

BILL PAY

Manage your bills with automatic payments from Bill Pay!

Enrolling in Bill Pay:

1. **Login** to your online banking account.
2. **Click** the **BillPay** button on the main navigation toolbar.
3. **Verify** your email address, enter your valid phone number and click **Submit**.
4. **Read** the Terms and Conditions of the Bill Payment Service. If you agree to these terms, click Accept.

Setting up Payments:

1. **Choose** the type of bill you want to pay.
 - This could range from Utilities, phone, insurance, or credit cards, just to name a few.
 - You can also choose to send a payment to an individual.
2. **Click** on the company you need to pay.
 - If the company you work with isn't listed, there is an option for you to add the company's information for bill payments.
3. **Enter** your account number that corresponds with the bill from the merchant.
 - Depending on the type of bill, you may be required to provide additional information to complete the payment.
4. **Decide** how much you want to pay and when.
5. **Save** your payment information to have your bills paid automatically!