

NOTE: We make it safe and easy to pay bills through both online and mobile banking. The Bill Pay service enables you to schedule automatic monthly payments for recurring bills. Set up payees once to easily make payments.

1. Select the Transfers & Payments menu and choose 'Pay with Bill Pay'.

දිද් Account to Account Transfer	\$컱 Transfer Money
Transfer or link to another member's account.	Transfer money from one account to another
👺 Pay a Loan	Pay with Bill Pay
Make or schedule a payment on your loan	Add, schedule and manage bill payments

2. Select the account you wish to enroll in bill pay and then click 'Enroll in Bill Pay'.

Bill Pay	
	Please select an account below to enroll in Bill Pay
	Primary Savings 0000 \$50.52
	Standard Checking 0080
	Primary Savings 0000 \$49,96
	Primary Savings 0080 \$2,383.92
	Primary Savings 0800 \$23.17
	Overdraft Line of Credit 0800 \$0.00
	Cancel Enroll in Bill Pay

3. Select a Challenge phrase and review the Terms of Service.

Select 'Accept & Submit' to continue.

NOTE: A new window will open and you will be taken outside of online banking.



4. Select the green '+ Payee' button to setup your first payee.

5. Popular payees will be listed at the top of the screen. Use the search box to locate popular payees.

- 6. If Payee is located, select and enter the requested info for that payee and 'Submit' to complete.
- If you are unable to locate your payee under the Popular Payee list, you can create manually using the 'Pay Company' and 'Pay a person' options located at the bottom of the Add payee section to create.

chedule	
Our goal is to deliver your payment securely and quic	ckiy.
Some payments will process using a single-use, pre-paid car communications you receive.	rd, which means you will not recognize card numbers within payment confirmation
Some payments will process using a single-use, pre-paid can communications you receive.	rd, which means you will not recognize card numbers within payment confirmatio

earch or select from frequently used payees:		
Search Payee	Add	
AMERICAN EXPRESS		CAPITAL ONE
CAPITAL ONE VENTURE MI		CEDAR POINT
CHASE MASTERCARD AND VISA		CITI CARDS
COMCAST MARYLAND		OISCOVER CARD
• L 01/170		

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Search Payee	Add	
AMERICAN EXPRESS		CAPITAL ONE
CAPITAL ONE VENTURE MI		CEDAR POINT
CHASE MASTERCARD AND VISA		CITI CARDS
COMCAST MARYLAND		OISCOVER CARD
OLOWES		SAINT MARYS COUNTY METROPOLITAN COMMISSION
se the options below to search the full payee directory or add people y Pay a company (e.g. credit card, utilities or cable) Send the money by: Entering information on my billing statement Electronic/Check	ou need to pay:	Pay a person (e.g. filend or relative) Send the money by: Direct deposit (Electronic) Requires routing and account number, paid within 1-2 business days. Check

Secure Messages

8. Enter the necessary information for the payee and click 'Submit'.

la payee		
Vho are you trying to pay?		
Required field		
ayee name *	Payee name	
ayee account number *	Payee account number	
	No account number ?	
onfirm account number *	Confirm account number	
ayee ZIP Code *	300000-3000X	
< Back		

9. To initiate a payment, enter the amount, date you wish to pay, and select the correct funding account and click 'Pay'.

Pay to				Acti
AAA ADVANTAGE CLUB ALL	IANCE	Pay from	*	C Make it recur
AAA ADVANTAGE CLUB ALLIANCE	\$ 0.00	03/05/2024	piete:	¢ Day

10. To add additional funding accounts to pay bills from, navigate to the 'My Account' tab in Bill Pay and select '+ Add Account'.

	Payments	Payees	Pay a person	GiftPay	Calendar	My a	account	F
Μ	ly account	1						
F	Pay from ac	counts					Perso	ona
/ a	Add / Delete pa account.	y from acco	unt, edit nicknam	e, or change	default		Review edit a s	v a sec
ſ			Liew accounts					
	+ Add account							