



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.

Mobile App

1. Log in to the Mobile App and click **Pay**.
2. On the **Pay Bills** screen, click **Add new biller**.
3. In the **Add Biller** window, select **Company or Person** from the drop-down menu. Enter in the biller details and click **Add**.

