



## Mobile 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	Tap the <b>Menu</b> at the bottom right of the screen.
2	Tap the <b>Pay Bills</b> hyperlink.
3	Tap the <b>Manage Billers</b> (payee) hyperlink at the top of the screen.
4	Optional: Tap and enter keywords into the <b>Search by name or nickname</b> field.
5	Optional: Tap the <b>Slider</b> (☰) icon to search by <b>Category</b> .
6	Tap the <b>ellipsis</b> (⋮) on the right of the biller (payee) record to: <ul style="list-style-type: none"><li>• View Activity</li><li>• View/Edit Biller (payee)</li><li>• Add Biller (payee) to Group</li></ul>
7	Tap the <b>View   Edit Biller</b> (payee) hyperlink.
8	Optional: Tap the <b>Back</b> button at the bottom of the screen to return to the <b>Manage Billers</b> (payees).
9	Tap the <b>Delete Biller</b> (payee) button at the bottom of the screen to delete the payee.
10	A message appears stating: <b>Would you like to delete this biller</b> (payee)? Tap the <b>Delete biller</b> (payee) button to confirm deletion.
11	Optional: Tap the <b>Cancel</b> button to cancel the Biller (payee) deletion.
12	A <b>Payee</b> (biller) <b>deleted</b> confirmation message displays at the top of the screen.
13	Tap the <b>Close</b> hyperlink to close the notification.