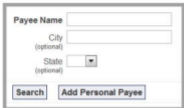


How to Use Integrated Bill Pay

Adding a Payee to Bill Pay

1. To add a payee, start by clicking the Add Personal Payee button.



A form for adding a personal payee. It contains the following fields and buttons:

- Payee Name:
- City (optional):
- State (optional):
- Buttons:

2. To search for a payee in the bill payment database, enter payee name; then, click Search for Payee.

Note: This functionality is dependent upon the bill pay vendor (Fusion Cavion Bill Pay currently supports this functionality). To add a payee manually, click the Add Personal Payee button.



A form for adding a payee manually. It contains the following fields and a button:

- Payee Name:
- Remittance Address:
- City:
- State:
- ZIP Code: -
- Phone () -
- Account #:
- Nickname:
- Button:

3. Type in the pertinent information for that particular payee; then, click the Add Payee button.