How to Enroll and Set Up Bill Pay

Bill pay is a convenient and secure way to pay all your bills from one place. Once enrolled, you can add your payees (companies or people). After you are enrolled and have added your payees, see our guide for **How to Send a Bill Pay** to schedule one-time or recurring payments.

01 Enroll in Bill Pay

- From your main dashboard, under your Account list, click **Pay a bill** or **Pay a person,** either option will lead you through the process of enrolling in payments
- From the Enroll in payments pop-up, click **Enroll**
- Once you have enrolled, the Congratulations pop-up will open, click **Continue** to proceed
- You will automatically be directed to add a Pay a bill or Pay a person

02 Set Up a New Company

- On the bottom left-hand corner of the Pay a bill screen, click **+Add another bill**
- This will take you to enter the following information: **Payee Name**, **Phone number**, **Account Number**, **Name on bill** (optional) and **Payee address**
- Once completed, click **Submit**

03 Set Up a New Person

- On the bottom left-hand corner of the Pay a person, click **+Add another person**
- This will allow you to select which payment option you want to use:
  - **Direct Deposit -** Payments are electronically deposited into your payee's account
  - **Email** - Your Payee will receive an email to accept payments
  - **Text message (SMS)** – Payee will receive a text message to accept payments
  - **Check** – Sent by mail to the payee's address
- Once you have chosen the payment method, fill out the corresponding information and click **Submit**