Tablet 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 **Pay my Bills** button 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 the **Add Biller (Payee) Manually** hyperlink on the center of the screen.
5	Scroll, then tap and **enter the following information** in the corresponding fields: • Biller (Payee) 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 to enter the following information: • Email • Phone Number • Nickname
7	Tap the **Add Biller** button at the bottom of the screen.
8	Optional: Tap the **Cancel** button to discontinue adding the Biller (Payee).
9	A **Biller Successfully Added** confirmation is displayed.
10	Optional: Tap the **Make a Payment** button at the bottom of the screen to make a payment.
11	Tap the **Done** button at the bottom of the screen to complete process.

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