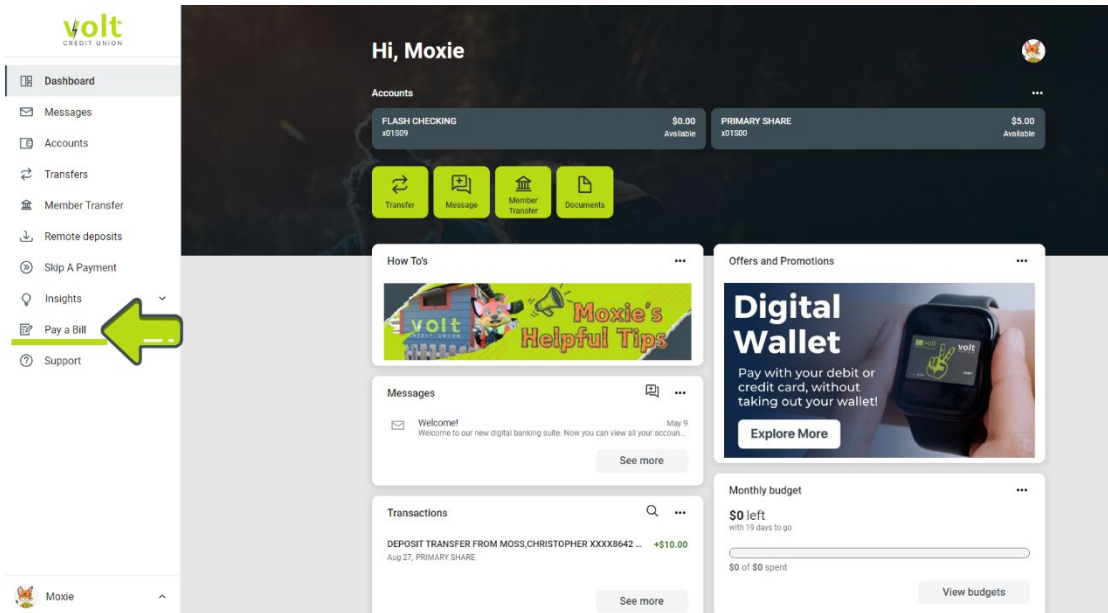




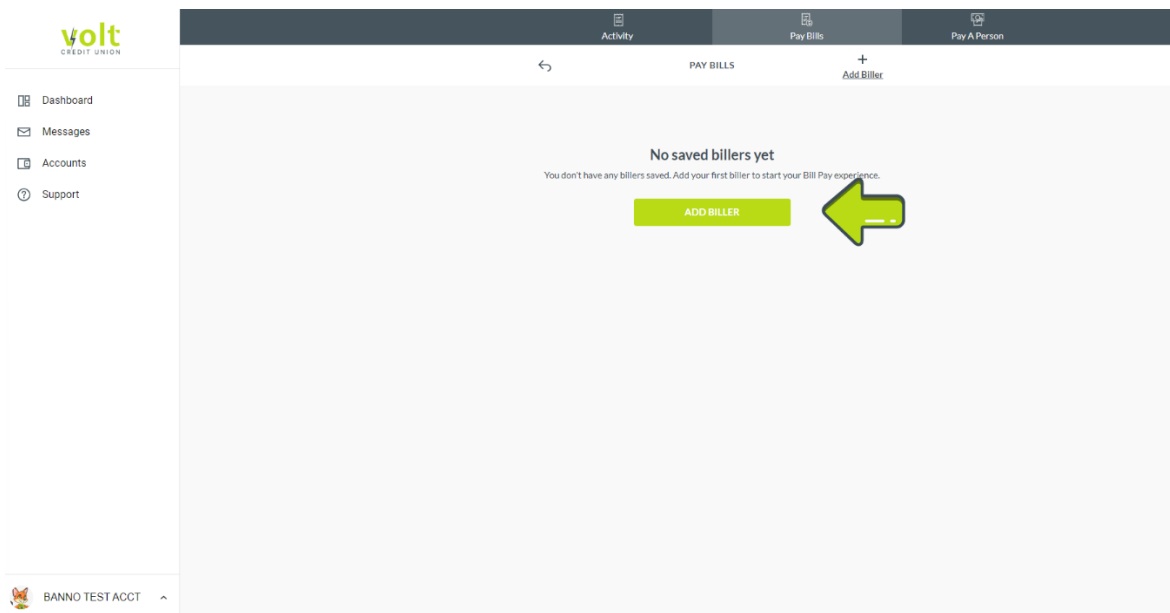
## Bill Pay: How to add a new payee- Desktop

We're happy to share that the new Bill Pay upgrade is complete! Please log in and verify that your scheduled payments transferred correctly and any eBills are reset. Your payees and recurring payments will have transferred over, but you will need to reset any eBills. (This is because the passwords to other websites won't transfer for security reasons.)

1. Log in to Online Banking, and click **“Pay A Bill”**

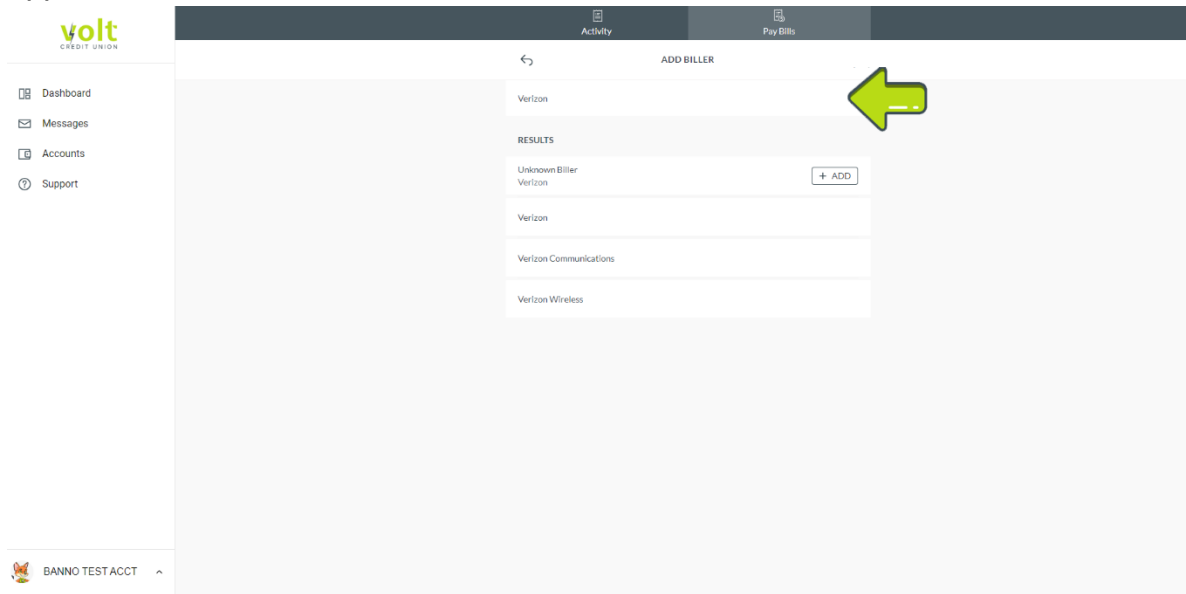


2. On the **Pay Bills** screen, click **Add new biller**.

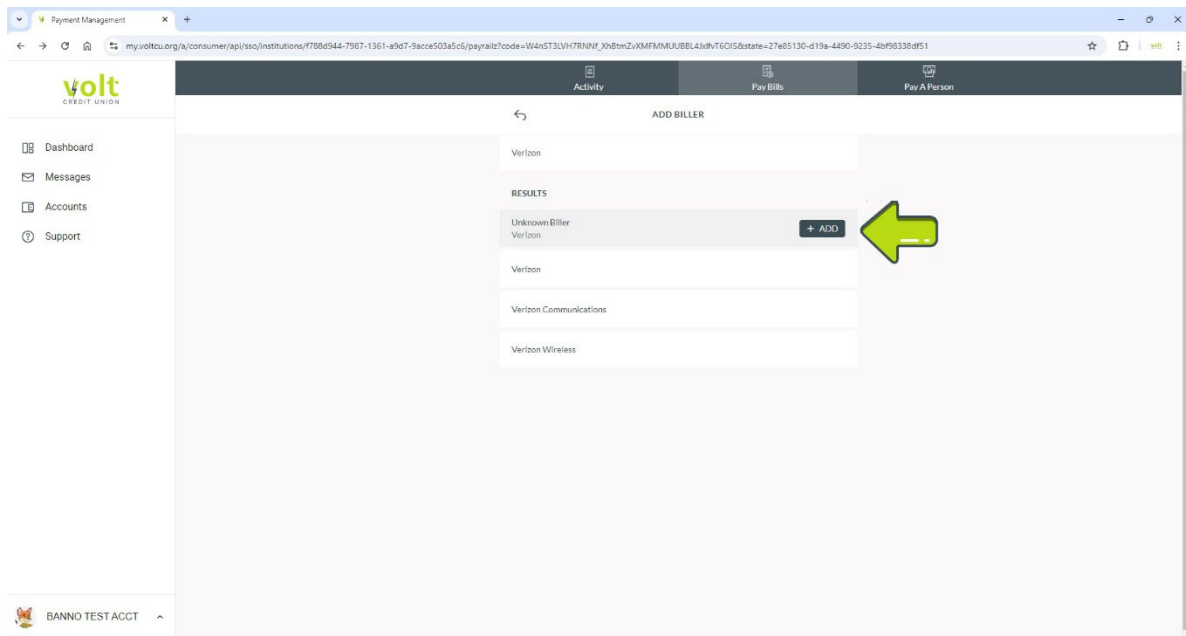




3. In the **Add Biller** window, type in a **Company** in the search menu and click the **Payee** once it appears.

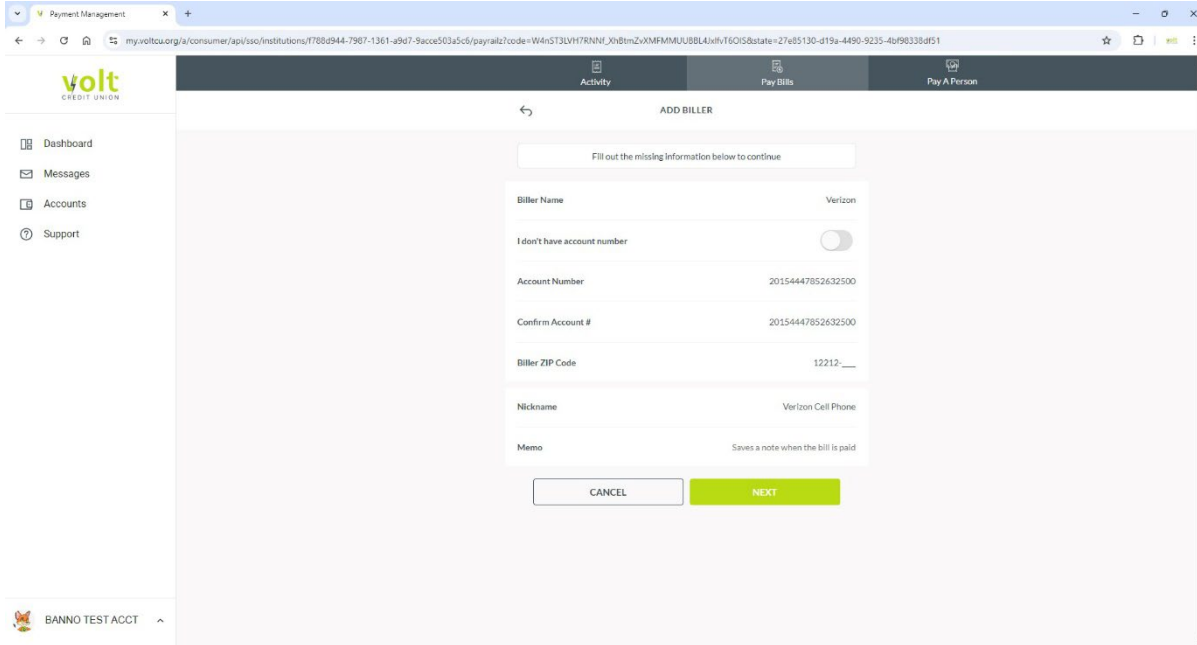


If the Payee does not appear in the search, click to add them by clicking the **add** button

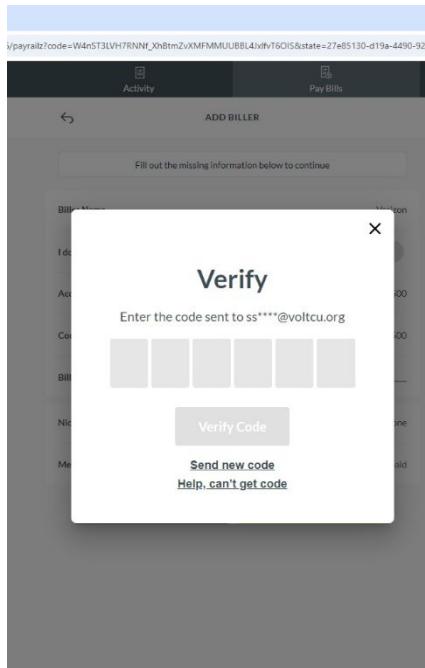
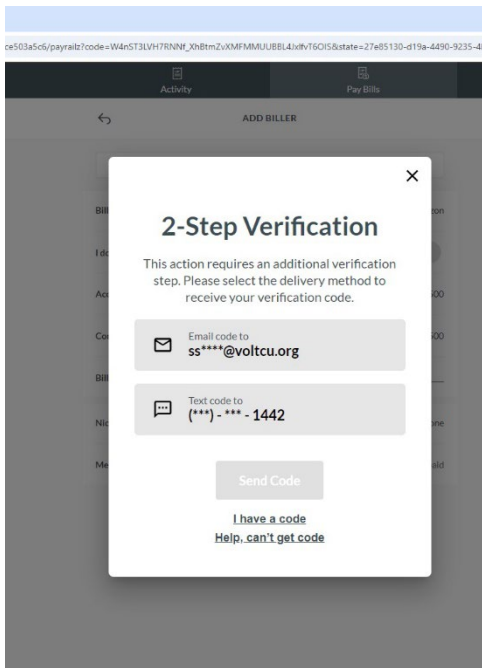




4. In the **Add Biller** window, enter Account Number, confirm Account Number, enter biller zip code, enter Nickname (optional), click **Next**

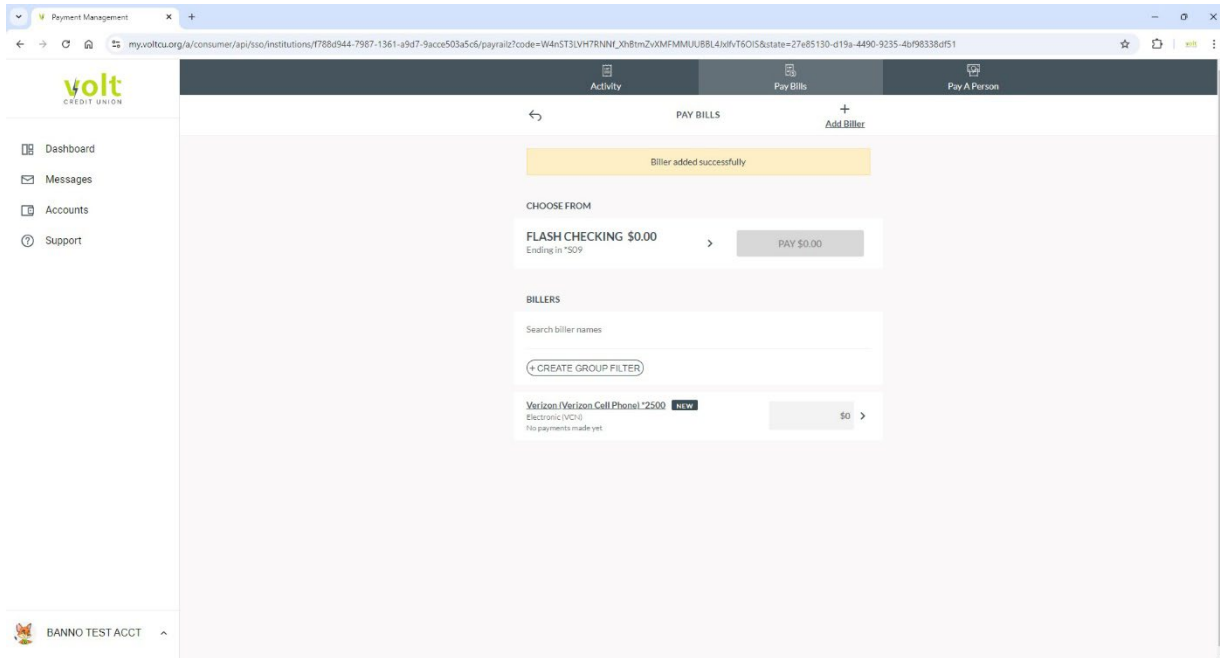


5. There will be a 2-step verification process needed.





6. Once a Payee has been added, it will show you a **"Billers added successfully"** at the top. From there you can schedule a payment, set up a reminder or set up eBills (when applicable).



If you have any questions, please visit [www.voltcu.org](http://www.voltcu.org), email [info@voltcu.org](mailto:info@voltcu.org), or call 417-862-0471.