

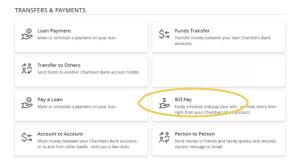
HOW TO PAY A BILL WITH BILL PAY

Create Payee:

Select "Transfers & Payments."



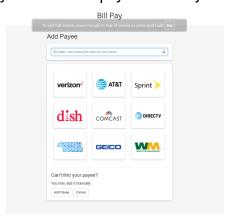
• Select "Bill Pay."



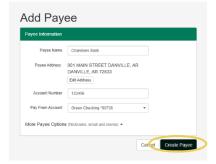
• Select "Add Payee" if the payee is not already in your payee list.



Search for payee by name or add payee manually.



• Enter required information and select "Create Payee."



Pay Bills:

Select "Pay Bills," located in the "I want to" dropdown menu.



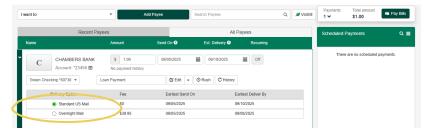
• Select "Recent Payee" or the "All Payees" tab to choose your bill pay recipient.



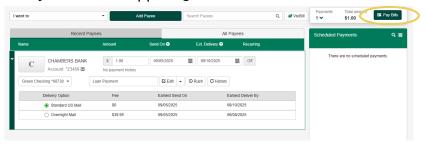
Enter payment amount and send date.



Choose delivery option.



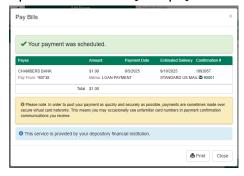
• Select "Pay Bills" in the upper right-hand corner.



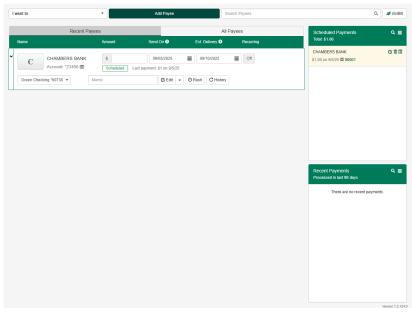
• Confirm payment information, then select "Submit Payments."



• A window will pop up to confirm that your payment was successfully scheduled.



• You can then choose to view payment information, cancel payment, or edit payment.



ChambersBank