

## Setting Up Payments: Add a Payment

The screenshot shows a web interface for adding a payment. At the top, there are navigation tabs: 'Accounts', 'Bill Pay', and 'Options'. Under 'Bill Pay', there are links for 'Scheduled Payments', 'Quick Payment', 'New Payment', and 'Add Payment'. The 'Add Payment' link is highlighted with a red circle. Below the navigation is the address '401 N. Hershey Road, P.O. Box 67 Bloomington, IL 617'. A red warning message states: 'Available funds may include Overdraft Honor or other overdraft protection funds. Click [here](#) for the Overdraft Honor Customer Overdraft Policy.' The main section is titled 'Create Payment' and contains the following fields: 'Pay from account:' (dropdown menu showing 'Checking 0019'), 'Payee:' (dropdown menu showing 'Select option...'), 'Amount:' (text input with a decimal separator), 'Memo:' (text input), 'Alert when payment is processed:' (checkbox), 'Frequency:' (dropdown menu showing 'One-Time', 'Weekly', 'Bi-Weekly', 'Monthly', 'Semi-Monthly', 'Quarterly', 'Annual', 'Semi-Annual'), 'Payment Date:' (text input), and 'Payment Description:' (text input). A red box highlights the 'Frequency' dropdown menu, which is open, showing the list of options. A green 'Submit' button is located below the 'Frequency' dropdown.

Add Single One Time or Recurring Payments:

1. Select **Account** to Debit from the drop down list.
2. Select **Payee** from the drop down list.
3. Enter **Amount** to process to the Payee.
4. **Alert**, if chosen will trigger a message in your Online Banking when our Processor sends the payment.
5. Add **Memo** to Check Type Payments, if desired.
6. Select **Frequency** – One-Time, Weekly, Bi-Weekly, Monthly, Semi-Monthly, Quarterly, Annual, and Semi-Annual.
7. Click **Submit** to complete payment set up.