



Desktop Delete a Payee

Deleting a payee removes a person or business from your list of saved bill payment options.

Deleting a Payee

Use the following steps to delete a payee.

Step	Action
1	Click the Pay my Bills menu at the top of the screen.
2	Click the Manage Billers (payees) hyperlink at the top of the screen.
3	Search for Biller (payee) to delete 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).
4	Click the ellipsis () on the right of the biller (payee) record to: <ul style="list-style-type: none">• View Activity• View/Edit Biller (payee)• Add Biller (payee) to Group
5	Click the View Edit Biller (payee) hyperlink.
6	Scroll down to see all options.
7	Click the Delete Biller (payee) button at the bottom right to delete the payee.
8	Optional: Click the Back button at the bottom left to return to the Manage Billers (payees) page.
9	A dialog box message appears stating: Would you like to delete this biller (payee)? Click the Delete biller (payee) button to confirm deletion.
10	Optional: Click the Cancel button to cancel the Biller (Payee) deletion.