



## Mobile 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	Tap the <b>Menu</b> tab at the bottom right of the screen.
2	Tap the <b>Pay Bills</b> button.
3	Scroll down and tap the <b>Add a New Biller</b> (Payee) button at the bottom of the screen.
4	Tap and enter keywords in the <b>Search for biller to add</b> field to locate your payee.
5	From the <b>Search Results</b> , tap the tile with your <b>payee's name</b> .
6	Optional: Tap <b>Load More</b> to view additional results.
7	If the <b>Biller Zip Code</b> field appears, tap and enter the payee's zip code. If it does not, simply continue.
8	Optional: Tap the <b>Need Help?</b> hyperlink for assistance with the Biller Zip Code field.
9	Tap and enter the <b>Account Number</b> in the Enter account number field.
10	Optional: Tap the <b>Need Help?</b> hyperlink for assistance with the Account Number field.
11	Optional: Hover over <b>Why we ask for account details</b> at the bottom of the screen for more information.
12	Tap the <b>Add Biller</b> button at the bottom of the screen.
13	Tap the <b>radio button</b> (circle button) for the corresponding payee address.
14	Tap the <b>Select this Address</b> button.
15	A <b>Biller Successfully Added</b> confirmation appears at the top of the screen.
16	Optional: Tap the <b>Make a Payment</b> button at the bottom of the screen to begin automatic payments.
17	Tap the <b>Done</b> button at the bottom of the screen to complete the payee setup.