**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.

**Mobile App**

1. Log in to the Mobile App and click **Pay**.

2. On the **Pay Bills** screen, click on the bill to be paid.

3. Select which account to **Pay From**.

4. Enter the **Amount** and **Deliver by** date. Click **Pay**.