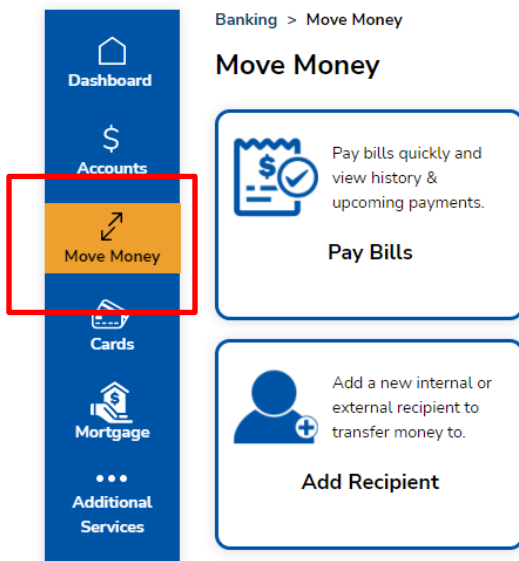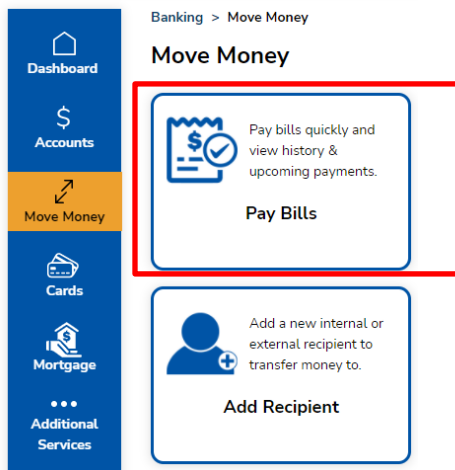**How to Set Up a Bill Pay Payee**

Desktop:

- Click on 'Move Money' in the right-hand side of the blue bar

- Click on 'Pay Bills'

- Select the account number you want to use to pay bills

Pay Bills

Account Number

Select Account Number ▼   Enroll

- Click 'Proceed'

Pay Bills

Account Number

▼   Proceed

- This pop-up defaults to adding a payee

Welcome to your bill pay   ✕

To get started

① Add a payee

▸ have your biller's information ready

② Schedule a payment

▸ enter amount ▸ choose your date ▸ select "Pay"

Continue

- From here you can choose from a listed business or you can choose to 'Pay a company' or 'Pay a person'. For this how-to, we are going to choose 'Pay a Company'. However you want to set up payments, follow the prompts provided.

Add payee

Search or select from frequently used payees:

| Search Payee | | Add |

⊕ BANK OF AMERICA VISA	⊕ CABLE ONE
⊕ CAPITAL ONE	⊕ CHASE MASTERCARD AND VISA
⊕ COSTCO ANYWHERE CARD US	⊕ DISH NETWORK MONTHLY SERVICE
⊕ HOME DEPOT	⊕ IDAHO CENTRAL CREDIT UNION LOAN
⊕ IDAHO POWER COMPANY	⊕ INTERMOUNTAIN GAS COMPANY

Use the options below to search the full payee directory or add people you need to pay:

| Pay a company (e.g.credit card, utilities or cable) | Pay a person (e.g. friend or relative) |

- Fill out the information needed in the required fields.
- Note: If you don't know the account number, you can list a descriptive word or phrase in the 'payee account number' field and the 'confirm account number' field, but both fields have to match identically.
- When completed, click 'Next'

Add payee

Who are you trying to pay?

* Required field

Payee name *
[Payee name]

Payee account number *
[Payee account number]

[No account number ?]

Confirm account number *
[Confirm account number]

Payee ZIP Code *
[XXXXX-XXXX]

[‹ Back]   [Next ›]

- Review the information on the 'Review' page to confirm the information is correct and click 'Submit'
- From here you can set up your payment date(s) and amounts you want to pay.

Payments

Schedule

ℹ **Our goal is to deliver your payment securely and quickly.**
Some payments will process using a single-use, pre-paid card, which means you will not recognize card numbers within payment confirmation communications you receive.

+ Payee   Review all   Pay all

Display ▾   Category ▾   Payee name or nickname   Search

Pay to			Actions
Idaho Power *0163		Pay from "WOW" CHECKI..*0902 ⌄	↻ Make it recurring
IDAHO POWER COMPANY Electronic New	$ 0.00	09/29/2021 📅 Deliver by: 09/30/2021	$ Pay ⋯
	Totals		
"WOW" CHECKING	$0.00		
Payment total	$0.00		

Review all   Pay all

⧗ View pending transactions   ⊙ View history