



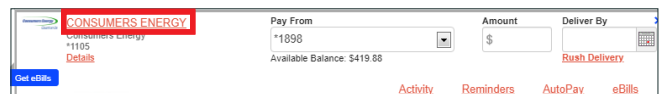
# Bill Pay: How to schedule a payment

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. Please note that you can pay multiple bills at one time!

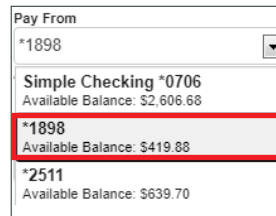
1. \_\_\_\_\_  
Log in to Online Banking and click **Pay My Bills**.



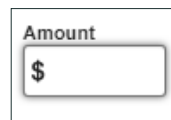
2. \_\_\_\_\_  
In the **Payment Center**, locate the company or person to be paid.



3. \_\_\_\_\_  
Select the checking account to **Pay From**.



4. \_\_\_\_\_  
Enter the **Amount**.



5. \_\_\_\_\_  
After entering the amount, it will populate the earliest delivery date. If you want to change the date, click the calendar icon and select a different date.



6. \_\_\_\_\_  
Click **Send Money**.  
  
Your payment will now appear in the Pending Payments section, and from there you can cancel or change your payment.

