



Bill Pay: How to add a new payee

Online Bill Pay gives you flexibility in how you make payments by controlling when payments are made. Follow these steps to add a new payee in Bill Pay.

- 1. Log in to Online Banking and click **Pay My Bills.**
- In the Payment Center screen, click Add a Company or Person.
- Select the option from a pre-existing Company
 Type or Search, and click on the Payee once it appears.

If the Payee does not appear in the search, click to add them as **Other Company** or **Person.**

4. In the Add Company or Person window:

- Enter Account Number (found under your bill)
- Confirm Account Number
- Enter a Nickname (optional)
- Company ZIP Code (found on your bill)

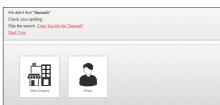
Click Add.

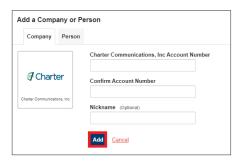
Once a Payee has been added, it will be visible in your Payment Center. From there you can schedule a payment, set up a reminder or set up eBills (when applicable).











| € Charter | SPECTRUM-FORMER | Pay From | | Amount | Deliver B | y , |
|-------------------|-------------------|-----------------------------|----------|-----------|---------------|--------|
| | Spectrum *1696 | *1898 | • | \$ | | |
| | Details | Available Balance: \$419.88 | | | Rush Delivery | |
| | | | Activity | Reminders | AutoPav | eBills |