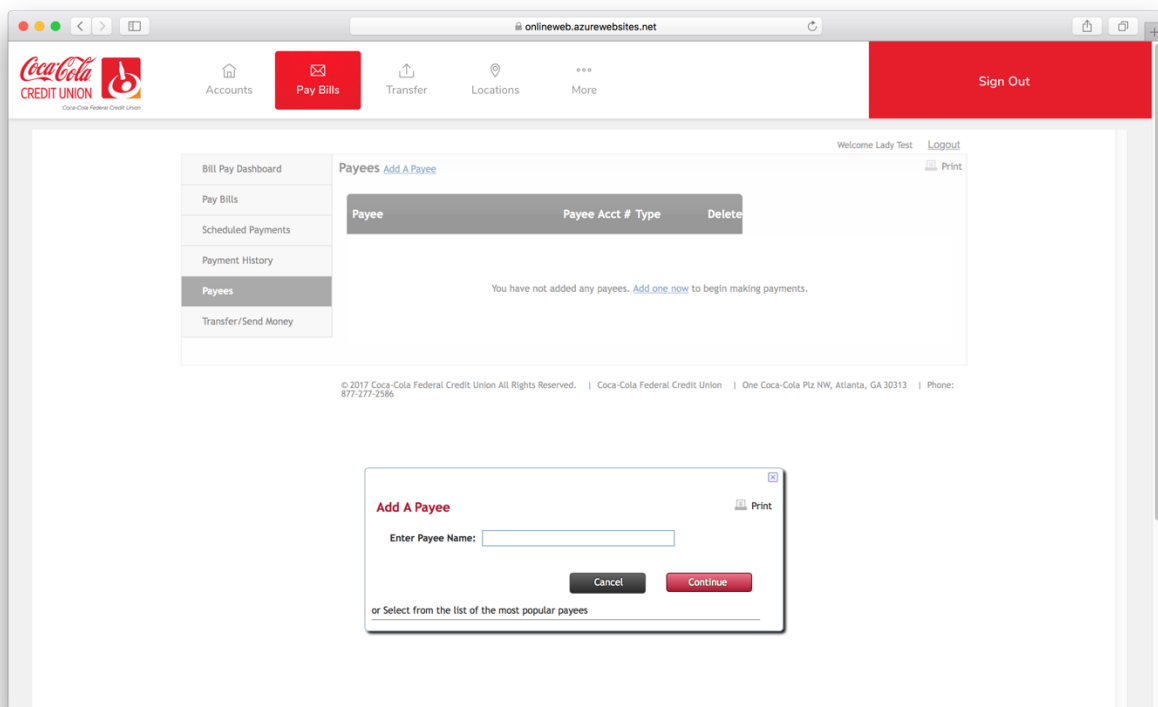


# Bill Payments

Please follow the steps below to make bill payments in online banking. As always, please call us at (404) 676-2586 inside Atlanta or toll free at (877) 277-2586 outside Atlanta if you have any questions or need assistance.

## How to Add Payees

1. In online banking, click on **Pay Bills**
2. Click on **Payees**
3. Click on **Add a Payee** and follow the instructions

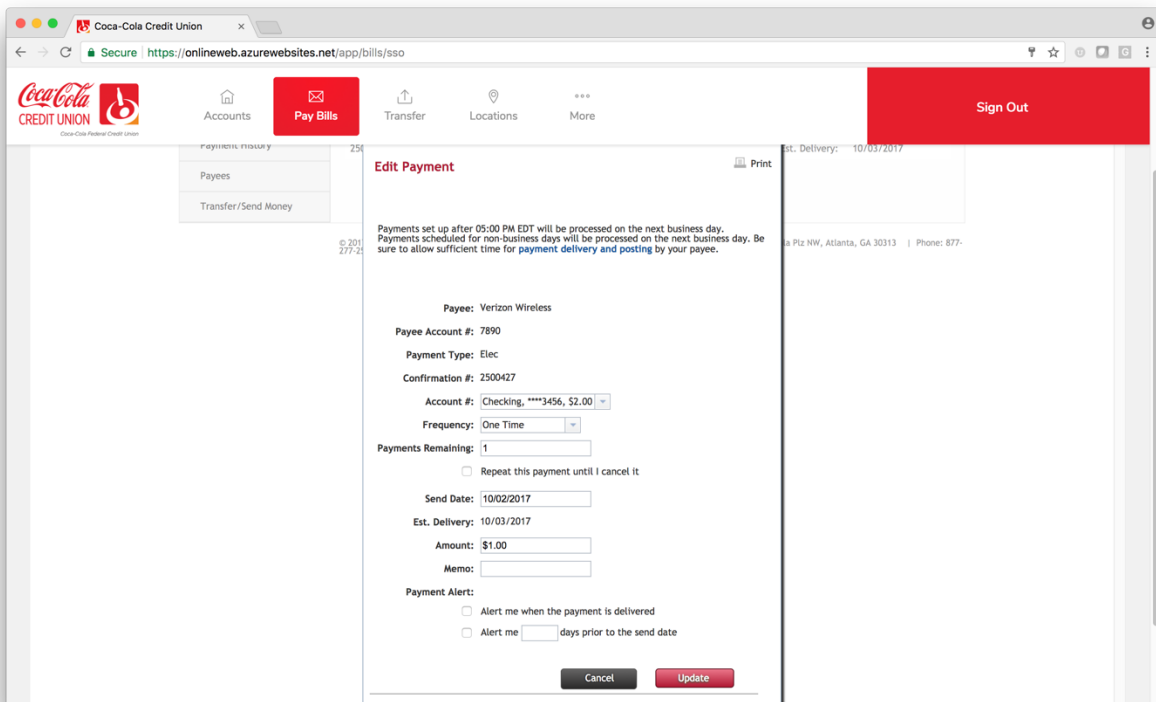


## How to Schedule a Bill Payment

1. In online banking, click on **Pay Bills**
2. Click on **Bill Pay Dashboard**
3. Select the **From Account** and the **Payee**
4. Enter the Amount
5. Enter the Send Date
6. Press **Pay Bill** to confirm your bill payment
7. To setup an automatically recurring payment, click on Scheduled Payments

## How to Make an Automatic Recurring Payment

1. In online banking, click on **Pay Bills**
2. Select a payment you scheduled previously
3. Click on the Payee
4. Set the **Frequency** of the payment



The screenshot shows the 'Edit Payment' form in the Coca-Cola Credit Union online banking interface. The form is titled 'Edit Payment' and includes the following fields and options:

- Payee:** Verizon Wireless
- Payee Account #:** 7890
- Payment Type:** Elec
- Confirmation #:** 2500427
- Account #:** Checking, \*\*\*\*3456, \$2.00
- Frequency:** One Time
- Payments Remaining:** 1
- Repeat this payment until I cancel it
- Send Date:** 10/02/2017
- Est. Delivery:** 10/03/2017
- Amount:** \$1.00
- Memo:** (empty field)
- Payment Alert:**
  - Alert me when the payment is delivered
  - Alert me [ ] days prior to the send date

At the bottom of the form, there are 'Cancel' and 'Update' buttons. The interface also shows a navigation menu with 'Accounts', 'Pay Bills', 'Transfer', 'Locations', and 'More' options, and a 'Sign Out' button in the top right corner.