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.

Payments								
		_						
Payments	+ New payee		s)		<u> </u>			
History Payees		Pay	a bill	F	Pay a pers	ion	Manage	payments
O Search payments		Decen	nber 202	21				
Q Geologipayments		SUN	MON	TUF	WED	тни	FRI	SAT
DATE PAYEE STATUS	AMOUNT				1	2	3	4
1	6	5	6	7	8	9	10	11
FEB 1 F () Scheduled		12	13	14	15	16	17	18
2022		19	20	21	22	23	24	25
	Payments History Payees Q Search payments DATE PAYEE Status 1	Payments + New payees History Payees Q. Search payments	Payments + New payee History Payees Q Search payments DATE PAYEE Tatus AMOUNT Tatus AMOUNT Tatus AMOUNT Tatus Status Tatus AMOUNT Tatus AMOUNT Tatus Sundation Tatus Status Tatus AMOUNT Tatus Status Tatus Status Tatus AMOUNT Tatus Status Tatus	Payments + New payee History Payees Q. Search payments December 202 DATE PAYEE State Status AMUNT Status 1 2022 1 1 1 1 1 1 1 1 1 1 1	Payments + New payee Image: Constraint of the second of t	Payments + New payee Image: Comparise of the status o	Payments + New payee Image: Constraint of the status	Payments + New payee S Q Pay a parson Manage History Payees

STEP 3:

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

PROFINIUM Jer Amazing is Passible Babley (Benge (Benger (Benger (
Dashboard	Payments Payees Pay a person GiftPay Calendar My account Help					
⊠ Messages	Weicome KAREN LEGAULT karenk					
Accounts	Payments					
🔁 Transfers	Schedule -					
Ĵ, Deposit checks	+ Payee Review all Pay all					
S Payments	Display Category Payee name or nickname Search					
.,						

PROFINIUM Your Amazing is Possible

Member FDIC