Bill Pay: How to set up an eBill

Follow these steps to learn how to set up an eBill within Bill Pay. When an eBill is available to set up, it will appear as an option under the Payee. If no option appears, the Payee is not set up to receive eBills. Remember that more than a month may pass before you receive your first eBill from a company due to their billing cycle.

1.

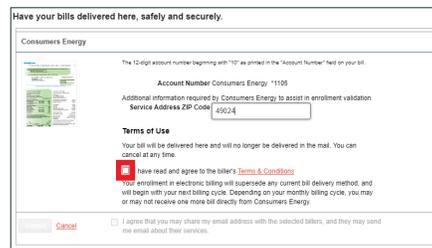Log in to Online Banking and click **Pay My Bills.**

2.

In the **Payment Center,** any payee with a *Get eBills* icon is eBill compatible. For the designated payee, click **Get eBills.**

3.

Enter the your **Account Number** found on the company's bill.

- You may need to enter additional information requested by the company to verify your account (e.g., service ZIP code).
- Agree to the Terms of Use.

When your eBill arrives, you'll see it in the Payment Center as soon as you select the company. If you would like to stop receiving eBills, select the company from the Payment Center, open the eBills section, and choose the option to stop eBills.