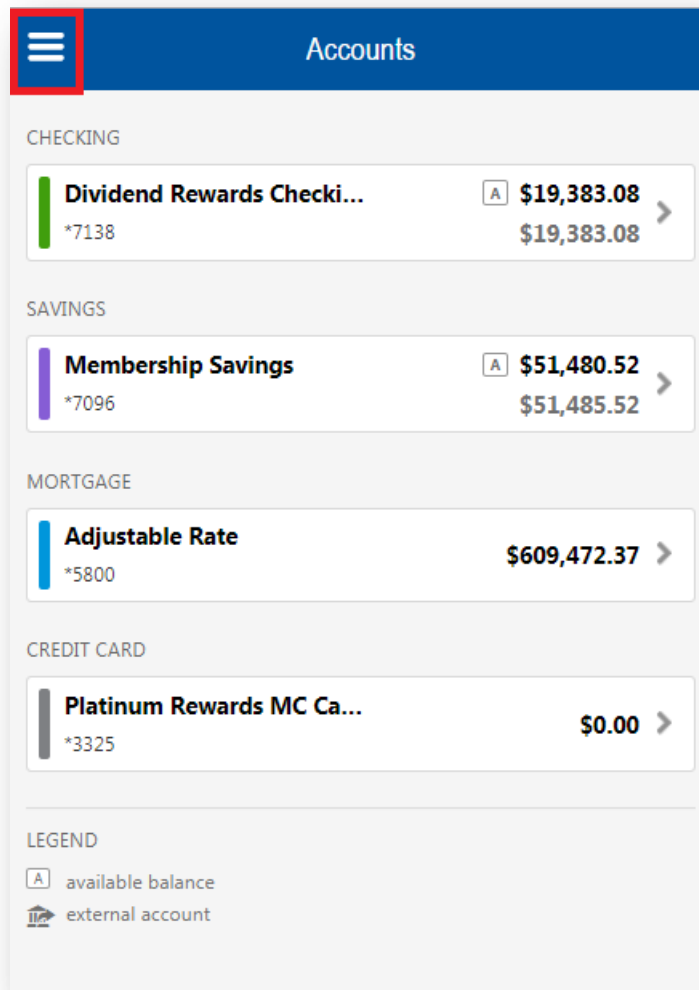




STEP-BY-STEP GUIDE: Mobile Banking - How to Add a Payee in BillPay

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.

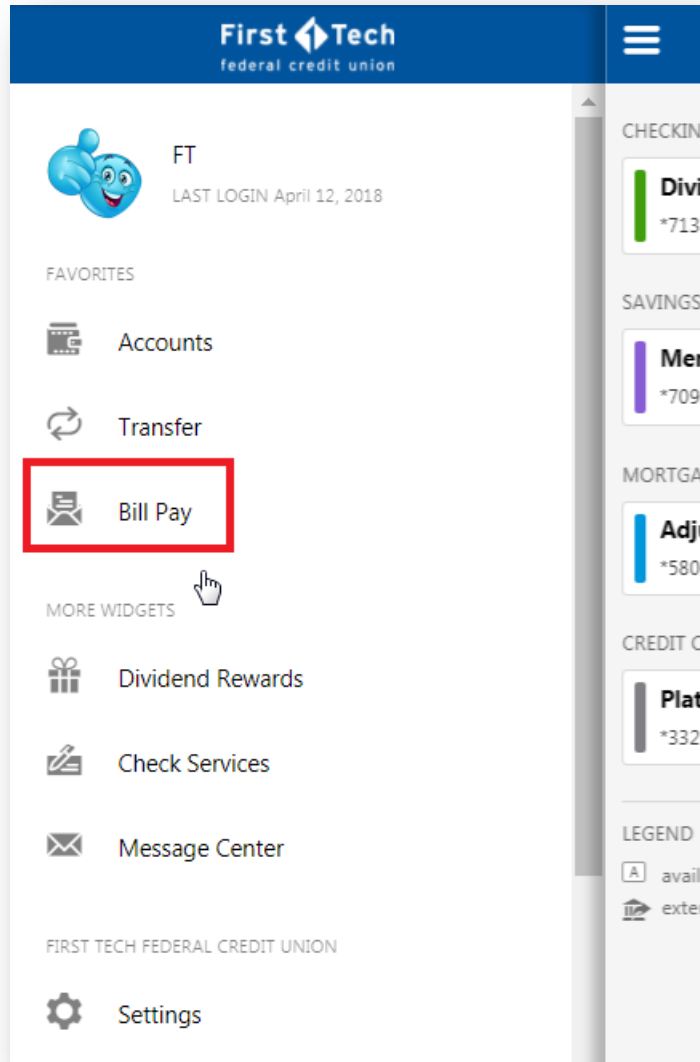
- 1) Tap on the hamburger menu button once you are logged into the Mobile App:





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

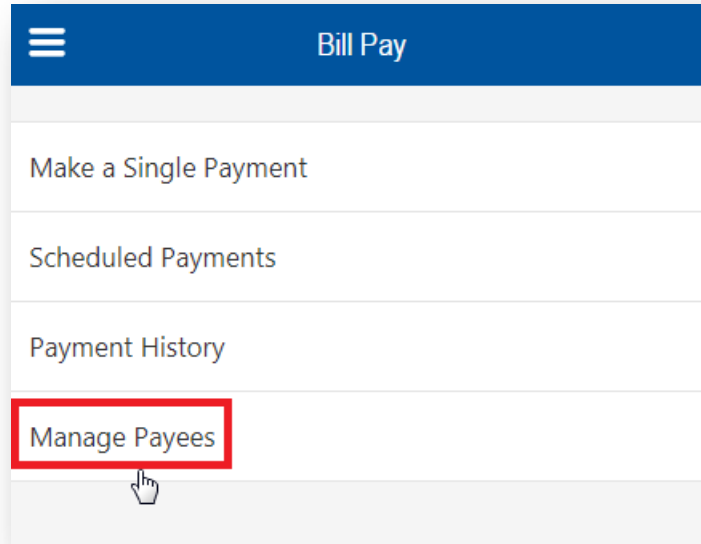
2) Tap on “Bill Pay”:



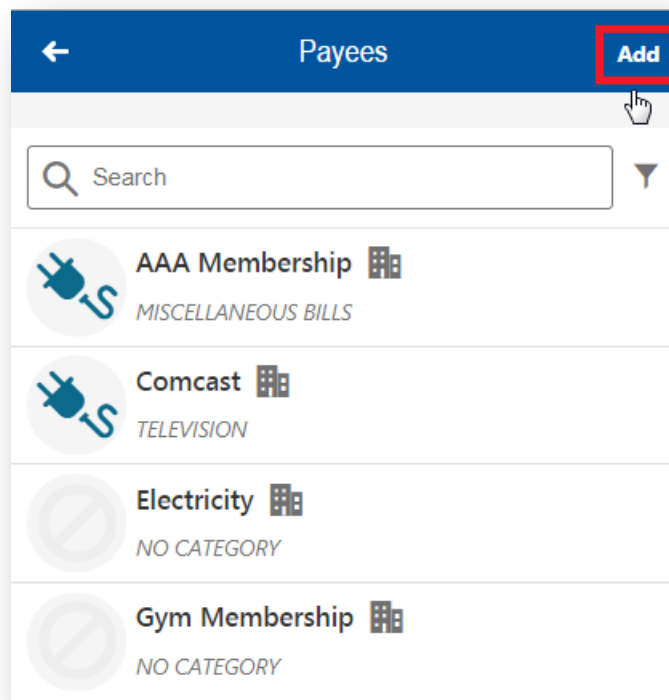


STEP-BY-STEP GUIDE: Mobile Banking - How to Add a Payee in BillPay

3) Tap on “Manage Payees”:



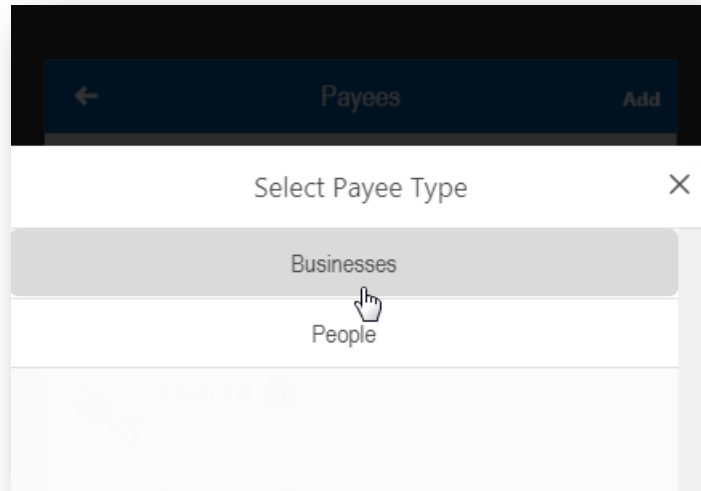
4) Tap “Add”:





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:

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 a mobile banking interface for adding a new payee. The screen has a blue header with a back arrow, the text "New Payee", and a "Cancel" button. Below the header is a card for "Portland General Electric" with a plug icon, an "Edit" button, and the text "Account *" and "Category Utilities". Below this card are several input fields: "PAYEE NICKNAME" (filled with "Portland General Electric"), "PAYEE DETAILS" (a section header), "ADDRESS" (filled with "P.O. Box 4438"), "ADDRESS 2 (OPTIONAL)" (with the placeholder "Enter apartment or floor"), "CITY" (filled with "Portland"), "STATE" (filled with "Oregon"), "ZIPCODE" (filled with "97208"), and "PHONE NUMBER" (filled with "8005428818"). At the bottom is a large green "Save" button with a hand cursor icon.