



# STEP-BY-STEP GUIDE: Online 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 within Online Banking. You can also contact us at 855.855.8805.

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

The screenshot shows the Online Banking Dashboard. On the left sidebar, the 'BILL PAY' icon is highlighted with a red box. The main content area is titled 'Dashboard' and includes a notification for '1 pending external account', a 'My Accounts' section with a table of account balances, and a 'Quick Links' section.

Account Type	Balance
Checking	\$19,383.08
Dividend Rewards Che...	\$19,383.08
Savings	\$51,480.52
Membership Savings	\$51,480.52
Mortgage	\$609,472.37

- 2) Click on “New Payee”:

The screenshot shows the 'Bill Pay' page. The '+ New Payee' button in the top right corner is highlighted with a red box. The page features tabs for 'Quick', 'Multi', 'Classic', 'Scheduled', 'History', and 'Payees'. Below the tabs, there are sections for 'Active Payees' (with a search bar and filters for 'All', 'Businesses', and 'People'), an 'Amount' input field, and 'Payment Options' (including 'From Account' and 'Deliver By' calendar).



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- 3) An “Add Payee” window will pop up, and it’s defaulted to adding a business. You can switch to adding a person by clicking on the “Person” button:

**Add Payee** [X]

I'm paying a...

**Business** Person

**Name Of Business \*** As it appears on a bill

**Zip Code \*** Zip code of the payee

**Default Funding Account \*** Choose Account [v]

**Payee Category** Choose Category [v]

**Account Number \*** As it appears on a bill

**Confirm Account Number \*** Confirm Payee Account Number

Cancel **Next**



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- 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:

The screenshot shows a web form titled "Add Payee" with a close button (X) in the top right corner. Below the title is a section labeled "I'm paying a..." containing two buttons: "Business" (which is selected and highlighted in dark grey) and "Person".

The form has several input fields:

- Name Of Business \***: A text input field with a dropdown menu open. The dropdown list is highlighted with a red border and contains the following options: "AAA Life Insurance", "AAA Life Insurance", "AAA Membership", "AAA Property&Casualty Insurance", and "AAA Southern California".
- Zip Code \***: An empty text input field.
- Default Funding Account \***: An empty text input field.
- Payee Category**: A dropdown menu with the text "Choose Category" and a downward arrow.



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- 5) Fill out the rest of the form. You can find the business's contact information on their website or in your statement. Choose your First Tech funding account, and then proceed to fill in your AAA Membership's account number, which can usually be found in your statement as well. Click on "Next" to continue:

### Add Payee ×

I'm paying a...

Business  Person

**Name Of Business \***

**Zip Code \***

**Default Funding Account \***

**Payee Category**

**Account Number \***


**Confirm Account Number \***



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- 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:

### Add Payee ×

<b>Payee Name</b>	AAA Membership
<b>Account Number</b>	12345678
<b>Street Address 1 *</b>	<input type="text" value="PO Box 24502"/>
<b>Street Address 2</b>	<input type="text" value="Payee Address Line 2"/>
<b>City *</b>	<input type="text" value="Oakland"/>
<b>State *</b>	<input type="text" value="California"/>
<b>Zip Code *</b>	<input type="text" value="94623"/>
<b>Phone Number *</b>	<input type="text" value="888-929-2911"/>
<b>Payee Image</b>	 <input type="button" value="Upload Image"/>
<b>Nickname *</b>	<input type="text" value="AAA Membership"/>



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7) Now you have AAA Membership as a payee in BillPay. Welcome to bill paying made easy!

The screenshot shows the 'Bill Pay' interface. On the left is a navigation sidebar with icons for Dashboard, Accounts, Bill Pay, and Transfer. The main area is titled 'Bill Pay' and includes a 'New Payee' button, a 'Help' button, and tabs for 'Quick', 'Multi', 'Classic', 'Scheduled', 'History', and 'Payees'. The 'Active Payees' section is highlighted with a red box and contains a search bar, filter tabs for 'All', 'Businesses', and 'People', and a list of payees. The 'AAA Membership' payee is highlighted in green and shows a last payment of 'No Payment History' and a next payment of 'None Scheduled'. Below it, 'Electricity' is listed with a last payment of '\$0.03, On 3/14/2018' and a next payment of '\$0.03, On 3/5/2019'. 'Gym Membership' is also visible. To the right, there is an 'Amount' input field, 'Payment Options' (From Account: Dividend Rewards Checking), and a 'Deliver By' calendar for April 2018.

April 2018						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



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- 8) Should you choose to add a "Person" as a payee, replicate steps 1-2 and choose "Person" in this popup screen before filling out the rest of the form, then click on "Next":

The screenshot shows a modal window titled "Add Payee" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "I'm paying a..." containing two buttons: "Business" and "Person". The "Person" button is highlighted with a red rectangular border. Below this section are four form fields, each with a label and a red asterisk indicating a required field:

- Payee Name \***: A text input field containing "Jane Doe".
- Payee Category**: A dropdown menu with "Groceries" selected.
- Payment Method \***: A dropdown menu with "Check" selected.
- Default Funding Account \***: A dropdown menu with "Dividend Rewards Checking" selected.


At the bottom right of the form, there are two buttons: a grey "Cancel" button and a green "Next" button.



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9) Fill out the rest of the form with your payee's information and click on "Save":

### Add Payee ×

<b>Payee Name</b>	Jane Doe
<b>Payment Details</b>	We will mail a check to the payee using the address supplied below.
<b>Street Address 1 *</b>	<input type="text" value="111 Sample St"/>
<b>Street Address 2</b>	<input type="text" value="Payee Address Line 2"/>
<b>City *</b>	<input type="text" value="Example"/>
<b>State *</b>	<input type="text" value="Oregon"/>
<b>Zip Code *</b>	<input type="text" value="91111"/>
<b>Phone Number *</b>	<input type="text" value="1234566789"/>
<b>Payee Image</b>	 <input type="button" value="Upload Image"/>
<b>Nickname *</b>	<input type="text" value="Jane Doe"/>





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10) You have successfully added another payee!

