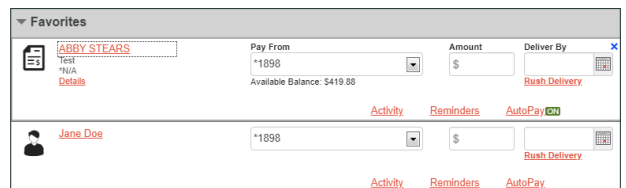
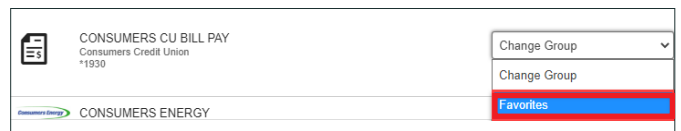
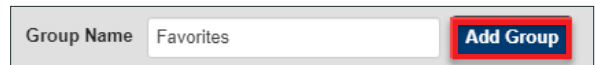
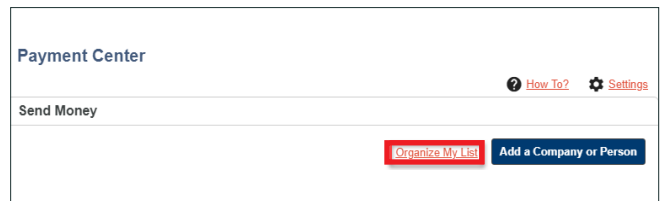


# **Bill Pay: Organize your payees**

If you have more than six payees, an *Organize My List* option will appear in your Bill Pay. This allows you to organize your payees how you want and simplifies paying your bills each month. Follow these steps to learn how to organize your payees in Bill Pay.

## Creating custom groups

1. \_\_\_\_\_  
Log in to Online Banking and click **Pay My Bills**.
  
2. \_\_\_\_\_  
In the Payment Center, click **Organize My List**.
  
3. \_\_\_\_\_  
Create a Group Name and click **Add Group**.
  
4. \_\_\_\_\_  
Under the **Change Group** drop-down menu, select the group to add the payee to.
  
5. \_\_\_\_\_  
In the **Payment Center**, your payees will be organized by groups.



# Organize your payees (cont.)

## How to hide payees

- **1.** In the Payment Center, click **Organize My List**.
- **2.** Select the payee you want to hide, and move them to a group you would like to hide.
- **3.** Unselect the **Show** checkbox for the group you would like to hide. This group will no longer be visible in the Payment Center.

