The following step-by-step guide was developed to assist you in adding a payee in BillPay within Online Banking. You can also contact us at 855.855.8805.

1) Click on “BILL PAY” once you land on the dashboard in Online Banking:

2) Click on “New Payee”:
3) An “Add Payee” window will pop up, and it’s defaulted to adding a business. You can switch to adding a person by clicking on the “Person” button:
4) In this example, we’re adding AAA Membership as the business we want to set up as a payee. As soon as you start typing “AAA”, you will see AAA Membership appearing as an option in the dropdown menu:
5) Fill out the rest of the form. You can find the business’s contact information on their website or in your statement. Choose your First Tech funding account, and then proceed to fill in your AAA Membership’s account number, which can usually be found in your statement as well. Click on “Next” to continue:
6) Complete the next screen by providing AAA Membership’s address and phone number. Also, give your payee a nickname that’s identifiable for you. Click “Save” when this form is completed:
7) Now you have AAA Membership as a payee in BillPay. Welcome to bill paying made easy!
8) Should you choose to add a “Person” as a payee, replicate steps 1-2 and choose “Person” in this popup screen before filling out the rest of the form, then click on “Next”:
9) Fill out the rest of the form with your payee’s information and click on “Save”: 

![Add Payee Form](image-url)
10) You have successfully added another payee!