



Bill Payment Quick Reference Guide

After creating an Internet Banking account, you can enroll in the Bill Payment service.

To activate the bill payment service:

- Select “Pay Bills” located under the Pay and Transfer tab in the menu bar.
- Choose which account(s) you would like to use for bill payment and which account is the default bill payment account.
- Click “Enroll” to confirm your selections.
- To add payees, select “Pay Bills” located under the Pay and Transfer tab in the menu bar. Then simply enter the payee’s name in the “Pay someone new” box and select the “Add” button to open the Payee widget. Follow the instructions in the widget to add each payee.

To schedule a bill payment:

- Login to your Internet Banking account.
- Select the “Pay Bills” widget located in the Money Center app.
- Select the account you would like to use to fund the bill payment from the “Pay from” drop down box.
- Select the appropriate Payee from the “Pay to” drop down box.
- Enter the amount to be paid in the box to the right of the payee’s name.
- Then, choose the date the payment needs mailed by entering the date into the “Send on” box, or clicking on the calendar to select a date from the pop-up calendar. The “Deliver by” date will automatically adjust based on the “Send on” date you select.
- Enter any text you would like printed on the check in the “Memo” box.
- After the payment information is entered, click Continue.
- A confirmation page will appear, summarizing the payment that has been scheduled. Select “Make Payment” on this page to schedule your payment.

Please allow 7-10 business days for the payment to reach the payee. Bill payments are deducted from your account within 2 days after the date the bill payment is scheduled to be sent.