



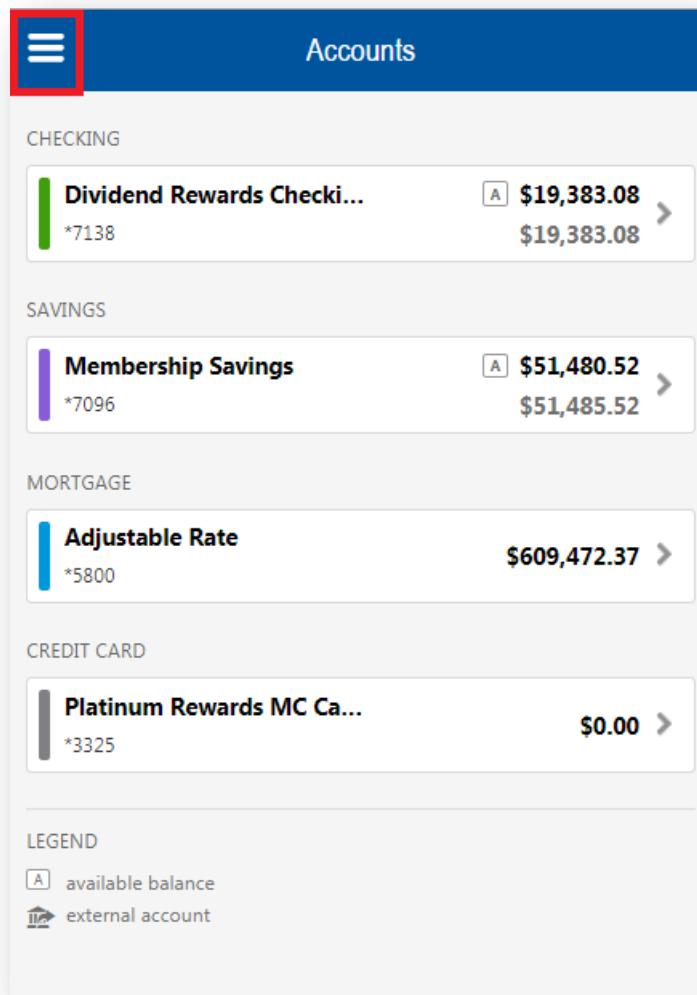
STEP-BY-STEP GUIDE: Mobile Banking -

How to Add a Payee in BillPay

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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:



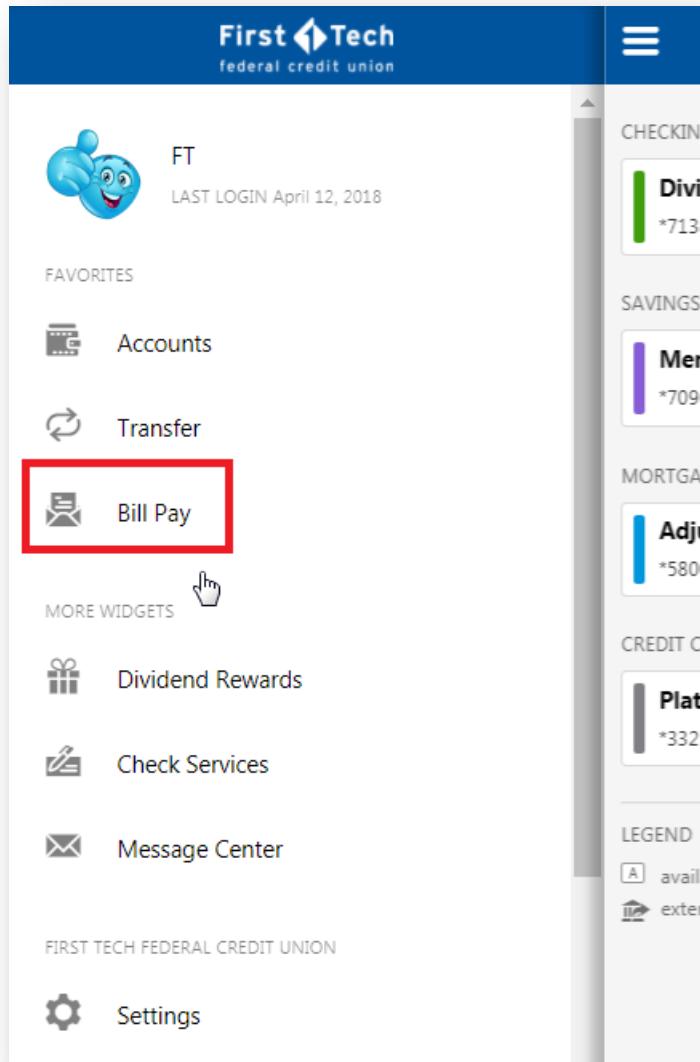


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2) Tap on "Bill Pay":



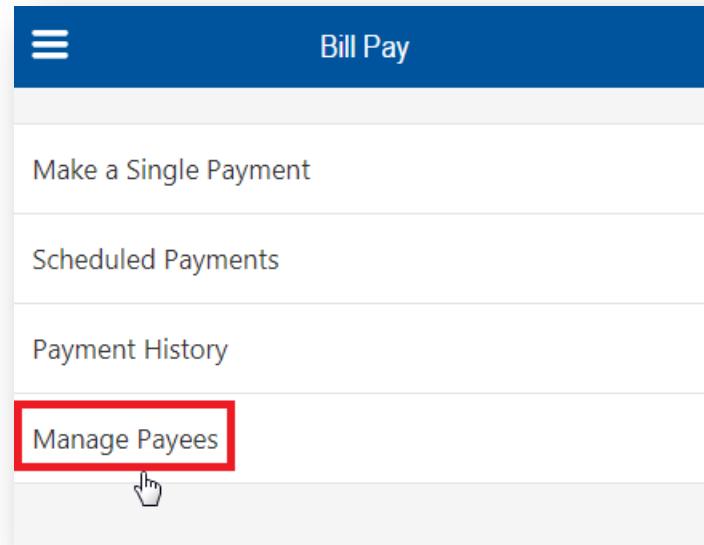


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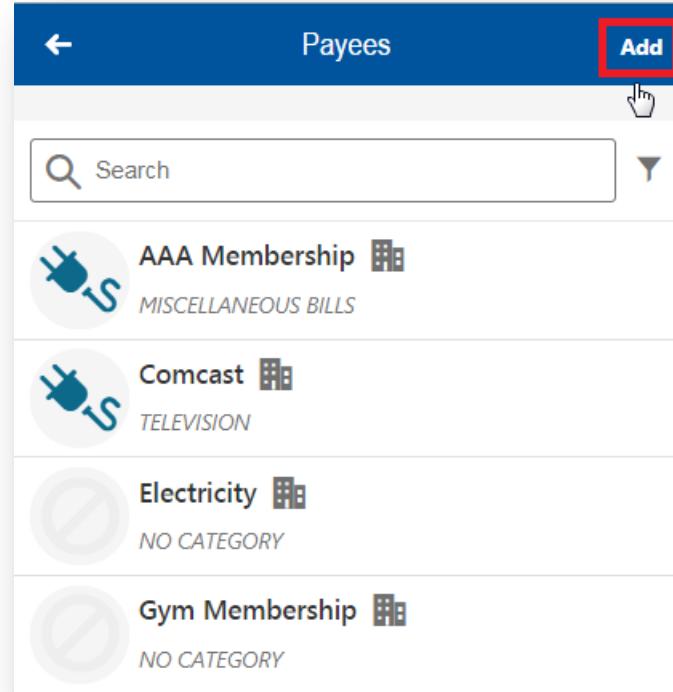
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3) Tap on “Manage Payees”:



4) Tap “Add”:

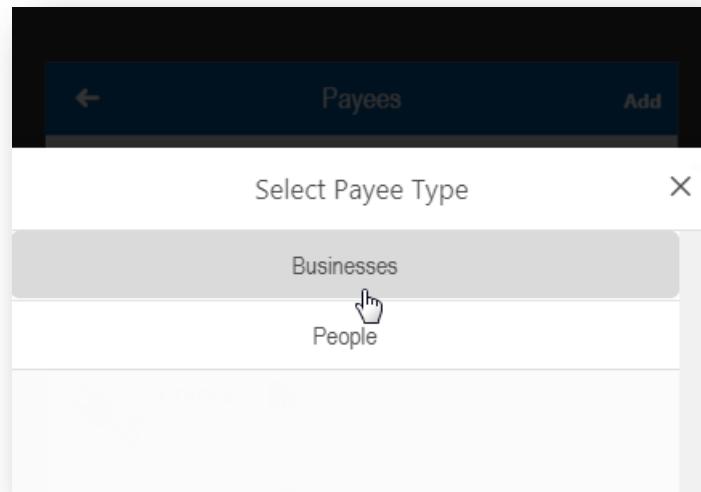




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- 5) In this example, we'll show you how to add a business as a new payee, and you can replicate the same steps to add a person as a new payee:



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



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

The image shows a mobile application interface for adding a new payee. The title bar says "New Payee". The payee name is "Portland General Electric". The account is marked as required ("*"). The category is "Utilities". The payee nickname is "Portland General Electric". The address is "P.O. Box 4438". The optional address 2 is "Enter apartment or floor". The city is "Portland". The state is "Oregon". The zipcode is "97208". The phone number is "8005428818". At the bottom is a green "Save" button with a hand cursor icon.

New Payee	
	Portland General Electric
Account *	Category Utilities
PAYEE NICKNAME	
Portland General Electric	
PAYEE DETAILS	
ADDRESS	P.O. Box 4438
ADDRESS 2 (OPTIONAL)	Enter apartment or floor
CITY	Portland
STATE	Oregon
ZIPCODE	97208
PHONE NUMBER	8005428818
Save 	