



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. In the Payment Center screen, click **Add a Company or Person**.

3. Select the option from a pre-existing **Company Type** or **Search**, and click on the **Payee** once it appears.

If the Payee does not appear in the search, click to add them as **Other Company** or **Person**.

4. In the **Add Company or Person** window:

- Enter Account Number (found under your bill)
- Confirm Account Number
- Enter a Nickname (optional)
- Company ZIP Code (found on your bill)

Click **Add**.

5. Once a Payee has been added, it will be visible in your Payment Center. From there you can schedule a payment, set up a reminder or set up eBills (when applicable).

