



Instructions for Online Bill Pay Sign Up

1. Log on to your Internet Banking
2. Go to the Payments Tab
3. Click the Next Button when it asks you to sign up for Online Bill Pay'
4. Enter your access code and password from online banking
5. Hit Submit button
6. Go to the bottom of your online banking screen and hit the link that says "Click here to complete online bill pay enrollment."
7. Fill out application completely and hit Submit
8. Verify that the information was entered correctly
9. Hit the Home button

Charges for Online Bill Pay:

First 90 days are free. Free if you use it once a month otherwise \$4.95 per month after that

Businesses: Free if you use it once a month, otherwise \$5.95 per month.