

How to use your upgraded online bill pay.

Your new payments dashboard is simpler and more convenient.

We have upgraded your online bill pay so the home page is now a payments dashboard. That means you can add payees and make payments in just a few clicks. Here's how it works.



How to add a payee

- 1. On the payments dashboard, select "Add a Payee" A
- 2. On the next screen, select "Pay a Company"
- 3. Enter the company's contact information and your account number
- Click "Next," review payee information and click "Submit"

The payee will now appear in your payments dashboard.

Payments dashboard Payments Transfers GiftPay Calendar My Account Help + Add a Payee

How to make a payment

Make a one-time payment

- 1. Find your payee on the payments dashboard
- 2. Enter the payment amount and date **A**
- 3. Click "Submit all payments" B

Set up a recurring payment

- 1. Find your payee on the payments dashboard
- 2. Select "Make it recurring" (9)
- On the next screen, choose the pay from account, payment date, frequency and first payment date
- 4. Click "Submit"

Payments dashboard

