The following step-by-step guide was developed to assist you in enrolling an existing payee in eBills and navigating around eBills. You can also contact us at 855.855.8805.

Please note that not all businesses are eBills-eligible.

1) Once you land on the BillPay screen in Online Banking, click on the “Payees” tab:
2) We’re using Portland General Electric in this example as the payee we want to enroll in eBills. Click on the corresponding tab for the payee, then click on “eBills”: 
3) Click on “Setup eBills”:

4) A popup screen will appear. Enter the login credentials you have for PGE’s online account access:
5) This message will appear once your eBill account is set up in First Tech’s BillPay:

6) Portland General Electric will appear as “Pending Enrollment” in your Online Banking:
7) Once the enrollment is successful, you will receive an email from memberservice@firsttechfed.com to notify you of this change to your BillPay account. Whenever you receive a bill from the enrolled payee, memberservice@firsttechfed.com will also send you an email to alert you that a bill has arrived. You can then choose to pay out of your First Tech Online Banking or schedule a recurring payment with this payee.

8) Should your payee’s login credentials change, you can modify them in BillPay. Go under the “Payees” tab in BillPay, click on “Change eBill Enrollment”: 

![Image of Bill Pay interface with highlighted Change eBill Enrollment option]
9) In this popup screen, you can click on “Update” to enter your new login credentials. This is required if you changed your login credentials in the eBills-eligible payee’s portal or if any changes have been made on the payee end:
10) Once your eBills is set up, you’ll start receiving your bills in First Tech’s Online Banking – also an email from memberservice@firsttechfed.com letting you know a bill has arrived. This way, you can manage these bills all in one place.

In this example, we’ll show you how to pay a bill for Portland General Electric. Under the “Payees” tab, click on “Pay”: 

![Bill Pay](image)
11) The screen will automatically take you to the “Classic” tab with payment details prefilled aiming to help you pay for the Portland General Electric’s due bill. Fill out the rest of the required fields and make sure all information is accurate before clicking on “Submit Payment”: 
12) You’ll see a banner message along with a unique confirmation number for your reference: