



Bourns Employees Federal Credit Union

888-456-3503 | www.bournsfcu.org

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.



Dashboard



Messages



Accounts



Payments



Transfers



Member transfer



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.



Bourns Employees Federal Credit Union

888-456-3503 | www.bournsfcu.org

Payments

Payments + New payee

History Payees

Search payments

DATE	PAYEE	STATUS	AMOUNT
AUG 26	Light Bill x2925	✓ Paid	\$75.00 >
AUG 16	gas x0955	✓ Paid	\$84.00 >
AUG 16	Light Bill x2925	✓ Paid	\$104.00 >

September 2021

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Pay a bill | Pay a person | **Manage payments**

Payments | Payees | Pay a person | GiftPay | Calendar | My

Payments

+ Payee

All +

Show 10 Search payees

Name ↓

[Redacted]	\$ Pay	Edit	Delete	>
Bourns EFCU Visa *2243 VISA MASTERCARD	\$ Pay	Edit	Delete	>
Chase Credit Cards *0713 /ISA	\$ Pay	Edit	Delete	>
[Redacted]	\$ Pay	Edit	Delete	>
gas *0955 SOUTHERN CALIFORNIA GAS CO	\$ Pay	Edit	Delete	>



Bourns Employees Federal Credit Union

888-456-3503 | www.bournsfcu.org

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.

Edit payee

* Required field

Payee name *

Payee phone number

Address you use to send payments:

Address *

City *

State *

Zip code *

Payee nickname *

Payee account number *

Default pay from *

Category

Name on bill
(Name as it appears on the bill)

I would like to delete this payee

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.



Bourns Employees Federal Credit Union

888-456-3503 | www.bournsfcu.org

Edit payment

* Required field

Pay to **Electronic**

Pay from *

Confirmation

Amount *

Payment date *

Process date: 09/16/2021

Comment

(Maximum characters: 1000) You have characters left.
personal use and will not be seen by the payee

I would like to stop this payment

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