



## Tablet 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>Pay my Bills</b> menu at the top of the screen.
2	Tap the <b>Manage Billers</b> (payees) hyperlink at the top of the screen.
3	Search for <b>Biller</b> (payee) to delete using one of the following methods: <ul style="list-style-type: none"><li>• Tap and enter keywords into the <b>Search by name or nickname</b> field.</li><li>• Tap the <b>Slider</b> (☰) icon to search by <b>Category</b>.</li><li>• Tap the <b>Billers</b> (payees) hyperlink to sort billers (payees) A to Z or Z to A.</li><li>• <b>Scroll</b> through the list of named billers (payees).</li></ul>
4	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>
5	Tap the <b>View   Edit Biller</b> (Payee) hyperlink.
6	Scroll and tap the <b>Edit</b> hyperlink to make changes to any of the following: <ul style="list-style-type: none"><li>• Biller (Payee) Information</li><li>• Category</li><li>• Default Payment Method</li><li>• Address</li></ul>
7	Scroll and tap the <b>Add to Group</b> hyperlink to update the group.
8	Optional: Tap the <b>Back</b> button at the bottom left to return to the <b>Manage Billers</b> (Payees) page.
9	Optional: Tap the <b>Delete Biller</b> (payee) button at the bottom right to delete the payee.
10	A message appears stating: <b>Would you like to delete this biller (payee)?</b>
11	Tap the <b>Delete biller</b> (payee) button to delete the payee.
12	Optional: Tap the <b>Cancel</b> button to cancel the deletion request



## Deleting a Payee, continued

Use the following steps to delete a payee.

Step	Action
16	A <b>Payee</b> (biller) <b>deleted</b> notification appears in the top right of the screen.
17	Tap the <b>Close</b> hyperlink to close the notification.