

How To Schedule a Bill Payment

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



3. Select the payee you want to issue a payment to







4. Select your 'Pay from'

account from the drop-down menu

•••••	
Pay My Bills	
Review and Pay	
Utility Company **** Utility Edit payee	
Pay from	/
CHECKING *5432	
Available balance: \$200	
Amount	
\$0.00	
Deliver by	
Aug 28	
Cancel Pay	
Accounts Transfers Pay My Deposit a Messag	es
Bills Check	

5. Enter the amount of the payment

		•••••			
Pay	My Bills	5			
Rev	view and Pa	ay			
	Utility C	ompany *'	ttt	ayee	
Pay	from				1
С	HECKING *5	5432			
Avai	able balance: \$	200		_	
Am	ount				
\$*	10.00				
Del	iver by				
A	ug 28		Ċ	7	
	Cancel		Pay		
(S) Accounts	→ Transfers	Pay My	Deposit a	Messages	
		Bills	Check		
					/

6. Select the 'Deliver by' date from the calendar icon

Please allow 5-7 calendar days for payments to fully process





7. Review the details of 8. Once successful, the system will provide your payment. If you are you with a Confirmation number and satisfied, select 'Pay' recap the details of the payment. You may **review**, **print**, **or close the request** by

selecting 'Done'.







Scan this code to watch the video!

