

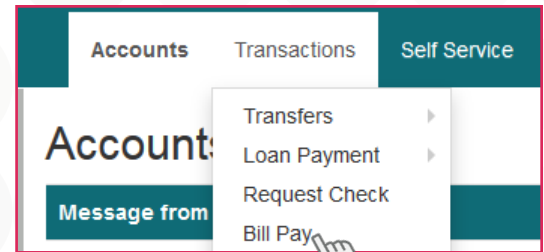
# HOW TO: SET-UP ACH BILL PAY

## < SETTING UP ACH BILL PAY FOR THE FIRST TIME >

1

### Log into Online Banking

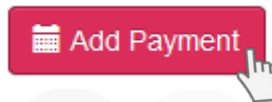
Navigate to the TRANSACTIONS tab and select BILL PAY



2

### Click Add Payment

It will default to Electronic. If paying by check, click the Check by Mail box and input the information required.



3

### Choose the From Account

This is the account you would like to pay the bill from (i.e. checking)

4

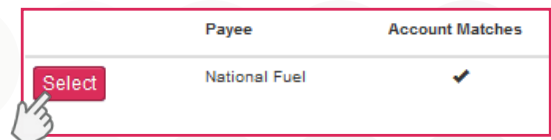
### Enter the Payee Details

- Account Number for the payee as listed on the bill/statement
- Payment Address listed on the bill/statement (PO Box or Street Address only; City, State and Zip not needed)
- Payee Name as shown on the bill/statement

5

### Select Your Merchant

The system will then look through the database and list all matches. Click Select for the merchant you wish to pay.



6

### Choose Your Payment Frequency

The payment frequency box will pop up next.

- Choose Monthly, One Time or Weekly for the payment schedule and click Next.

7

### Add Payment Amount

Enter the amount you wish to pay, then click Add Payment.

- Choose Monthly, One Time or Weekly for the payment schedule and click Next.

Please note, when you go to make an ACH Bill Payment in the future, make sure to select the merchant with the lightning bolt icon (⚡).