



STEP-BY-STEP GUIDE: Online 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 with Online Banking. You can also contact us at 855.855.8805.

- 1) Click on "BILL PAY" once you open the dashboard in Online Banking:

The screenshot shows the Online Banking Dashboard. On the left sidebar, the 'BILL PAY' icon is highlighted with a red box. The main content area is titled 'Dashboard' and includes a notification for pending external accounts, a list of 'My Accounts' (Checking, Dividend Rewards Che..., Savings, Membership Savings, Mortgage), and a 'Quick Links' section. The 'Mortgage' account is highlighted with a 'Pay' button.

- 2) Click on "New Payee":

The screenshot shows the Online Banking Bill Pay page. The '+ New Payee' button is highlighted with a red box. The page features tabs for 'Quick', 'Multi', 'Classic', 'Scheduled', 'History', and 'Payees'. The 'Active Payees' section shows a search bar and filters for 'All', 'Businesses', and 'People'. The 'Amount' section has an input field. The 'Payment Options' section includes a 'From Account' dropdown and a 'Deliver By' calendar for April 2018.



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- 3) An “Add Payee” window will pop up, where “business” will be selected by default. You can switch to adding a person by clicking on the “Person” button:

The screenshot shows a window titled "Add Payee" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "I'm paying a..." containing two buttons: "Business" (highlighted with a red box) and "Person".

Below this section are several form fields:

- Name Of Business ***: Text input field with placeholder "As it appears on a bill".
- Zip Code ***: Text input field with placeholder "Zip code of the payee".
- Default Funding Account ***: Dropdown menu with "Choose Account" and a downward arrow.
- Payee Category**: Dropdown menu with "Choose Category" and a downward arrow.
- Account Number ***: Text input field with placeholder "As it appears on a bill".
- Confirm Account Number ***: Text input field with placeholder "Confirm Payee Account Number".

At the bottom right of the window, there are two buttons: "Cancel" (grey) and "Next" (green).



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- 4) In this example, we're adding AAA Membership as the business we want to set up as a payee. As soon as you start typing "AAA", you will see AAA Membership appearing as an option in the dropdown menu:

The screenshot shows a web form titled "Add Payee" with a close button (X) in the top right corner. Below the title is a section labeled "I'm paying a..." with two buttons: "Business" (which is highlighted in dark grey) and "Person". Below this are four input fields: "Name Of Business *", "Zip Code *", "Default Funding Account *", and "Payee Category". The "Name Of Business" field has a dropdown menu open, showing a list of suggestions: "AAA Life Insurance", "AAA Life Insurance", "AAA Membership", "AAA Property&Casualty Insurance", and "AAA Southern California". The "AAA Membership" option is highlighted with a red border. The "Payee Category" field has a dropdown menu with the text "Choose Category" and a downward arrow.



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- 5) Fill out the rest of the form. You can find the business' contact information on their website or in your statement. Choose your First Tech funding account, and then proceed to fill in your AAA Membership account number, which can usually be found in your statement. Click on "Next" to continue:

Add Payee ×

I'm paying a...

Business Person

Name Of Business *

Zip Code *

Default Funding Account *

Payee Category

Account Number *

Confirm Account Number *




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- 6) Complete the next screen by providing AAA Membership’s address and phone number. Also, give your payee a nickname that’s identifiable for you. Click “Save” when this form is completed:

Add Payee ×

Payee Name	AAA Membership
Account Number	12345678
Street Address 1 *	<input type="text" value="PO Box 24502"/>
Street Address 2	<input type="text" value="Payee Address Line 2"/>
City *	<input type="text" value="Oakland"/>
State *	<input type="text" value="California"/>
Zip Code *	<input type="text" value="94623"/>
Phone Number *	<input type="text" value="888-929-2911"/>
Payee Image	 <input type="button" value="Upload Image"/>
Nickname *	<input type="text" value="AAA Membership"/>



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7) Now you have AAA Membership as a payee in BillPay.

The screenshot shows the 'Bill Pay' interface. On the left is a navigation sidebar with icons for Dashboard, Accounts, Bill Pay, Transfer, and More. The main area is titled 'Bill Pay' and includes a 'New Payee' button, a 'Help' button, and tabs for Quick, Multi, Classic, Scheduled, History, and Payees. The 'Active Payees' section features a search bar and filters for All, Businesses, and People. A red box highlights the 'AAA Membership' payee entry, which shows 'LAST No Payment History' and 'NEXT None Scheduled'. Below it are entries for 'Electricity' and 'Gym Membership'. To the right, there is an 'Amount' input field and 'Payment Options' including 'From Account' (Dividend Rewards Checking) and a 'Deliver By' calendar for April 2018.

April 2018						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28



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- 8) Should you choose to add a “Person” as a payee, replicate steps 1 and 2, then choose “Person” in this popup screen before filling out the rest of the form. Click on “Next”:

Add Payee [X]

I'm paying a...

Business **Person**

Payee Name * Jane Doe

Payee Category Groceries [v]

Payment Method * Check [v]

Default Funding Account * Dividend Rewards Checking [v]

Cancel **Next**




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9) Fill out the rest of the form with your payee's information and click on "Save":

Add Payee ×

Payee Name	Jane Doe
Payment Details	We will mail a check to the payee using the address supplied below.
Street Address 1 *	<input type="text" value="111 Sample St"/>
Street Address 2	<input type="text" value="Payee Address Line 2"/>
City *	<input type="text" value="Example"/>
State *	<input type="text" value="Oregon"/>
Zip Code *	<input type="text" value="91111"/>
Phone Number *	<input type="text" value="1234566789"/>
Payee Image	 <input type="button" value="Upload Image"/>
Nickname *	<input type="text" value="Jane Doe"/>



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10) You have successfully added another payee!

