

Online Bill Payment

To make a bill payment online

1. Select the account you want the payment to come from.
2. From the Payments drop-down menu select “New Scheduled Payment.”
3. Enter the payee information asked for. In choosing the “Frequency”, most bills are paid “On Demand”. That means you choose the date you want to pay the bill and the amount. If you want the same bill to be paid (including same amount, date and account it will be paid from) you may choose one of the recurring options.
4. Complete the procedure by clicking the “Submit” button. A payment confirmation page is displayed.

**Remember, you should allow five business days for your payment to be received by the payee. The deadline to submit payments for the next business day is 6pm.

To review submitted bill payments

1. Once a payment has been set up the vendor information is saved and can be accessed by clicking on “Payment List” which is on the Payments drop-down menu.
2. To see detailed information including the last date and last payment made, click on the “details” button next to the payee name.

To change a scheduled payment

1. From the Payments drop-down menu select “Payment List.”
2. Click on the payee name
3. To change the payee information click on the “change” button. Enter in the new information and hit the “submit” button.
4. To change the payment information, edit the amount, date and/or frequency and hit the “submit” button.

**To change a scheduled payment, the change must occur before the transaction has taken place (before the 6pm deadline.)

To delete a scheduled payment

1. From the payments drop-down menu selects “Payment List.”

2. Click on the “delete” button next to the payment you wish to delete. The screen will have you review and verify that you want to delete the payment. To complete click on the “submit” button.

**To delete a scheduled payment, it must occur before the transaction has taken place (before the 6pm deadline.)

To make a payment to a saved vendor

1. From the Payments drop-down menu select “Payment List.”
2. Simply click on the “select” box by the Payee name, choose the date you want to pay and type in the amount. Today’s date will default in or you can enter a future payment date and your payment won’t be made until that date.
3. Complete the procedure by clicking the “Submit” button. A payment confirmation page is displayed.