and click **Pay My Bills**.
2. On the upper right-hand side of the screen, click **Add Your First Payee**.
3. Do a search, and click on the **Payee** once it appears.

If the Payee doesn't appear in the search, click to add them as a new Payee.
4. In the Add a New Payee window:
 - Enter a Payee Nickname (optional)
 - Enter Account Number
5. Click **Next**.
6. Once a Payee has been added, you can schedule a payment or set up eBills (when applicable).





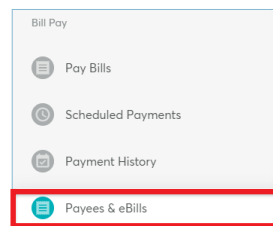
Bill Pay: How to edit payees

Follow these steps to learn how to edit payees within Bill Pay in Online Banking.

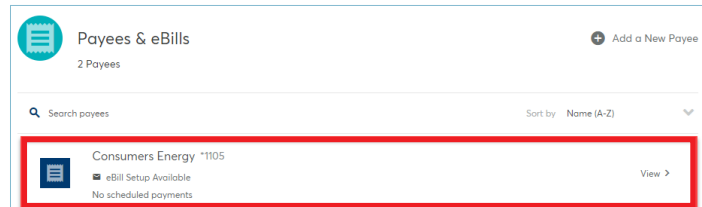
1. _____
Log in to Online Banking and click **Pay My Bills**.



2. _____
Click **Payees & eBills**.



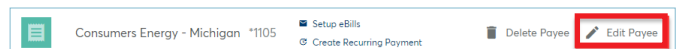
3. _____
Click the **Payee** needing to be edited.



4. _____
Click **Edit Payee** to:

- Edit Payee Nickname
- Edit Payee Address (when applicable)

Important: If you need to update the Payee Account Number, you will need to delete and add a new payee



5. _____
Click **Save Changes** if any changes were made.

