BILL PAY – MANAGE BILLS

This guide provides instructions for the following:

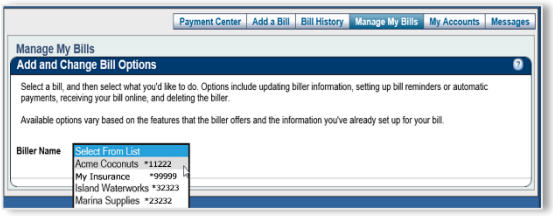
- Manage Bills – Add/Change Bill Options
- Set up Bill Reminders
- Set up Recurring Payments

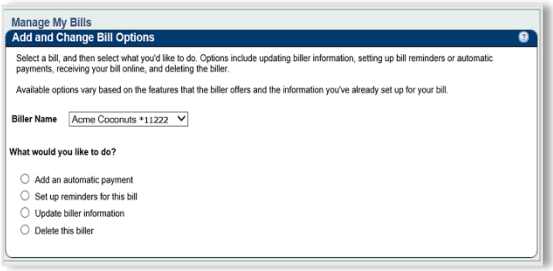
MANAGE BILLS

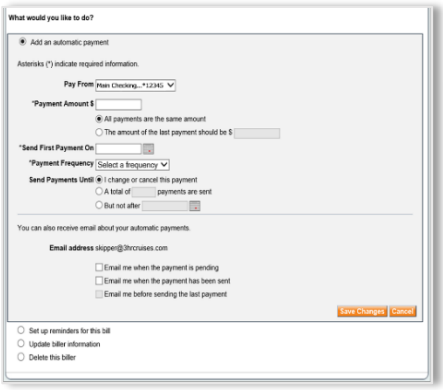
There are several options for managing bills in the Manage My Bills section.

- Add an automatic payment
- Set up reminders
- Update biller information
- Delete biller









Adding an automatic payment

Step 1:

Click *Manage My Bills* in the top menu bar.

Step 2:

Choose the *Biller Name* from the drop-down list.

Step 3:

Click *Add an automatic payment* under "What would you like to do"?

Step 4:

Complete the details within the automatic payment options**.**

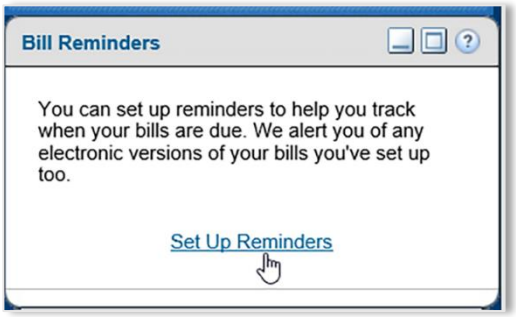
- Pay from account
- Payment amount
- Frequency of payment
- Email option

Click *Save Changes.*

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Set up Reminders

Reminders are a helpful way to manage bills and notify you when they are due or when a payment has been sent.



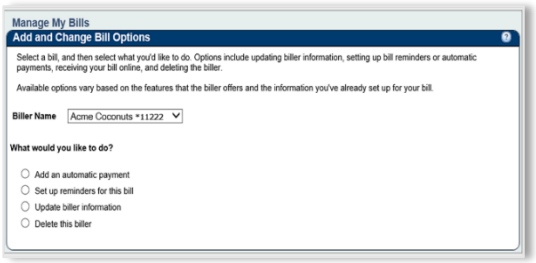
Step 1:

There are two options to access setting up reminders.

Within the Payment Center section, Click *Set Up Reminders*

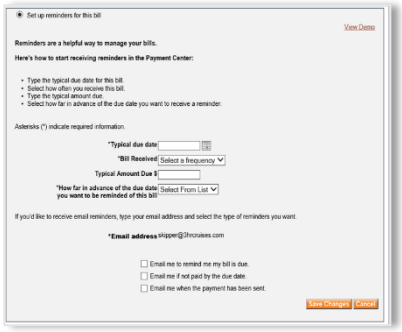
Or

Manage My Bills in the main menu bar.



Step 2:

Choose the *Biller Name* from the drop-down list.



Step 3:

Click *Set up reminders for this bill* under "What would you like to do"?

Complete the details and Click *Save Changes*.

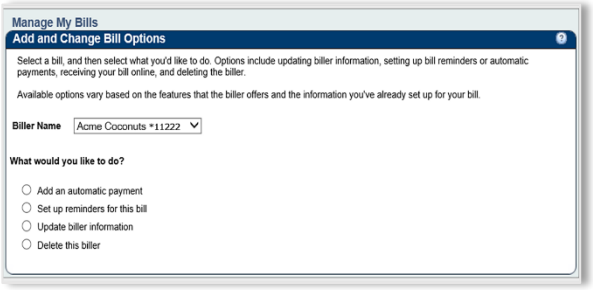
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Update Biller Information

Step 1:

Click *Manage My Bills* in the top menu bar.



Step 2:

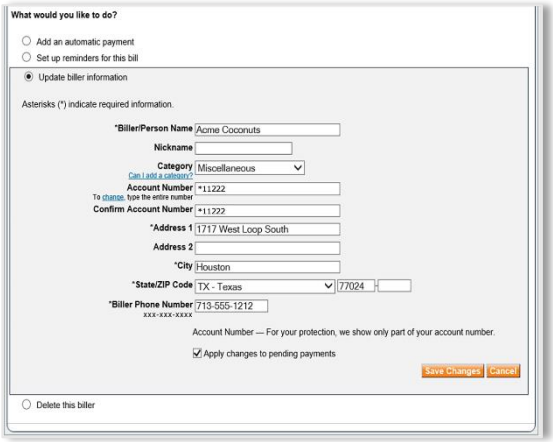
Choose the *Biller Name* from the drop-down list.

Step 3:

Click *Update Biller Information* under "What would you like to do"?

This section provides the ability to update Biller or person's name

- Assign a nickname and category
- See or change the abbreviated account number
- Change the address
- Apply changes to pending payments



Step 4:

Click *Save Changes*.

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Deleting a Biller

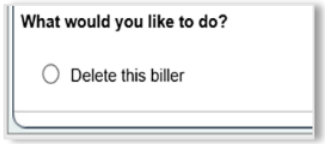
Note: Something to consider prior to deleting a biller. Please review the pending payments list on the Payment Center.

Step 1: Cancel any pending payments and any automatic payments scheduled.



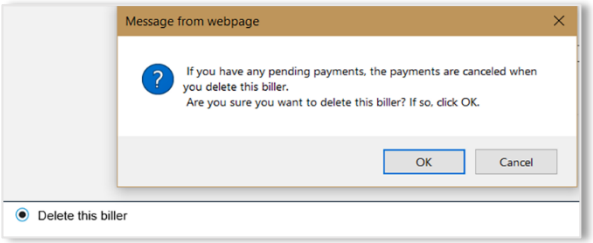
Step 2:

Click *Manage My Bills*



Step 3:

Click *Delete this Biller*



A confirmation prompt is received. Click *OK* to confirm or *Cancel*.

Note: You cannot delete a biller if you've added an electronic version of the bill and the request is pending. You must wait until you receive the first electronic bill to delete the biller.

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