Bill Pay: How to schedule a payment

Follow these steps to learn how to pay bills in Online Banking. A payee must be set up in Bill Pay first for a payment to be sent successfully. Please note that you can pay multiple bills at one time!

1. Log in to Online Banking and click Pay My Bills.

2. In the Payment Center, locate the company or person to be paid.

3. Select the checking account to Pay From.

4. Enter the Amount.

5. After entering the amount, it will populate the earliest delivery date. If you want to change the date, click the calendar icon and select a different date.

6. Click Send Money.

Your payment will now appear in the Pending Payments section, and from there you can cancel or change your payment.