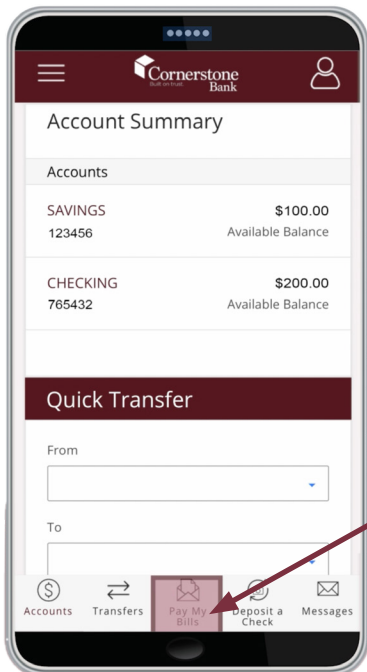# Cornerstone Bank
Built on trust.
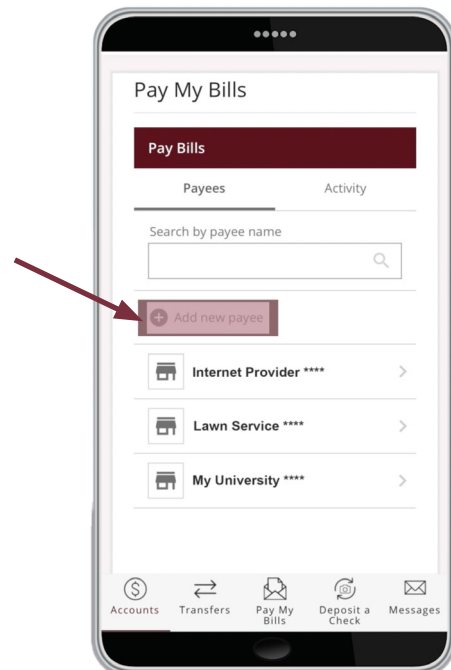
How To Add a Payee in Bill Pay

1. **Log In** to your Cornerstone Bank mobile app

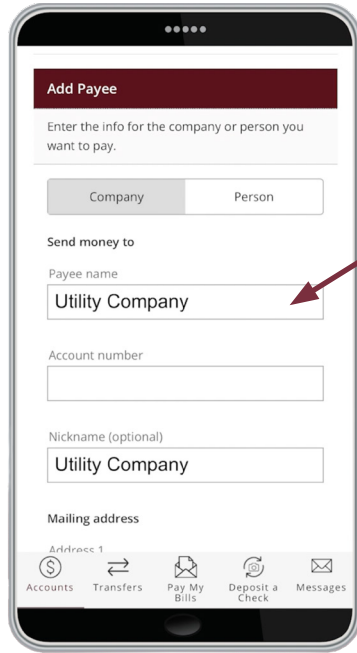**2.** **Select** Pay My Bills from the bottom menu

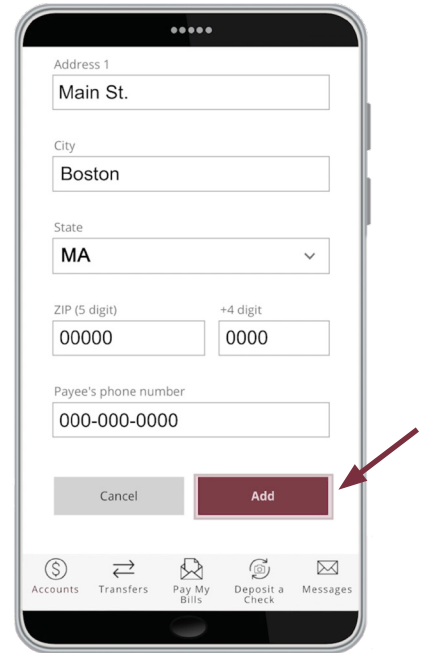**3.** **Click** Add new payee

Cornerstone Bank
Built on trust.

4. **Enter** name of company that you wish to pay

If 'company,' the feature may auto populate the required fields.

You will need your account number with that company. You may also need their mailing address and phone number.
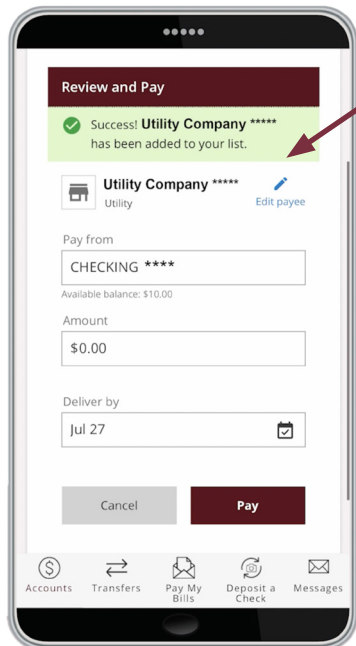
Add Payee

Enter the info for the company or person you want to pay.

Company | Person

Send money to

Payee name
Utility Company

Account number

Nickname (optional)
Utility Company

Mailing address
Address 1

Accounts | Transfers | Pay My Bills | Deposit a Check | Messages

5. Once you have satisfied the required fields, **select Add**

Address 1
Main St.

City
Boston

State
MA

ZIP (5 digit)   +4 digit
00000   0000

Payee's phone number
000-000-0000

Cancel   Add

Accounts | Transfers | Pay My Bills | Deposit a Check | Messages
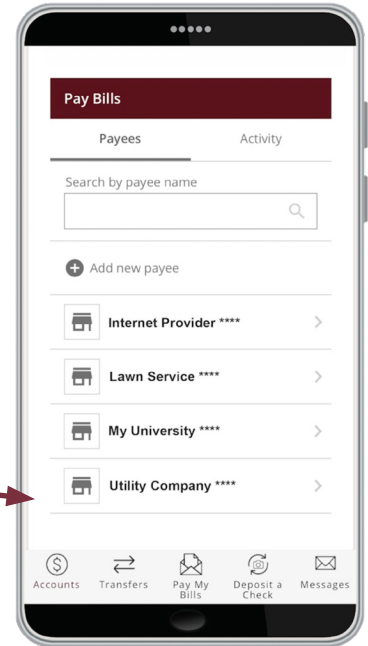
6. The payee **has been added** to your payee list

Please note, you may see an alert to turn on eBills once the payee has been added. eBills are an optional service that are available for some payees and allow for electronic delivery of your bill to online banking. It may take up to 2 billing cycles to receive the first eBill and once enrolled, a paper bill will no longer be generated.

Review and Pay

✓ Success! **Utility Company** *****
has been added to your list.

🏢 **Utility Company** ***** ✏️
Utility   Edit payee

Pay from
CHECKING ****
Available balance: $10.00

Amount
$0.00

Deliver by
Jul 27   🗓️

Cancel   Pay

Accounts | Transfers | Pay My Bills | Deposit a Check | Messages

7. Next you will be offered the **option to make a payment** to this new payee

Bill payments may take five to seven calendar days to fully process.

Pay Bills

Payees   Activity

Search by payee name
🔍

➕ Add new payee

🏢 Internet Provider ****   >

🏢 Lawn Service ****   >

🏢 My University ****   >

🏢 Utility Company ****   >

Accounts | Transfers | Pay My Bills | Deposit a Check | Messages

Scan this code to watch the video!