digital banking
step-by-step guide

Desktop Setup New Payee – Automatic

Automatic payee setup allows you to quickly and securely add new payees.

Automatic Payee Setup Step-by-Step

Use the following steps to automatically add a new payee (biller).

Step	Action
1	Click the **Pay my Bills** button at the top of the screen.
2	The **Bill Center** page is where you can view: • Pay Bills • Activity • Manage Billers (Payees) • Settings
3	Click the **Add a New Biller** (Payee) button at the bottom of the screen.
4	Click and enter keywords in the **Search for biller** (payee) **to add** field to locate your payee.
5	From the **Search Results**, click the tile with your **payee's name**.
6	If the **Biller Zip Code** field appears, click and enter the payee's zip code.
7	Click and enter the **Account Number** in the Enter account number field.
8	Optional: Hover over **Why we ask for account details** at the bottom of the screen for more information.
9	Click the **Add Biller** button at the bottom of the screen.
10	Optional: Click the **Cancel** button to discontinue adding the Biller (Payee).
11	Click the **radio button** (circle button) for the correct payee address.
12	Click the **Select this Address** button.
13	Optional: Click the **Cancel** button to discontinue adding the Biller (Payee).
14	A **Biller Successfully Added** confirmation is displayed.
15	Optional: Click the **Make a Payment** button at the bottom of the screen to start the payment process.
16	Optional: Click the **Link eBill** hyperlink to set up an eBill.
17	Click the **Done** button at the bottom of the screen to finish.

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