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

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

![Dashboard](image1)

2) Click on “New Payee”:

![Bill Pay](image2)
3) An “Add Payee” window will pop up, where “business” will be selected by default. 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’ contact information on their website or in your statement. Choose your First Tech funding account, and then proceed to fill in your AAA Membership account number, which can usually be found in your statement. 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.
8) Should you choose to add a “Person” as a payee, replicate steps 1 and 2, then choose “Person” in this popup screen before filling out the rest of the form. Click on “Next”: 

![Add Payee Dialog]

- **Payee Name**: Jane Doe
- **Payee Category**: Groceries
- **Payment Method**: Check
- **Default Funding Account**: Dividend Rewards Checking

Click on “Next” to proceed. 
9) Fill out the rest of the form with your payee’s information and click on “Save”:
10) You have successfully added another payee!