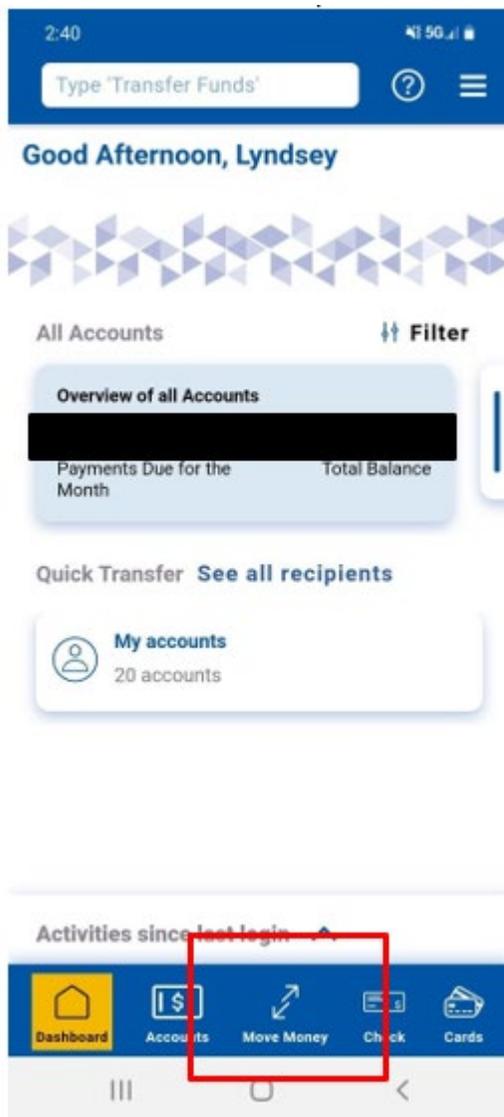




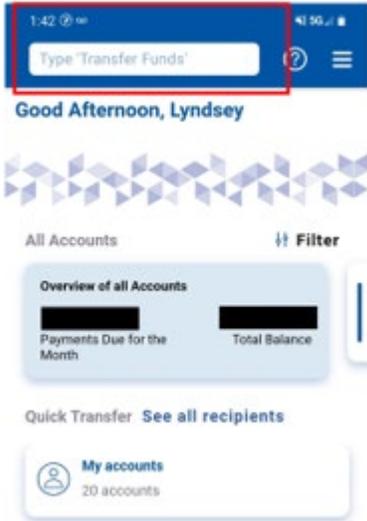
## How to Set Up a Bill Pay Payee

### Mobile:

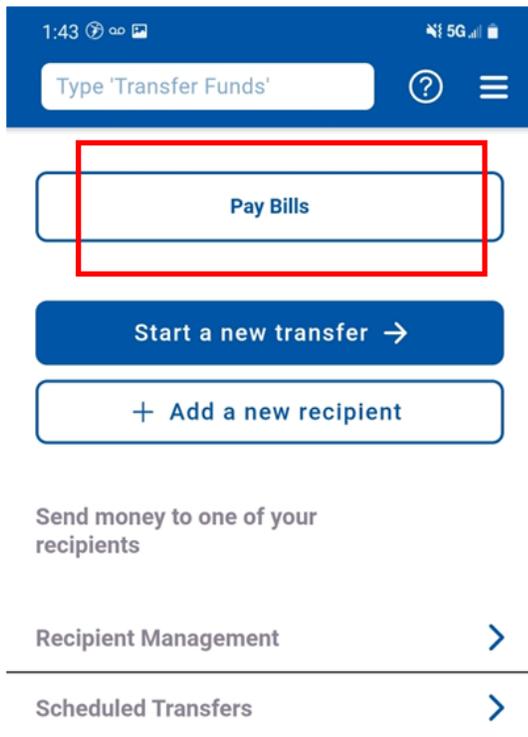
- Click 'Move Money' on the bottom blue bar



- You can also type in *Bill Pay* or *Bills* in the white box at the top of the screen.



- Click on 'Pay Bills'

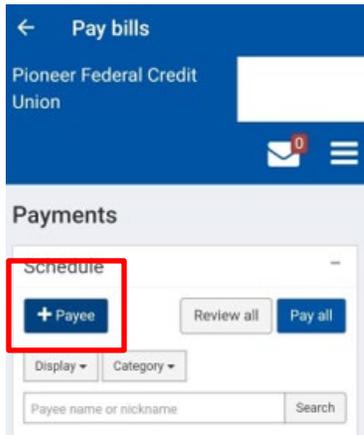




- Select the account number you want to use to pay bills in the 'Membership' drop down, then click 'View Bills' and click 'Continue'

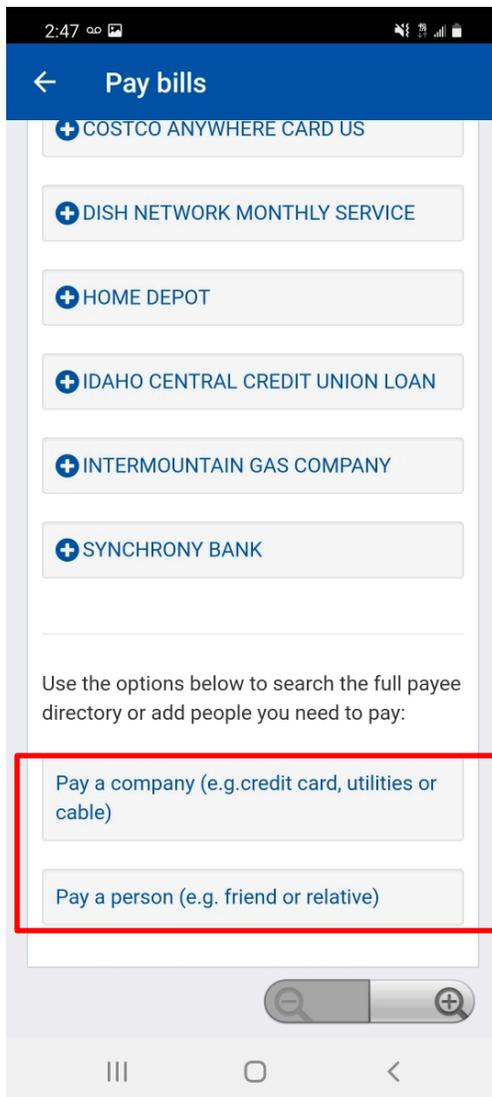


- Click '+Payee'





- 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.



- 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 account number \*

Confirm account number \*

Payee ZIP Code \*

- 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

**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.

Display  Category

| Pay to  | Pay from                             |  | Actions   |
|---|--------------------------------------|--|---|
| Idaho Power *0163   | "WOW" CHECKI..*0902                  | <input type="button" value="v"/>                   | <input type="button" value="Make it recurring"/>                          |
| IDAHO POWER COMPANY<br><input type="button" value="Electronic"/> <input type="button" value="New"/> | <input type="text" value="\$ 0.00"/> | 09/29/2021 <input type="button" value="Calendar"/> | <input type="button" value="\$ Pay"/> <input type="button" value="More"/> |
| Deliver by: 09/30/2021  |                                      |  |   |
| <b>Totals</b>   |                                      |  |   |
|   |                                      | "WOW" CHECKING                                     | \$0.00  |
|   |                                      | <b>Payment total</b>                               | <b>\$0.00</b>   |