

Add Payees to Pay a Company

The screenshot shows a web interface for adding a payee. At the top, there are navigation tabs: 'Accounts', 'Bill Pay', and 'Options'. Under 'Bill Pay', there are sub-tabs: 'Scheduled Payments', 'Add Payment', and 'Payees'. The 'Payees' sub-tab is active, and a button labeled '»Add Payee' is visible. Below the navigation, the address '401 N. Hershey Road, P.O. Box 67 Bloomington, IL 6170' is displayed. The main form is titled 'Bill Payment - Add Payee' and contains the following fields:

- Payee Name *
- Payee Account Number * (with a note: 'Please enter your account number exactly as shown on your last billing statement. Include any dashes, spaces or special characters. Example: 16-12043 99403')
- Address Line 1 *
- Address Line 2
- City *
- State * (with a dropdown arrow)
- Payee Zip Code * (with a hyphen separator)

A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form, there are 'Search' and 'Cancel' buttons.

1. Select **Pay a Company** from the Bill Pay menu.
2. Enter appropriate information from your Payee's latest statement.
3. Click **Submit** to search for a possible Electronic Payment Payee match.
4. Select **Payee** if more than one Payee name is returned in the search results according to your statement from that Payee.
On the next screen you would provide your pertinent account information for the Payee.

Note: If there is not a Payee to match your information, the payment will be made by a Check. A check payment screen would be provided for your completion.