



Mobile 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	Tap the Menu tab on the bottom right of the screen.
2	Tap the Pay Bills button.
3	Scroll down and tap the Add a New Biller button at the bottom of the screen.
4	Tap the Add Biller Manually hyperlink on the center of the screen.
5	Tap and enter the following information in the corresponding fields: <ul style="list-style-type: none">• Biller name• Optional: Account Number• Address line 1• Optional: Address line 2• City• State (drop-down arrow)• Zip Code
6	Optional: tap the Additional Details hyperlink for additional information.
7	Tap the Add Biller button at the bottom of the screen.
8	A confirmation appears at the top of the screen (Biller Successfully Added).
9	Optional: Tap the Make a Payment button at the bottom of the screen to make a payment.
10	Tap the Done button at the bottom of the screen to complete process.