

HOW TO REVIEW BILL PAY DETAILS/HISTORY

Step One: From the dashboard, click on “Transfer & Pay, then “Bill Pay” and then “Bill Pay Dashboard”.

Step Two: Select payee to make a payment, see your activity, view and edit bill pay details.

Step Three: Add a payee by selecting the green “+ Add Payee” button. Select whether you are paying a business or person and add the requested info. After entering the necessary information select “Add Payee”.

Step Four: Select “Scheduled” to view your scheduled payments.

