Tablet 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 **Pay my Bills** menu at the top of the screen.
2	The **Bill Center** page is where you can view: - Pay Bills - Activity - Manage Billers (Payees) - Settings
3	Tap the **Add a New Biller** (Payee) button at the bottom of the screen.
4	Tap and enter keywords in the **Search for biller to add** field to locate your payee.
5	From the **Search Results**, tap the tile with your **payee's name**.
6	If the **Biller Zip Code** field appears, tap and enter the payee's zip code. If it does not, simply continue.
7	Tap and enter the **Account Number** in the Enter account number field.
8	Optional: Hover over **Why we ask for account details** at the bottom of the screen for more information.
9	Tap the **Add Biller** button at the bottom of the screen.
10	Optional: Tap the **Cancel** button to discontinue adding the Biller (Payee).
11	Tap the **radio button** (circle icon) to select the correct address for this Biller (Payee).
12	Tap the **Select this Address** button.
13	Optional: tap the **Cancel** button to discontinue adding the Biller (Payee).
14	A **Biller Successfully Added** confirmation is displayed.
15	Optional: Tap the **Make a Payment** button at the bottom of the screen to begin automatic payments.
16	Optional: Tap the **Link eBill** hyperlink to set up an eBill.
17	Tap the **Done** button at the bottom of the screen to complete the payee setup.