Using Bill Pay

After you login to your online banking click on Pay Bills and then Bill Payment.

Select the account(s) you want to enroll in Bill Pay and then click Enroll in Bill Pay.

Accept the Terms and Conditions (there are two separate ones) and then click Continue.
To add a company, you can either search in the box or click on one of the categories.

If you are already in the Payment Center, click Add a Company or Person.

If you don’t see the company you are looking for, click the blue arrow on the right-hand side or select Other Company or Person.
Enter the information for that biller and then click Add. *You will receive an email for every new biller added.

Once it’s added, you can click Finish or Add Another Bill at the bottom of the confirmation screen.

You will then see the company you listed in your Payment Center.

To make a payment, enter the amount and the deliver by date and then click Send Money at the bottom of the screen.
Review the payment on the next page and click Submit Payments.

If you can schedule the payment for the next business day, it will be delivered electronically. If you get a date farther out, the payment will be delivered via check.

Please keep in mind that if the payment is being sent via check, the deliver by date is an estimated date.

Once you have submitted your payment, you will get a confirmation screen and can click Return to Payment Center to make another payment.

Any pending or recent payments will be listed on the right-hand side of the Payment Center.

Here you have the option to cancel or change a payment you recently submitted.
If you need to delete a biller or change the account number, click on that biller in your list to open up the information.

To change the account number, click Change.

To delete, click Delete.

Then click Delete again.

To set up Auto Payments on Bill pay select Auto Pay for the biller and then click Set Up AutoPay.

Complete all required fields and click Start Sending Payments.
Then click Close.

For this biller, Auto Pay will now show as ON.

To set up another auto pay, change or cancel auto pay you will click on Auto Pay again.
To set up reminders for bills, click on the Reminders tab and then click Set Up Reminders.

Fill out the required fields, and click Send Reminders.