

Online Bill Payment Help

To access bill payment information, select the checking account you want the payment to come from. Then from the Payments drop-down menu select “New Scheduled Payment. Enter the payee information asked for. In choosing the “Frequency”, most bills are paid “On Demand”. That means you choose the date you want to pay the bill and the amount. Account Number should be completed. If you do not have an Account Number with payee fill in your name. In the “Description” field anything you type here will appear on your bank statement, it will not print on the check.

Complete the procedure by clicking the “Submit” button. A payment confirmation page is displayed.

Once a payment has been set up the vendor information is saved and can be accessed by clicking on “Payment List” which is on the Payments drop-down menu. To make a payment, simply click on the box by the Payee name, choose the date you want to pay and type in the amount. Click the “Next” button to preview the payment, and then click on “Submit”. Today’s date will default in or you can enter a future payment date and your payment won’t be made until that date.

Remember, you should allow five business days for your payment to be received by the payee.