



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.

Mobile App

1. Log in to the Mobile App and click **Pay**.
2. On the **Pay Bills** screen, **click on the bill** to be paid.
3. Select which account to **Pay From**.
4. Enter the **Amount** and **Deliver by** date. Click **Pay**.

