

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
4. Click **"Next,"** review payee information and click **"Submit"**

Payments dashboard



The payee will now appear in your payments dashboard.

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"** **C**
3. On the next screen, choose the pay from account, payment date, frequency and first payment date
4. Click **"Submit"**

Payments dashboard

