Bill Pay will now located in the tab on the left call MOVE MONEY (Includes Internal Transfers and Bill Payees)

1. Click on MOVE MONEY
   a. SCHEDULED payments are listed in the center (future dated payments)
   b. PREVIOUS payments are listed below the SCHEDULED PAYMENTS (See Below)
2. Click NEW TRANSACTION (green bar) to create a new payment.

3. Select the account is to be paid from:
4. Choose a RECIPIENT from the list or click + ADD NEW PAYEE button at the bottom.
5. Enter the AMOUNT you wish to pay.
6. Click the DATE field and choose payment date from the CALENDAR.
7. Choose whether this will be a one time payment (JUST ONCE).
8. MEMO line is option text and is not required for the payment to be processed.
9. If you choose RECURRING, you will need to choose the frequency:

10. Choose:
   a. The end date or number of payments
   b. The mailing address where the check should be sent (Name, Address, City, State, Zip)
   c. MEMO line is not required for payment to be processed.
NOTE: You can choose to add payees to the Quick Pay section on the Online Banking homepage if you desire.

1. Click the PENCIL icon on the right side of the QUICK PAY section.

2. Place a CHECKMARK in the BILL PAY checkbox of any payee you want listed in the QUICK PAY section.

3. Click the green SAVE button when you are finished.
4. Payees chosen will not be listed on your VIEW ACCOUNTS page.