

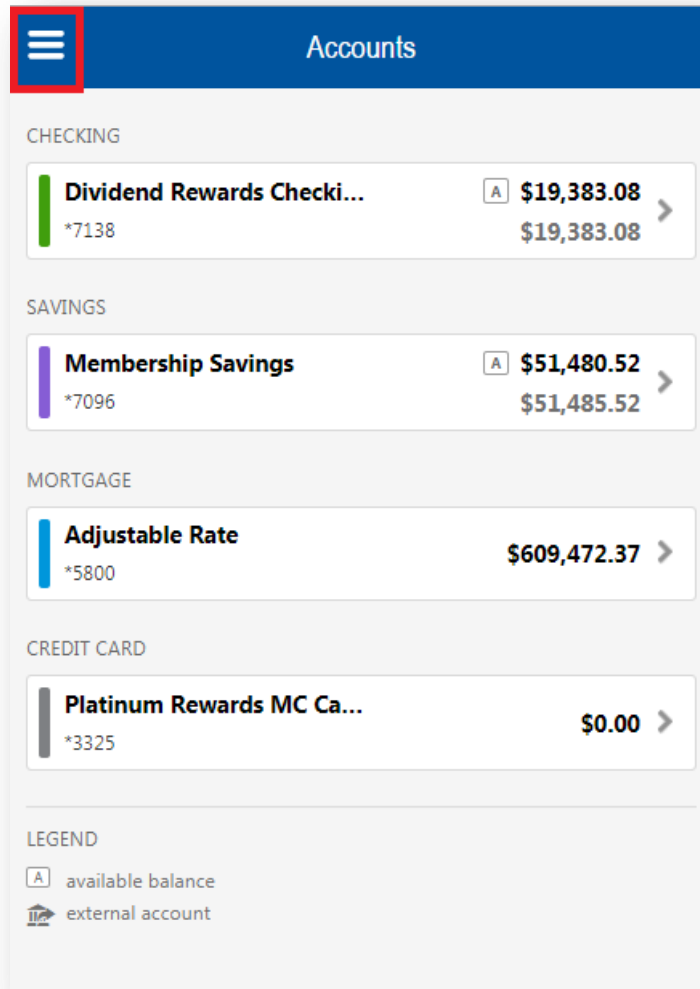


# STEP-BY-STEP GUIDE: Mobile Banking

## How to Add a Payee in BillPay

The following step-by-step guide was developed to assist you in adding a payee in BillPay in the Mobile App. You can also contact us at 855.855.8805.

- 1) Tap on the hamburger menu button once you are logged in to the Mobile App:

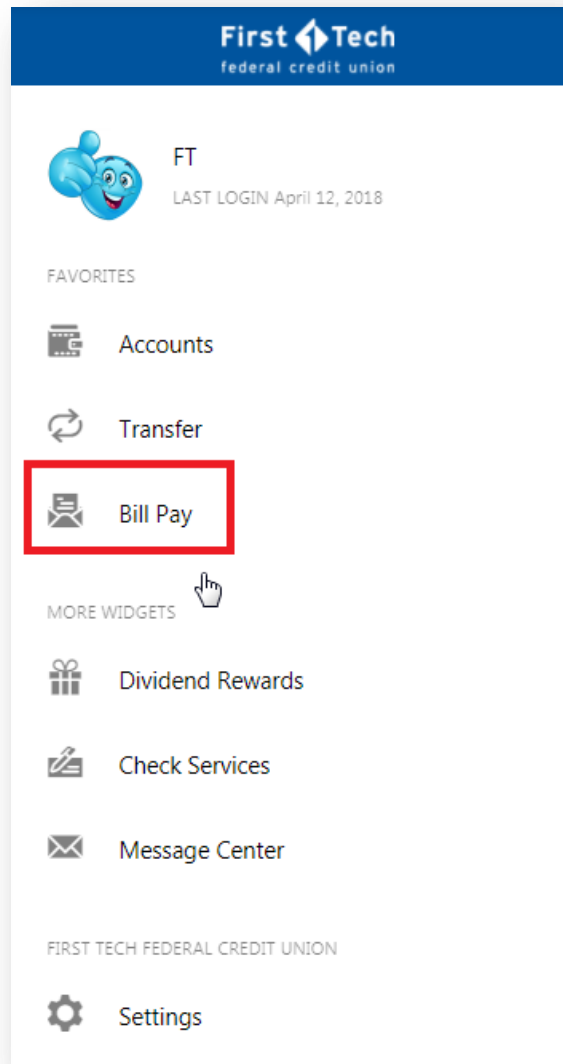




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2) Tap on “Bill Pay”:

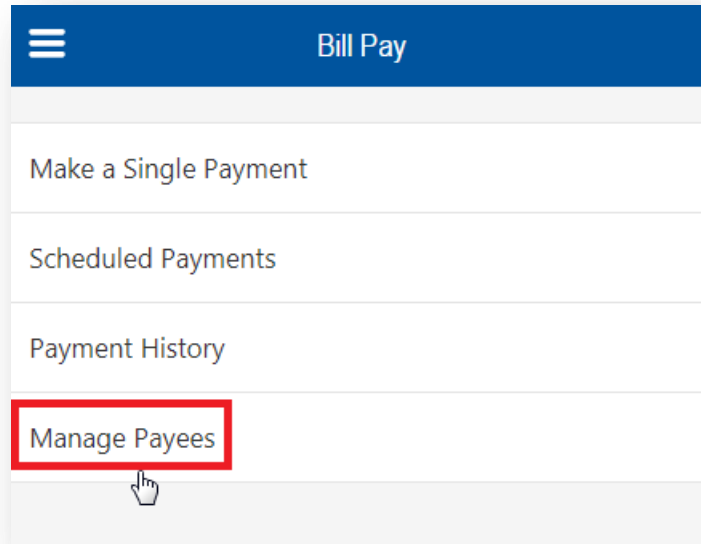




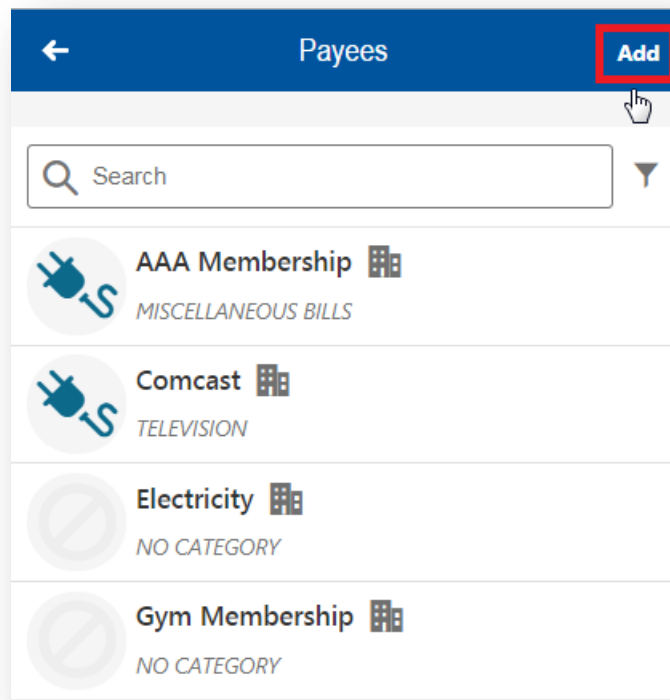
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3) Tap on “Manage Payees”:



4) Tap “Add”:

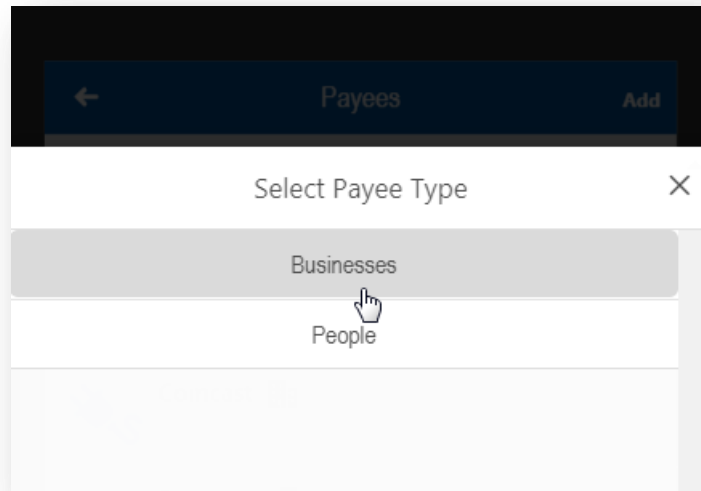




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- 5) In this example, we'll show you how to add a business as a new payee, and you can follow the same steps to add a person as a new payee:



- 6) Fill out the form with the payee's information and your account number, which can be found in your statement. Then tap "Continue":

PAYEE INFORMATION	
NAME OF BUSINESS	Portland General Electric
ACCOUNT NUMBER	12345678
CONFIRM ACCOUNT NUMBER	12345678
ZIP CODE	97208
PAYEE CATEGORY	Utilities
FUNDING ACCOUNT	
Dividend Rewards Checking	



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7) On the next screen, add payee's contact information, then tap "Save":

The screenshot shows a mobile banking interface for adding a new payee. The screen is titled "New Payee" and has a blue header with a back arrow on the left and a "Cancel" button on the right. Below the header, there is a circular icon of a plug with a dollar sign and the word "Edit" below it. To the right of the icon, the payee name "Portland General Electric" is displayed, followed by "Account \*" and "Category Utilities". Below this, there is a section for "PAYEE NICKNAME" with the value "Portland General Electric". A section titled "PAYEE DETAILS" follows, containing several input fields: "ADDRESS" with the value "P.O. Box 4438", "ADDRESS 2 (OPTIONAL)" with the placeholder "Enter apartment or floor", "CITY" with the value "Portland", "STATE" with the value "Oregon", "ZIPCODE" with the value "97208", and "PHONE NUMBER" with the value "8005428818". At the bottom of the screen, there is a large green button labeled "Save" with a hand cursor icon pointing to it.