



- You must be logged on to Online banking to register for Bill Pay.
- Reference your Online Banking summary (in **My Accounts**) to determine your Checking Account Type. The Checking Account Type will be either S30, S32 or S35.
- From your Online Banking account, click on the **Bill Pay** tab on the tool bar.
- Click on **Register for Bill Pay**, and a new window will open with a secure registration screen.
- Enter the information requested on the registration.
- Click **Submit** to proceed. Once you submit your information, you will be prompted to verify a security question. Click **Complete Sign Up** to finish.
- Upon authenticating your device, you will be able to use Bill Pay.