

BILL PAYMENTS

Helpful Hints

Check Method

- Send your payments early-allow **5-8 BUSINESS days** for paper draft. A check will be mailed to your Payee. Your account will be debited when this check clears your account.
- You can verify the check was mailed by going to the HISTORY tab which is visible after you select BILL PAYMENT.

Electronic Method

- Allow **2 BUSINESS days** for electronic payments.

SETTING UP YOUR BILL PAYMENTS

1. **Click on ADD PAYEES**-the first step is to establish a template for each of your Payees. Enter the company name, address and your account number with them.
2. **Click on ADD PAYMENTS**-choose from your list of PAYEES you had established and set the date, amount and payment frequency. Recurring payments are used for any payments you will be made more than once. If you do not wish for it to be sent automatically the next time, choose the VARIABLE PAYMENT option at the bottom of that screen. This option will set the dollar amount back to \$0 after the current payment is sent and a payment will not be sent again until you enter the next dollar amount.
3. **Please note:** When entering your Payee account number for an electronic payment setup you may need to remove the hyphens (dashes) from the account number field.