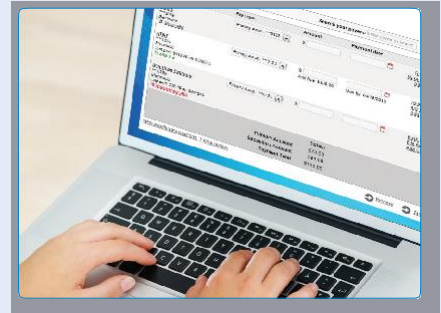


## How to use your upgraded online bill pay.

Your new payments dashboard is simpler and more convenient. We have upgraded your online bill pay so the home page is now a payments dashboard. That means you can add payees and make payments in just a few clicks. Here's how it works.

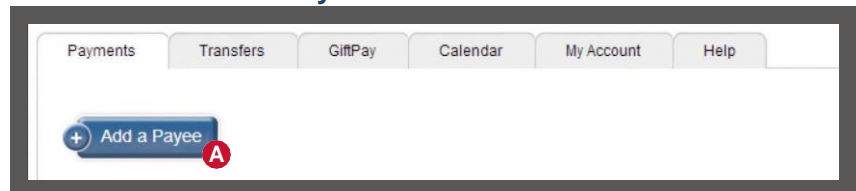


### How to add a payee

1. On the payments dashboard, select "Add a Payee" **A**
2. On the next screen, select "Pay a Company"
3. Enter the company's contact information and your account number
4. Click "Next," review payee information and click "Submit"

The payee will now appear in your payments dashboard.

#### Payments dashboard



### How to make a payment

#### Make a one-time payment

1. Find your payee on the payments dashboard
2. Enter the payment amount and date **A**
3. Click "Submit all payments" **B**

#### Set up a recurring payment

1. Find your payee on the payments dashboard
2. Select "Make it recurring" **C**
3. On the next screen, choose the pay from account, payment date, frequency and first payment date
4. Click "Submit"

#### Payments dashboard

