



# Bill Pay: How to set up an AutoPay

You can set up AutoPay (automatic payment) for any company or person you pay regularly. AutoPays will appear in the Pending Payments section in the Payment Center and simplify paying your bills. Follow these steps to learn how to set up AutoPay.

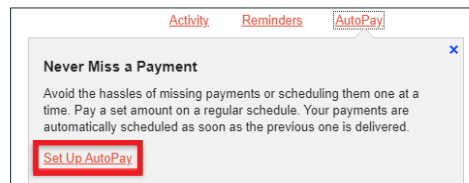
**1.** Log in to Online Banking and click **Pay My Bills**.



**2.** In the **Payment Center**, find a payee you would like to set up an automatic payment for and click **AutoPay**.



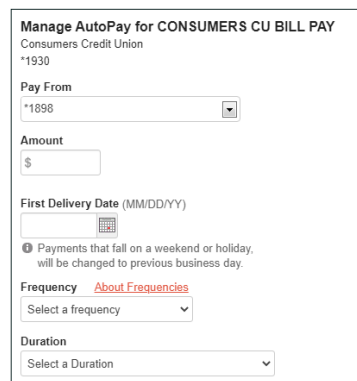
**3.** Click **Set Up AutoPay**.



**4.** In the **Manage AutoPay** screen enter:

What account the payment will be paid from

- Amount
- First Delivery Date
- Frequency
- Duration
- Email notifications



**5.** Click **Start Sending Payments**.



**6.** Once set up, a green **ON** indicator is shown beside the AutoPay link.

Need to make any changes to your AutoPay? Click on **AutoPay** to change or stop your AutoPay options.

