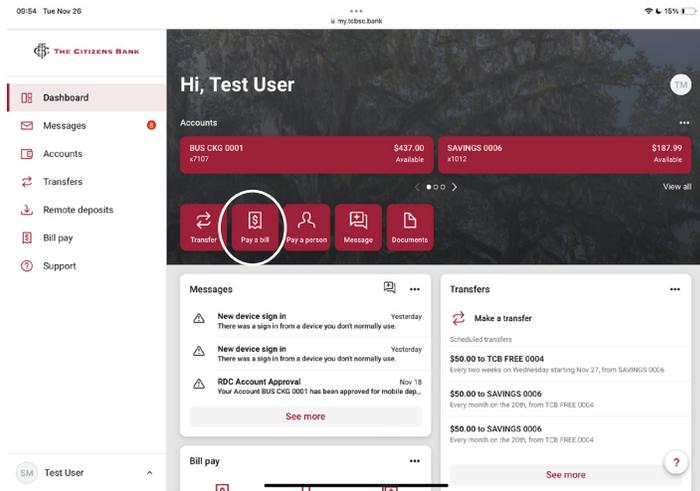




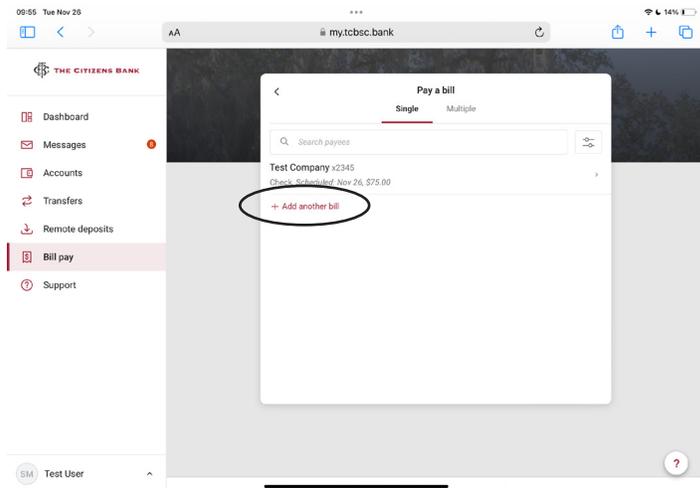
DIGITAL BANKING

HOW TO PAY A BILL

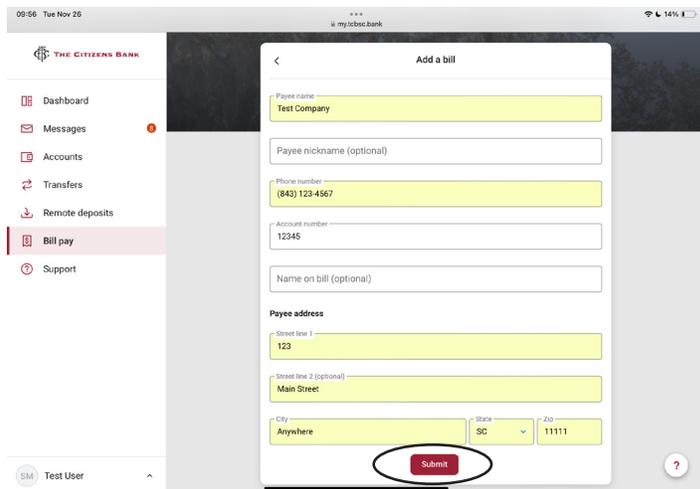
You can use your mobile device, iPad, or computer and the process will be the same just with a different screen layout.



1. After you log in, you will reach the dashboard area showing your accounts and available actions. Click or tap the red 'Pay a Bill' tile.

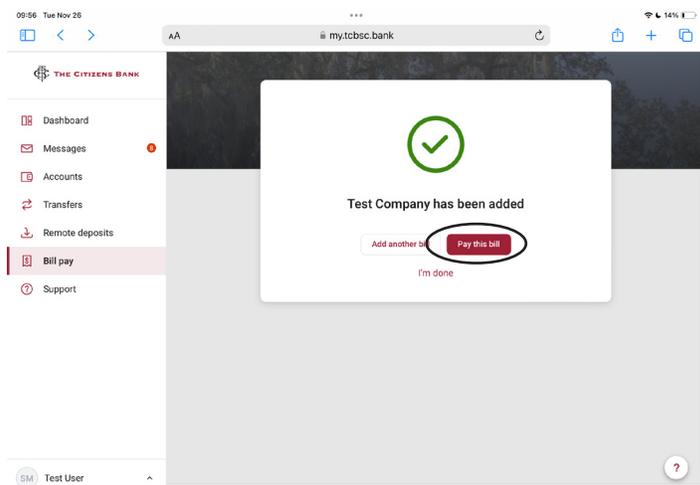


2. After this 'Pay a Bill' screen pops up, either select a payee from the list OR tap or click the red + button to add the bill you need to pay.

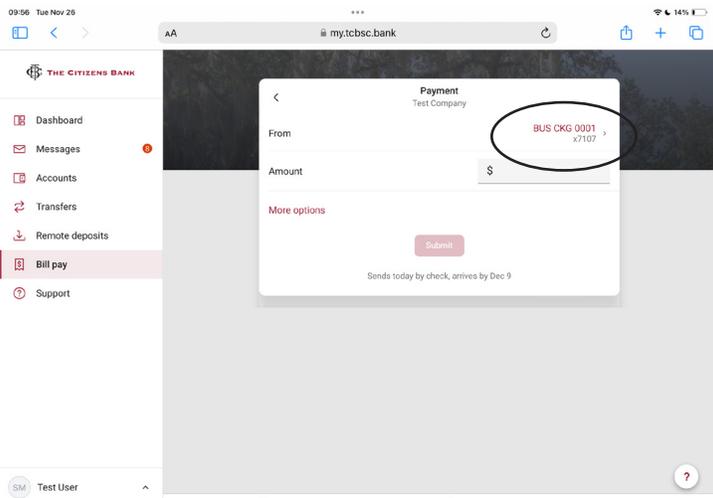


3. Add pertinent information on this screen. Note that all fields are required except the 'Payee Nickname' and 'Name on Bill.'

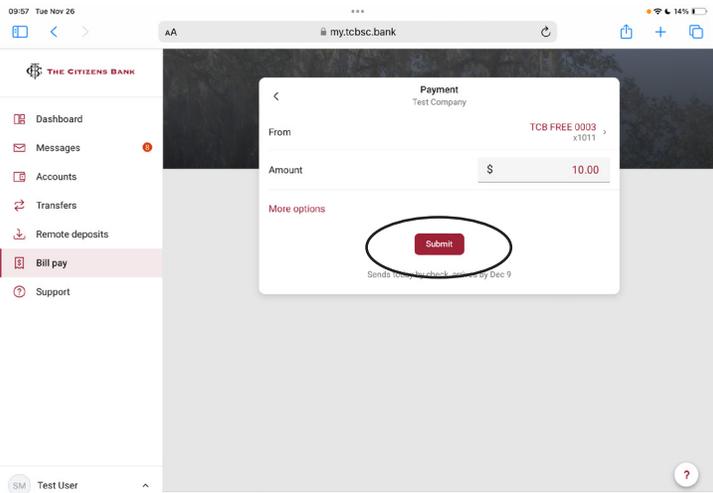
Once completed, tap or click the red 'Submit' button.



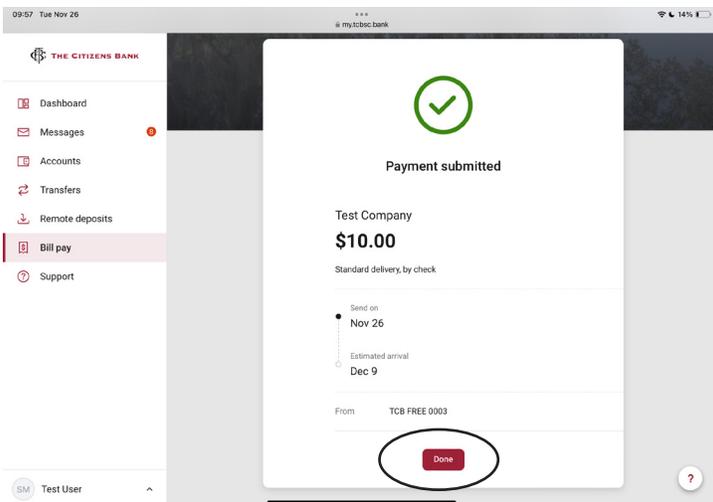
4. The confirmation screen will show a green checkmark once the company has been added. Now, tap or click 'Pay this bill.'



5. Tap or click on the 'From' account area to select the account you are paying this bill from.



6. Then enter the details for the bill that needs to be paid and tap or click the red 'Submit' button.



7. The confirmation screen will show a green checkmark along with a payment summary.

After tapping or clicking the 'Done' button, you'll be returned to the 'Pay a Bill' dashboard where you can continue your convenient digital banking experience.