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.

2. In the Payment Center screen, click Add a Company or Person.

3. 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.

5. 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).