



Desktop Set Up New Payee - Manual

Bill Pay manual payee setup allows users to quickly and securely add new payees, enabling seamless and accurate payments.

Adding New Biller (Payees) Manually Step-by-Step

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

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: <ul style="list-style-type: none">• Pay Bills• Activity• Manage Billers (Payees)• Settings
3	Click the Add a New Biller (Payee) button at the bottom of the screen.
4	Click the Add Biller Manually hyperlink at the center of the screen.
5	Click and enter the following information in the corresponding fields: <ul style="list-style-type: none">• Biller (Payee) name• Optional: Account Number• Address line 1• Optional: Address line 2• City• State (using the drop-down arrow)• Zip Code
6	Optional: Click the Additional Details hyperlink to enter the following: <ul style="list-style-type: none">• Email• Phone Number• Nickname
7	Click the Add Biller (Payee) button at the bottom of the screen.
8	Optional: Click the Cancel button to discontinue adding the Biller(Payee).
9	A Biller (Payee) Successfully Added confirmation appears at the top of the screen.
10	Optional: Click the Make a Payment button to make a payment.
11	Click the Done button to complete the process.