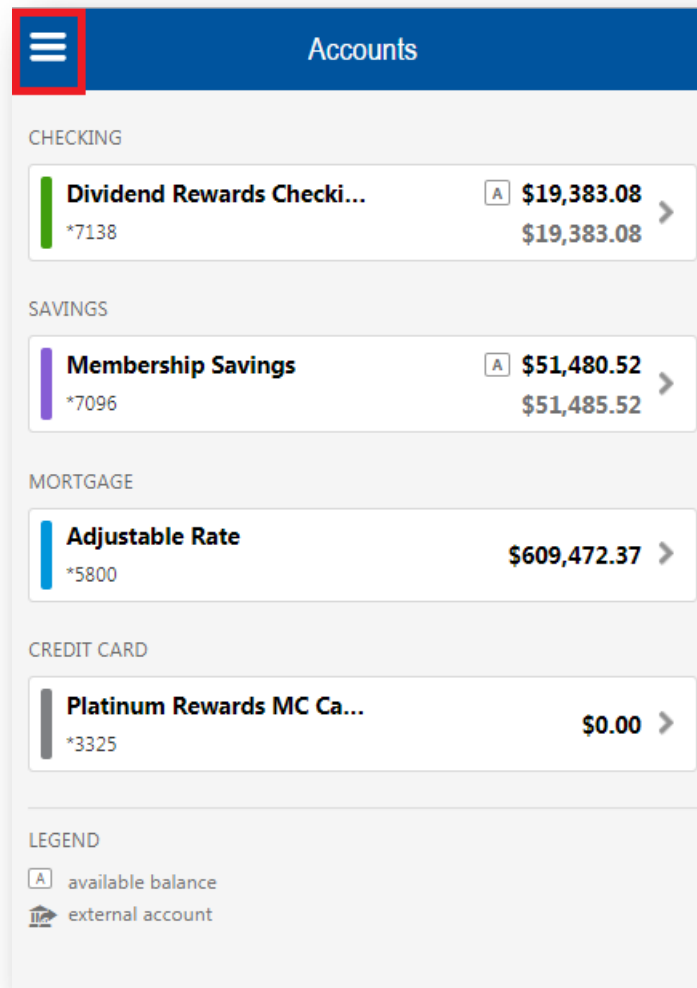




STEP-BY-STEP GUIDE: Mobile Banking - *How to Add a Payee in BillPay*

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

- 1) Tap on the hamburger menu button once you are logged into the Mobile App:

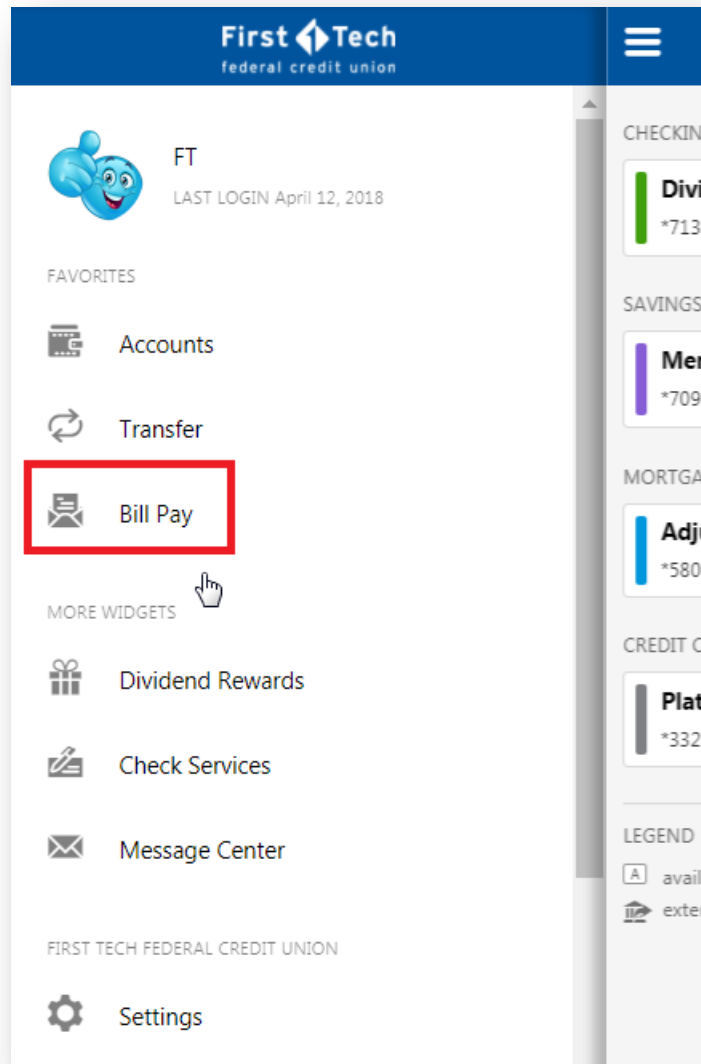




STEP-BY-STEP GUIDE: Mobile Banking -

How to Add a Payee in BillPay

2) Tap on “Bill Pay”:

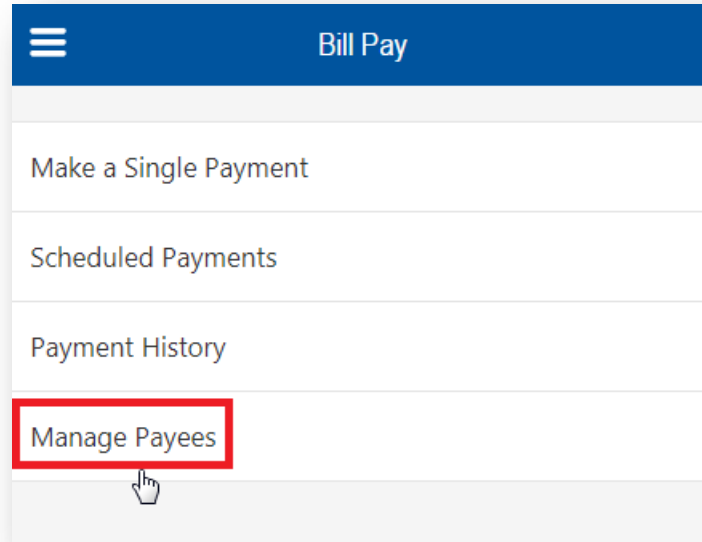




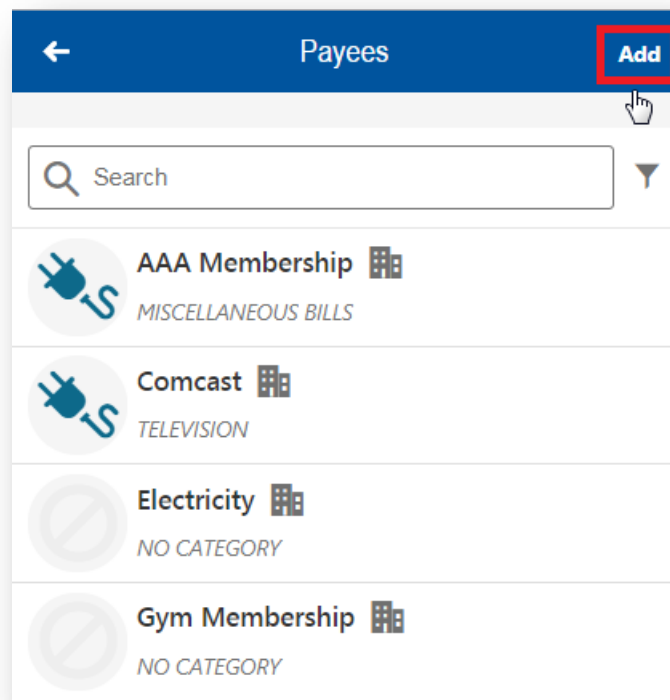
STEP-BY-STEP GUIDE: Mobile Banking -

How to Add a Payee in BillPay

3) Tap on “Manage Payees”:



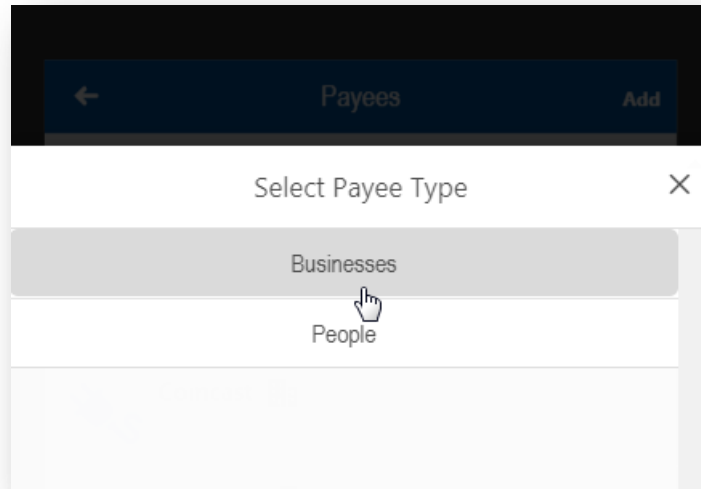
4) Tap “Add”:





STEP-BY-STEP GUIDE: Mobile Banking - *How to Add a Payee in BillPay*

- 5) In this example, we'll show you how to add a business as a new payee, and you can replicate the same steps to add a person as a new payee:



- 6) Fill out the form with the payee's information and your account number, which can be found in your statement:

←	New Payee	Cancel
PAYEE INFORMATION		
NAME OF BUSINESS Portland General Electric		
ACCOUNT NUMBER 12345678		
CONFIRM ACCOUNT NUMBER 12345678		
ZIP CODE 97208		
PAYEE CATEGORY Utilities		
FUNDING ACCOUNT Dividend Rewards Checking		
Continue		



STEP-BY-STEP GUIDE: Mobile Banking - *How to Add a Payee in BillPay*

- 7) Continue onto the next screen for some more details, then tap “Save”:

The screenshot shows the 'New Payee' screen in the mobile banking app. The screen has a blue header with a back arrow, the title 'New Payee', and a 'Cancel' button. Below the header, there is a section for the payee's name and account details. The payee name is 'Portland General Electric', and the account is 'Account *'. The category is 'Category Utilities'. There is an 'Edit' button next to the payee name. Below this, there is a section for the payee's nickname, which is 'Portland General Electric'. The next section is 'PAYEE DETAILS', which includes fields for Address, Address 2 (Optional), City, State, ZIP Code, and Phone Number. The address is 'P.O. Box 4438', the city is 'Portland', the state is 'Oregon', the ZIP code is '97208', and the phone number is '8005428818'. At the bottom of the screen, there is a green 'Save' button with a hand icon pointing to it.