How to use your upgraded online bill pay.

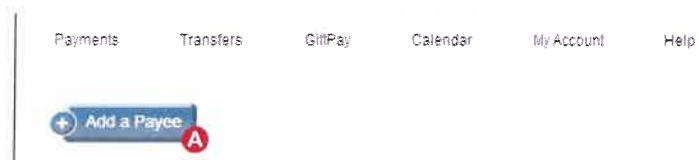**Your new payments dashboard is simpler and more convenient.**
We have upgraded your online bill pay so the home page is now a payments dashboard. That means you can add payees and make payments in just a few clicks. Here's how it works.

How to add a payee

1. On the payments dashboard, select **"Add a Payee"** Ⓐ

2. On the next screen, select **"Pay a Company"**

3. Enter the company's contact information and your account number

4. Click **"Next,"** review payee information and click **"Submit"**

The payee will now appear in your payments dashboard.

Payments dashboard

| Payments | Transfers | GiftPay | Calendar | My Account | Help |

(+) Add a Payee Ⓐ

How to make a payment

Make a one-time payment

1. Find your payee on the **payments dashboard**

2. Enter the payment amount and date Ⓐ

3. Click **"Submit all payments"** Ⓑ

Set up a recurring payment

1. Find your payee on the **payments dashboard**

2. Select **"Make it recurring"** Ⓒ

3. On the next screen, choose the pay from account, payment date, frequency and first payment date

4. Click **"Submit"**

Payments dashboard

Payments

Display: All | Shortcut | Last 30 days | eBills | Compan. | Individuals | Inactive | Hidden (0)

Choose a Category ▼   Search your payees Enter payee name or nickname   Search

Pay To	Ⓐ	Pay from	Amount	Payment date	Actions
− American Express		Primary Chec ▼	$		Pay
****3456				Deliver By, 3/3/2014	Rush Delivery
Electronic				Ⓒ	Make it Recurring
					Add Comment

	Totals
Primary Checking	$0.00
Secondary Checking	$0.00
Hobby Account	$0.00
Payment Total	$0.00

View pending transactions | View history

[Review all payments]   Ⓑ [Submit all payments]