

Setting Up Payees: Check (1)

Accounts | Bill Pay | Options | Secure E-mail | Help | Exit

Main | **Payees** | Add Payment | Quick Payment | History

401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61702-0067

Add Payee

Bill Pay - View Payee List

Payee	Account Number	Type	Status	
CELL PHONE BILL	9999999999	Check	Active	Edit Delete

1. Select **Payees** from the Bill Pay menu.
2. Click **Add Payee**

Setting Up Payees: Check (2)

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Bill Pay - Add Payee

Enter Payee Name:

Enter Payee State: *

* Optional: Enter the state where the payment is sent.

Submit **Cancel**

1. Enter name of payee. *Note: A payee cannot be added without first performing a search.*
2. Click **Submit**.

Setting Up Payees: Check (3)

Secure E-mail Help Exit

Accounts Bill Pay Options

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Bill Pay - Add Payee

The payee you entered was not found in our electronic database. Please fill in the following information to set this payee up to be paid by check.

Payee Name

Payee Type Check

Payee Alias

Account Number
Enter account numbers without dashes, slashes, or spaces.

Address Line 1

Address Line 2

City

State

Zip Code Example: 12345-1234

Phone Number Example: (913)555-1212

1. Complete Payee information.
 2. Click **Submit**.
- Choose carefully referring to the address on your latest Payee's statement.
 - An incorrect entry could delay payment.