



Desktop Pay My Bills – Make a Payment

Making a payment using Bill Pay lets you send money electronically to your Biller (Payee).

Pay My Bills – Make a Payment Step-by-Step

Use the following steps to make a payment using Bill Pay.

Step	Action
1	Click the Pay my Bills menu at the top of the screen.
2	Optional: Search for Biller (payee) to make a payment by using one of the following methods: <ul style="list-style-type: none">• Click and enter keywords into the Search by name or nickname field.• Click the Slider () icon to search by Category.• Click the Billers (payees) hyperlink to sort billers (payees) A to Z or Z to A.• Scroll through the list of named billers (payees).
3	Click the Send Date field to open the delivery date calendar.
4	Click to select a date on the calendar to set it as your delivery date. The Delivery date displays.
5	Click the Amount field and enter the desired payment amount (including decimal point).
6	Optional: Click the Payment Options → hyperlink to edit the following: <ul style="list-style-type: none">• Pay With Account• Send Date• Frequency• Notifications• Memo (optional)• Recent Payments
7	The payment type (Electronic or Check) is located at the bottom left of the Biller (Payee) record.
8	Optional: Check payment types have an option to click the Faster Option Available ⚡ hyperlink at the bottom right of the Biller (Payee) record for expedited 2-Business Day check delivery.
9	Optional: Click the Trash () icon at the top of the screen to delete all scheduled payments.

Pay My Bills – Make a Payment Step-by-Step continued

Use the following steps to make a payment using Bill Pay.

Step	Action
10	Click the Review X Bill (\$X.XX) arrow at the top of the screen to review scheduled bill(s) based on your entries.
11	Optional: Click the Edit Payment hyperlink at the bottom left of the payment details screen to edit one the following: <ul style="list-style-type: none">• Amount• Pay With Account• Send Date• Frequency• Notifications• Memo (optional)
12	Optional: If two or more payments are scheduled at the same time, click the Remove Payment hyperlink at the bottom right of the payment details screen to delete a specific payment.
13	Optional: Scroll down to review additional payments if applicable.
14	Optional: In the Payment Summary box at the top right of the screen, click the Cancel button to cancel all listed payments.
15	Click the Pay Total \$X.XX button to submit the payment. A Success! confirmation message appears.
16	Optional: Click the Set up Recurring Payment button at the bottom of the screen to set up recurring payments.
17	Click the Close button to return to the Pay Bills screen.
18	From the Activity Summary box at the top right of the screen, click the drop-down arrow to expand and view the Scheduled payment(s).