

# BILL PAY QUICK GUIDE

## FOR ADDING A PAYEE

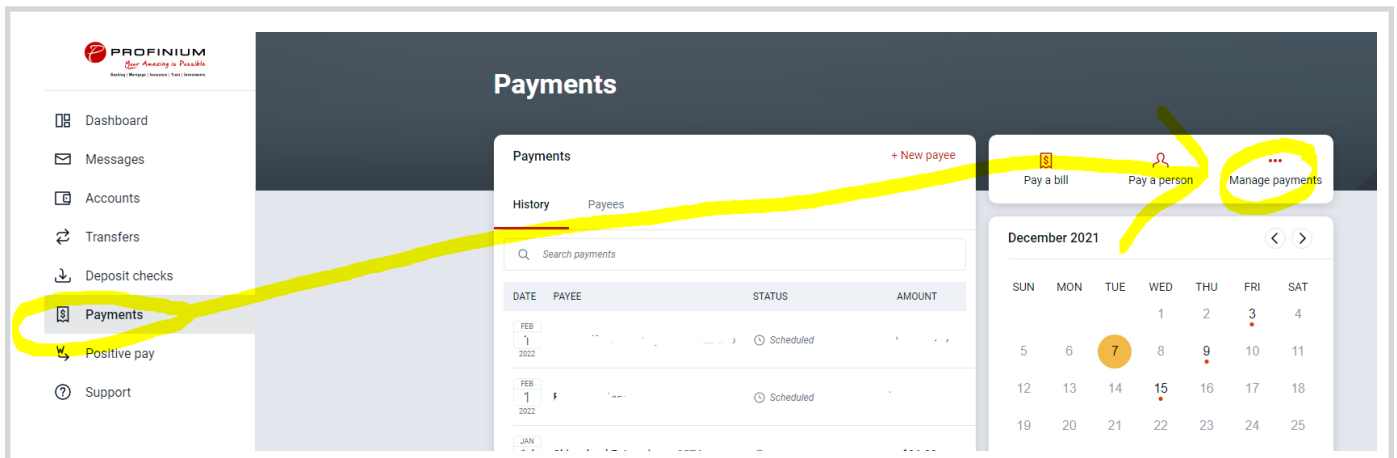
### DIRECTIONS

#### STEP 1:

In online banking, on the left hand side of the home screen will be a menu. Click on Payments.

#### STEP 2:

Once the payment screen comes up, over on the right hand side, click on Manage payments.



#### STEP 3:

Then click on +Payee and that will take you to the screen where you can add in the payee details.

