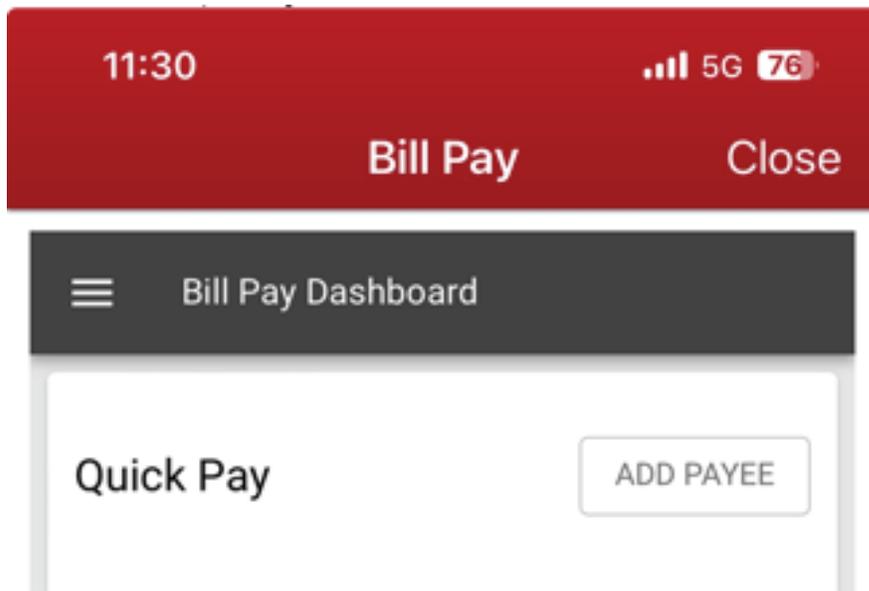


Bill Pay Instructions

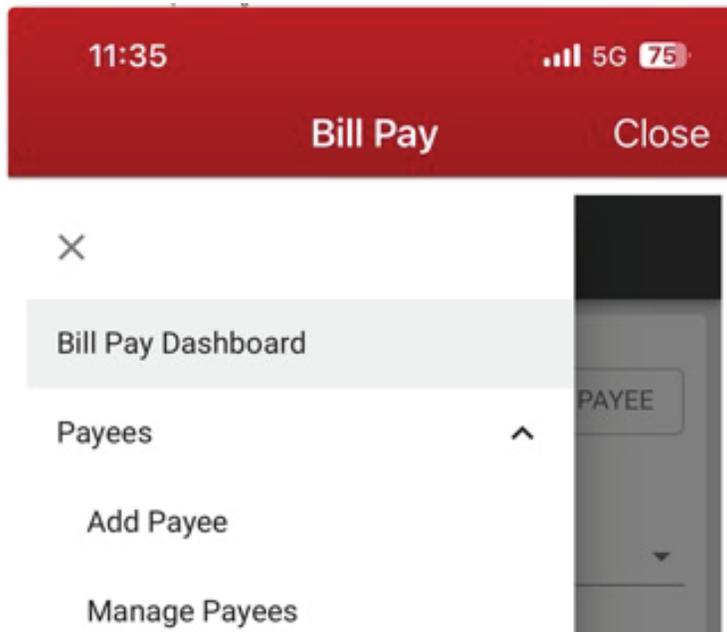
Mobile App - Editing/Deleting Payees

1. Log in to the mobile app and select "Payment Center."

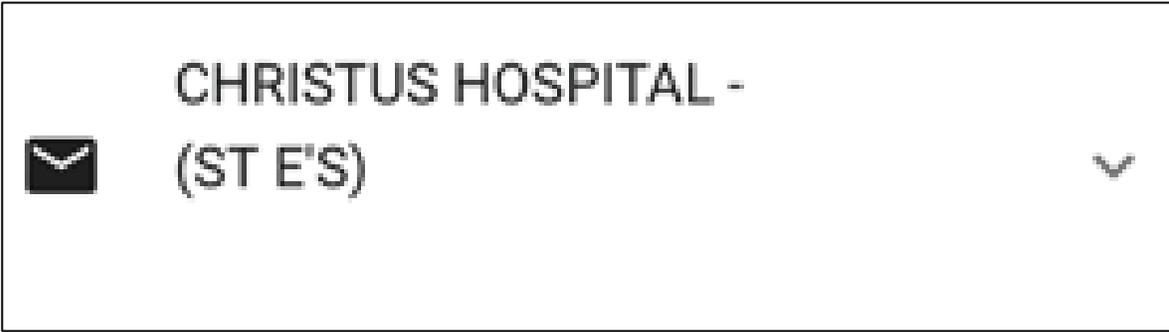
2. Select "Bill Pay" and select the "Menu" on the "Bill Pay Dashboard."



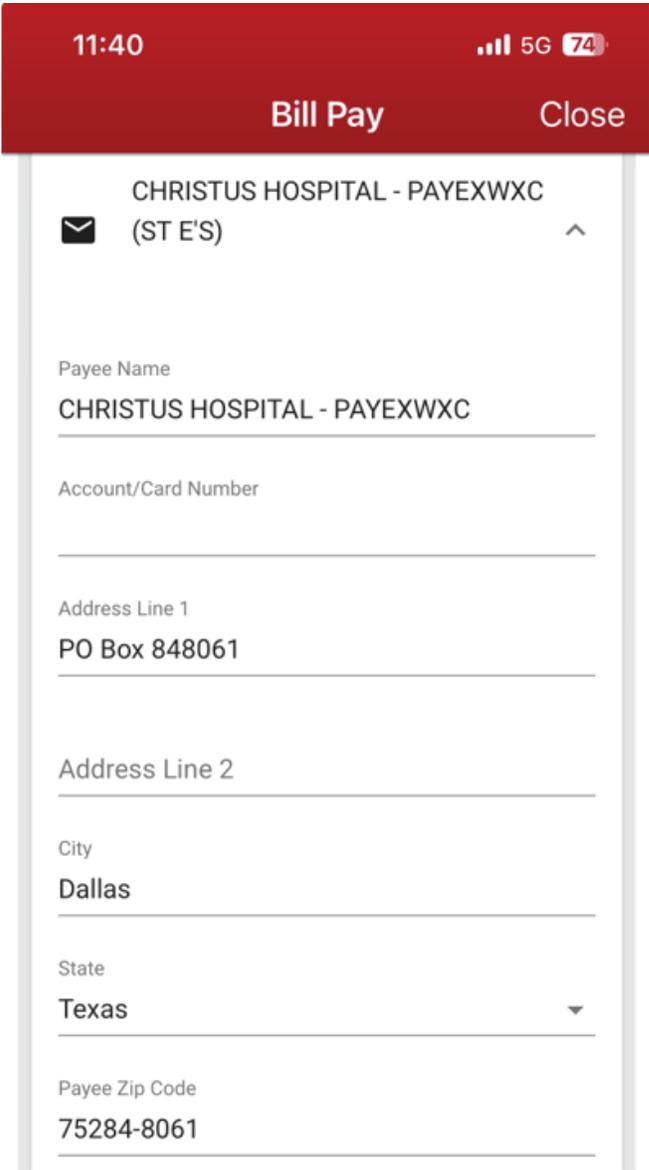
3. Select "Manage Payees."



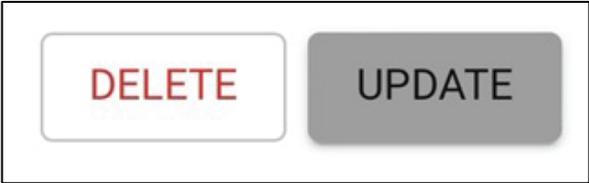
4. Find the payee that needs to be updated. Click on the down arrow next to the payee. The down arrow allows the payee information to be viewed.



5. Verify the payee information. If updates are needed, they can be completed on this page.

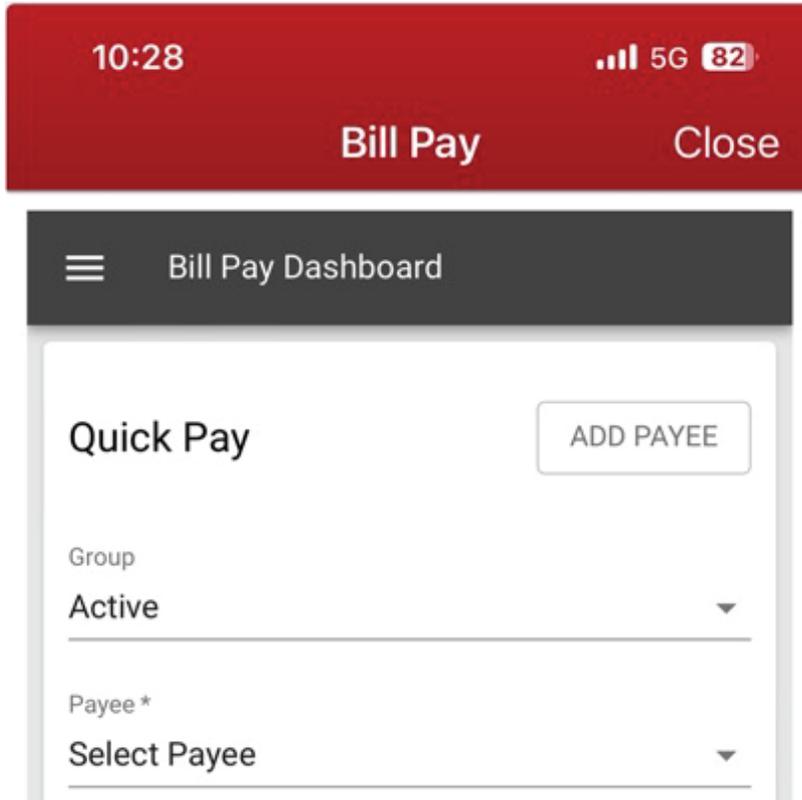


6. Once your payee updates are made the "Update" button will appear. A payee can also be deleted on this page.



Mobile App - Adding Payees

1. From the "Bill Pay Dashboard" select "Add Payee."



2. Type the name of the payee in the "Payee Name" box and select the correct payee. Once you select them, press "Continue."

1 Select or type payee name

Payee Name

Bank of America Standard
MasterCard and Visa

Barclays Bank Delaware

Bank of America Visa

3.Fill in the the information for the "Account/Card Number" section and confirm. After you have confirmed, click "Continue" and "Okay."

Add Payee

✓ Select or type payee name

✓ Add details

3 Confirmation

Payee

Bank of America Standard MasterCard
and Visa

Account/Card Number

Address

PO Box 851001
Dallas, TX
75285-1001

EDIT PAYEE

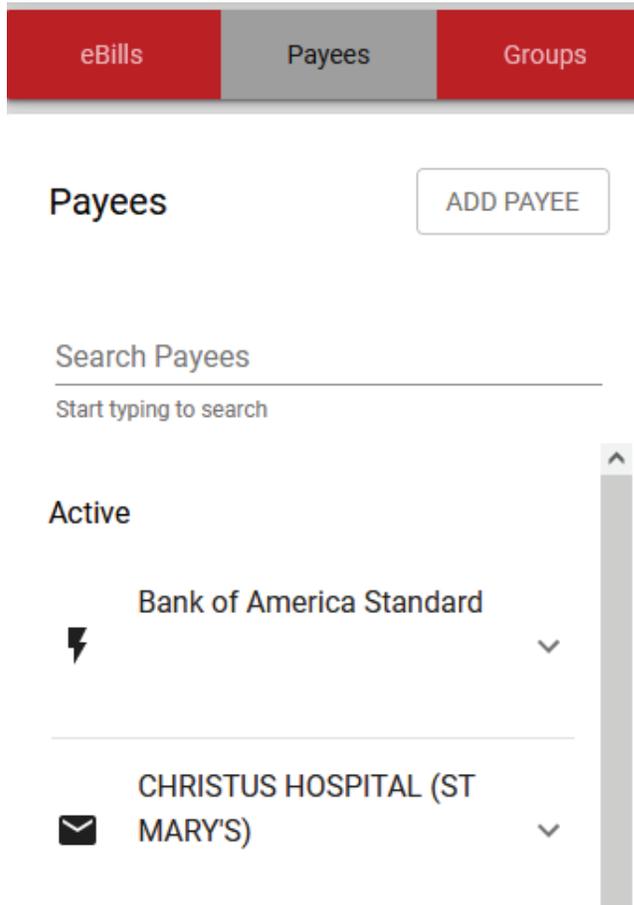
OKAY

The next pages have information on adding, editing, and deleting payees in home banking.

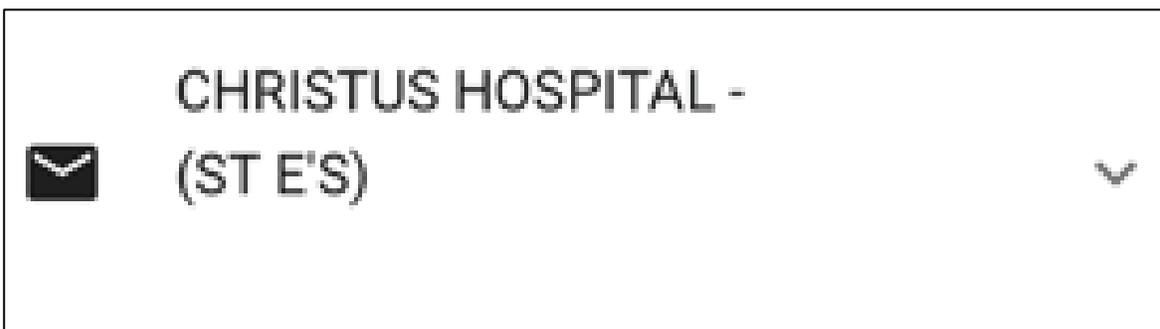
Home Banking - Editing/Deleting Payees

1. Log in to home banking and select the "Payment Center" tab. Then select "Bill Pay."

2. Select "Payees" on the "Bill Pay Dashboard."

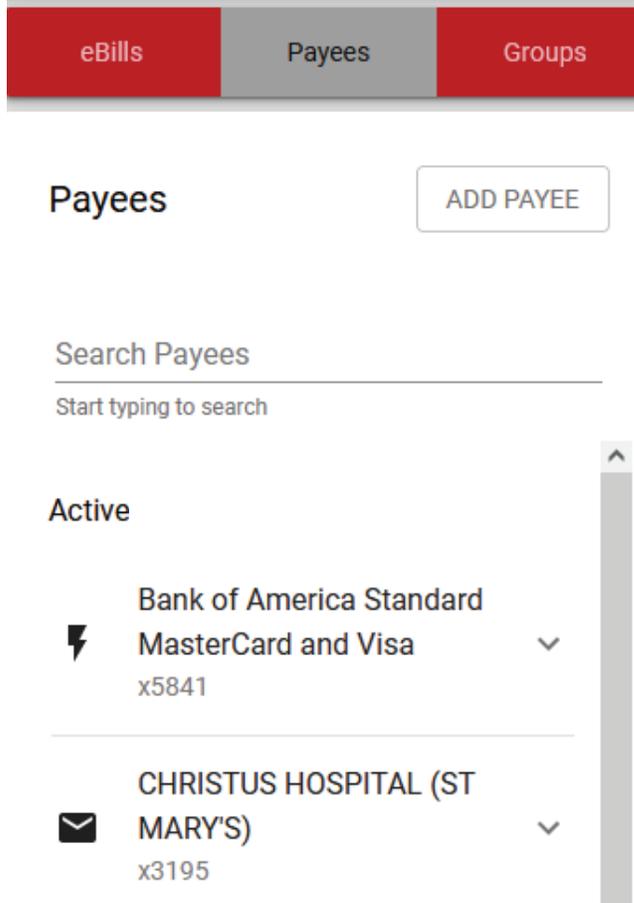


3. Find the payee that needs to be updated. Click on the down arrow next to the payee. The down arrow allows the payee information to be viewed.

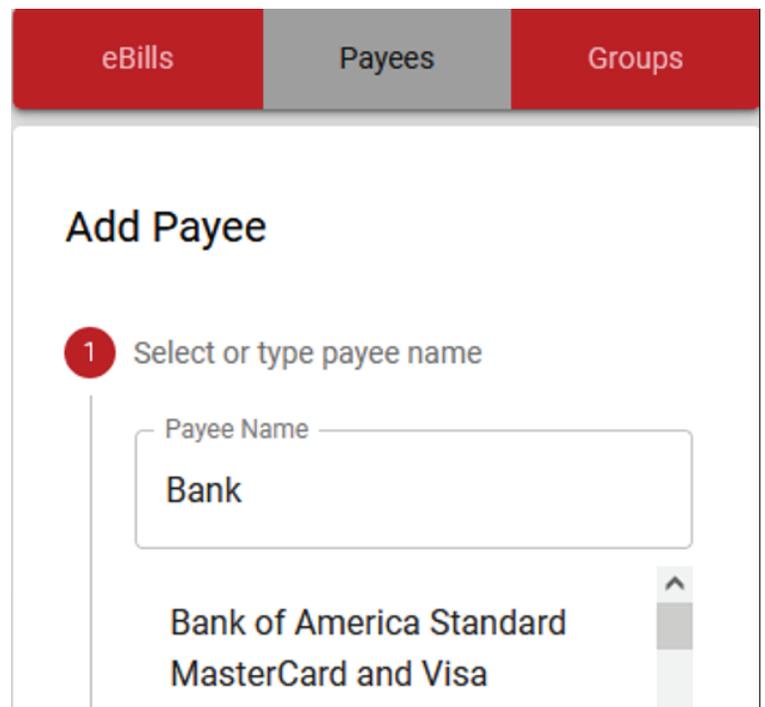


Home Banking - Adding Payees

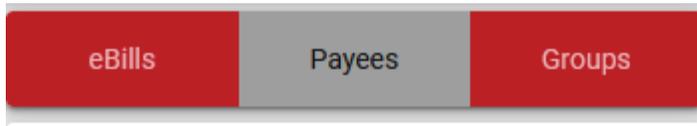
1. From the "Bill Pay Dashboard" select "Payee." To add a payee select the "Add Payee" button.



2. Type the name of the payee in the "Payee Name" box and select the correct payee. Once you select them, press "Continue."



3.Fill in the the information for the "Account/Card Number" section and confirm. After you have confirmed, click "Continue" and "Okay."



Add Payee

✓ Select or type payee name

✓ Add details

3 Confirmation

Payee

Bank of America Standard

Account/Card Number

Address

EDIT PAYEE

OKAY

4. Verify the payee information. If updates are needed they can be completed on this page.

CHRISTUS HOSPITAL (ST MARY'S) ^	
Payee Name	CHRISTUS HOSPITAL
Account/Card Number	
Address Line 1	PO Box 848061
Address Line 2	
City	Dallas
State	Texas ▼
Payee Zip Code	75284-8061
Nickname (optional)	ST MARY'S

5. Once your payee updates are made the "Update" button will appear. A payee can also be deleted on this page.

