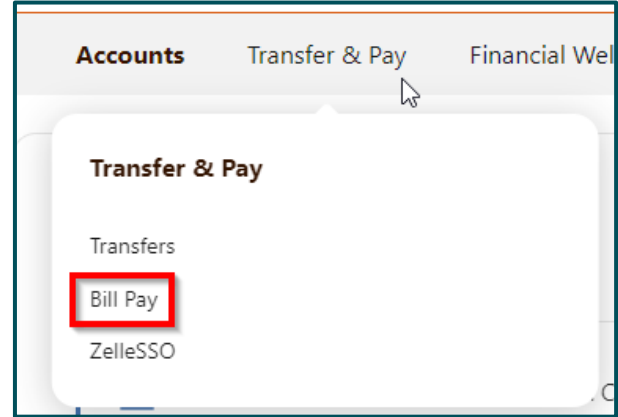


# Paying a Bill – Desktop

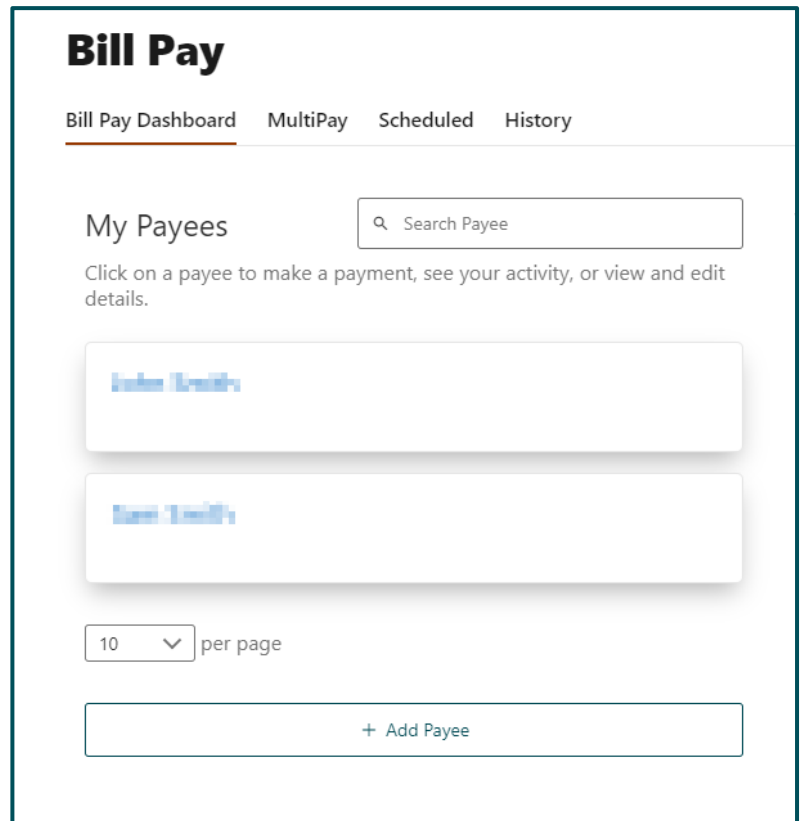
## STEP 01/05

Start by clicking "Transfer & Pay" → "Bill Pay".



## STEP 02/05

Choose an option from your Payees **OR** click "Add Payee".



STEP 03/05

Set up the options for your payment:  
**Funding Account, Amount, Frequency, Send Date, Delivery Method.** You can also choose to **Add Memo**.

Once done, click "Submit Payment".

Make a Payment    Manage    Activity

To submit a payment, select a funding account from the dropdown, enter a valid amount and a valid business day that is not a holiday.

Pay From

Amount

Frequency

Send On Date

Delivery Method  
    Deliver by 8/7/2023

[+ Add Memo](#)

Funds are typically withdrawn from the funding account the day of send-on date.

STEP 04/05

Verify the payment information and click "Confirm Payment".

Confirm Payment ✕

Amount \$5.00

Payee [Redacted]

Pay From Business Checking Account

Send On 8/4/2023

Deliver by 8/9/2023

Frequency One Time

Delivery Method Standard Check

STEP 05/05

The scheduled payment now displays under **Bill Pay → Scheduled**.

**Bill Pay**

Bill Pay Dashboard    MultiPay    Scheduled    History

SEND ON	AMOUNT	TRANSACTION DETAILS	
AUG 04 2023	\$5.00	[Redacted] Confirmation # [Redacted]	<span style="background-color: #004a7c; color: white; padding: 2px 5px;">SCHEDULED</span> <input type="button" value="🗑️"/> <input type="button" value="✎"/>