Tablet 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	Tap the **Pay my Bills** menu at the top of the screen.
2	Optional: To search for a **Biller** (payee), do any of the following: • Tap and enter keywords into the **Search by name or nickname** field. • Tap the **Slider** ( ) icon to filter by **Status, Date, and/or Category**. • Tap the **Sort by** ( ) icon to sort billers (payees) Newest First or Oldest First. • **Scroll** through the list of billers (payees) activity.
3	The **payment type** (Electronic or Check) is located at the bottom left of the Biller (Payee) record.
4	Optional: Tap the **Faster Option Available** ⚡ hyperlink for expedited 2-Business Day check delivery.
5	Tap the **Amount** field and enter the desired payment amount (including decimal point).
6	Optional: Tap the **clear** hyperlink in the Amount field to remove the payment amount.
7	Optional: Tap the **Delete** (🗑) icon to cancel bill payments.
8	Tap the **Review X Bill ($X.XX)** arrow to review your scheduled bill(s).
9	Tap the **Pay Total $X.XX** button if the information is accurate.
10	Optional: Tap the **Cancel** button to cancel the payment request.
11	Optional: Scroll down to **review** additional Biller (Payee) payments or make edits.
12	Optional: Scroll down to tap the **Edit Payment** hyperlink at the bottom of the biller (payee) payment details screen to edit the following: • Amount • Pay With Account • Send Date • Faster Option Available (when applicable) • Frequency • Notifications • Memo (optional)

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

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

Step	Action
12	Optional: **Tap the Remove Payment** hyperlink at the bottom left of the screen to delete the payment.
13	Optional: Tap the **Cancel** button to cancel the payment request.
14	Tap the **Pay Total $X.XX** button to complete the payment. A **Success!** confirmation message appears for each scheduled Biller (Payee).
15	Optional: Scroll down to tap the **Set Up Recurring Payment** button at the bottom of the screen to setup recurring payments for a specific Biller (Payee).
16	Tap the **Close** button at the bottom of the screen to return to the Pay Bills screen.