



## Online BillPayer - Add New Payment

Log in to Online Banking.

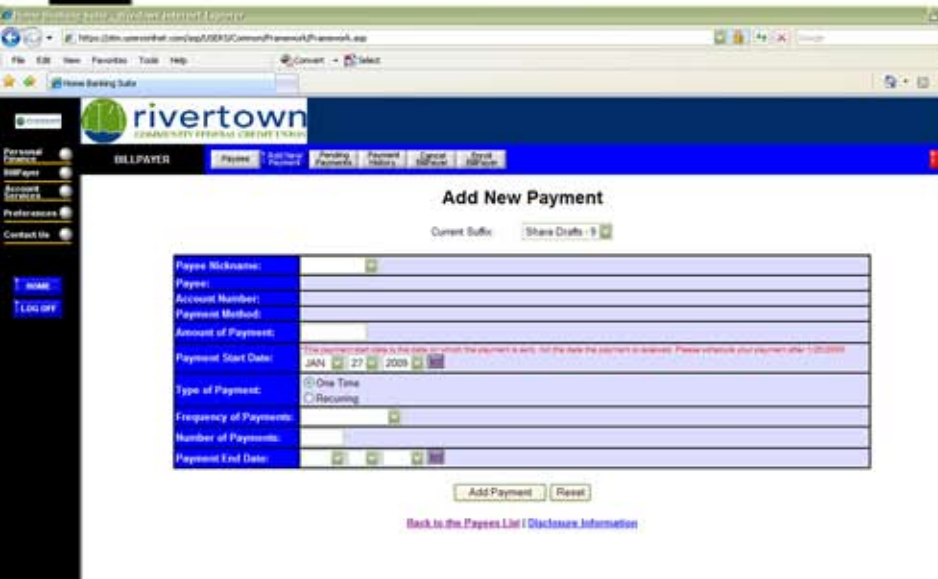
Click "BillPayer".

(If BillPayer does not show up on your screen, contact the CU to have someone activate it for you.)



To Add New Payment

Click "Add New Payment".



Choose the account suffix you would like the money to come from. (Only accounts with checking capabilities can be used for BillPayer.)

Choose which Payee you will be paying.

Enter the amount and date you want the payment sent.

Click "Add Payment" button.

It really is just that easy!

The payment start date is the date on which the payment is sent, not the date the payment is received. Payments are made either electronically or via a check. The company being paid will dictate what form is used. Allow up to 5-7 business days for payments to reach the Payee the first time the Payee is paid.