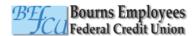


Bill Pay-Managing payments

For more assistance or research on a payment clearing, please contact our Bill Pay support at 866-235-9661

Log onto online banking. These steps are for the web/PC version. Click on Payments on the left side menu bar.



08	Dashboard	
	Messages	
▣	Accounts	
<u>\$</u>	Payments	
⇄	Transfers	'
盒	Member transfer	
<u></u>	Remote deposits	

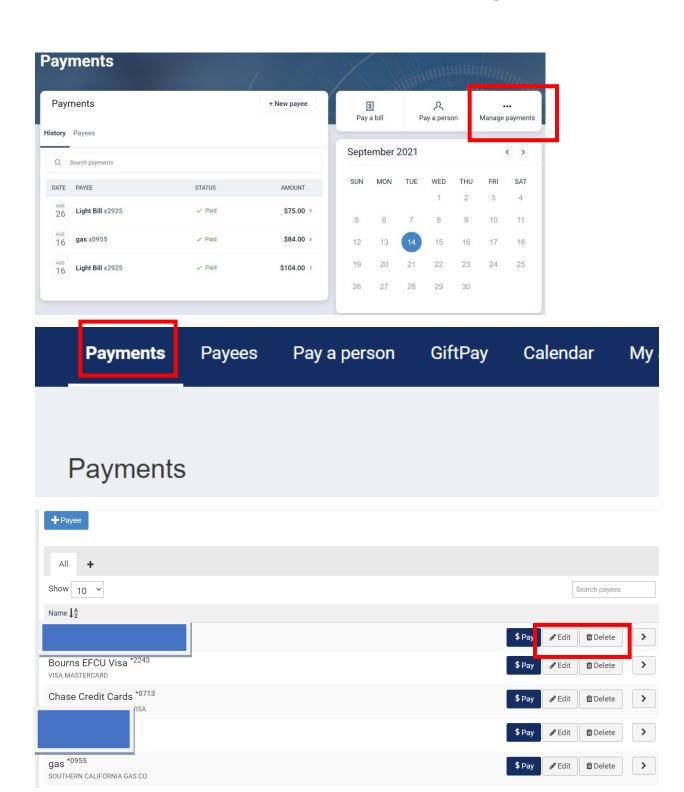
Support

Bill Pay will open and you can access your payees to make payments.

You can also manage your payees by selecting Manage Payments.

On the payee, select edit or delete based on what you are trying to do.



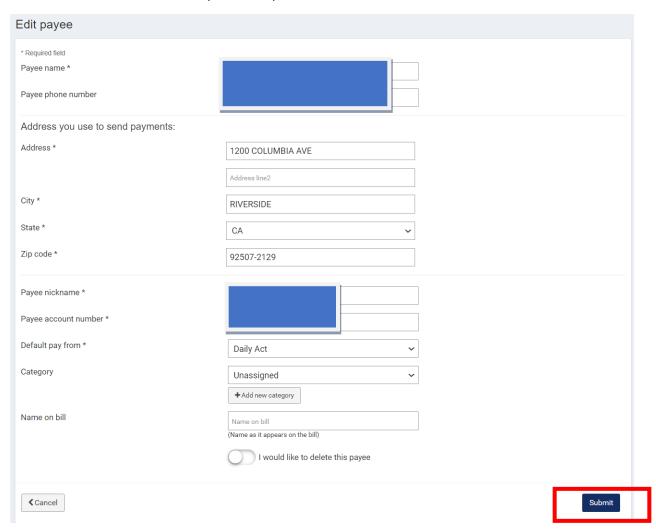




For payees that are set to be paid "electronic" the address cannot be changed, only an account # can be changed.

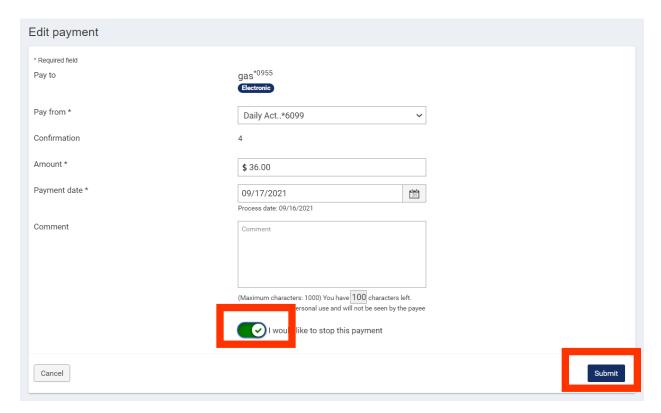
For payees that are set to be paid "by check" you can change the address and account #.

Make sure to click submit to complete the update.



To Stop/edit a Payment, in the Manage Payment section go to pending. Select the payment you wish to cancel. You may add a comment for your record, change the amount or date, or stop the payment. Make sure to click submit to process.





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