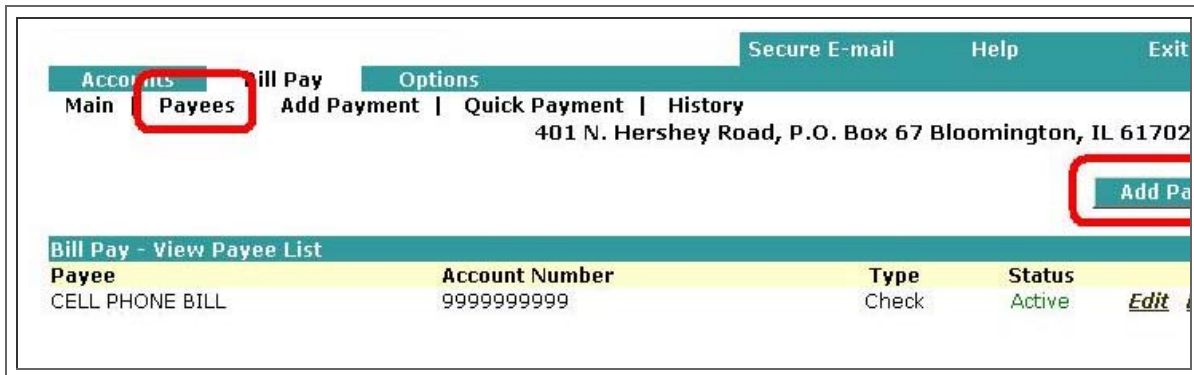


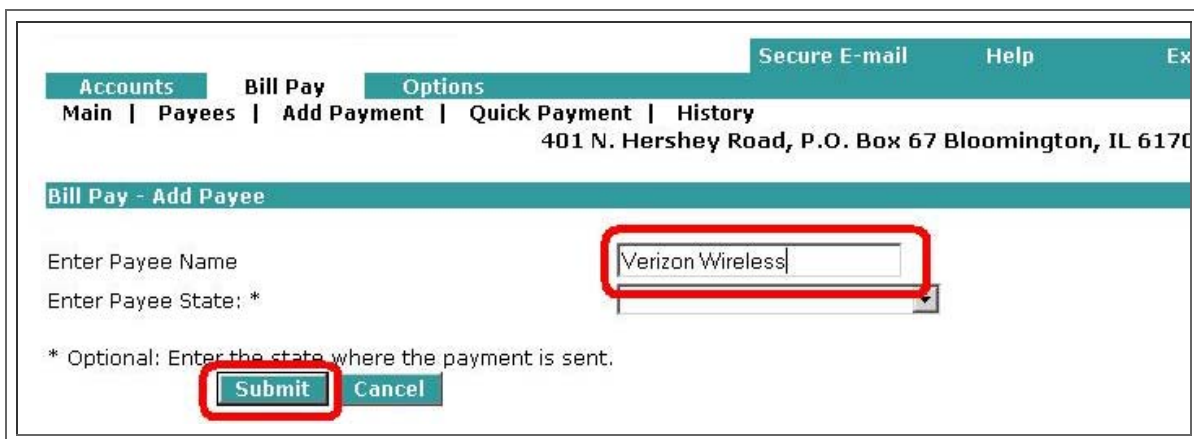
Setting Up Payees: Electronic (1)



The screenshot shows a web interface with a teal header. The 'Accounts' menu is expanded, and 'Payees' is highlighted with a red box. Below the header, there are navigation links: 'Main', 'Payees', 'Add Payment', 'Quick Payment', and 'History'. The address '401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61702' is displayed. On the right side, there is a teal button labeled 'Add Pa' (partially visible) which is also highlighted with a red box.

1. Select **Payees** from the Bill Pay menu.
2. Click **Add Payee**

Setting Up Payees: Electronic (2)



The screenshot shows the 'Bill Pay - Add Payee' form. The 'Accounts' menu is expanded, and 'Payees' is selected. The form contains the following fields and elements:

- 'Enter Payee Name' field with 'Verizon Wireless' entered, highlighted with a red box.
- 'Enter Payee State: *' dropdown menu.
- A note: '* Optional: Enter the state where the payment is sent.'
- 'Submit' and 'Cancel' buttons, with 'Submit' highlighted by a red box.

1. Enter name of payee. *Note: A payee cannot be added without first performing a search.*
2. Click **Submit**.

Setting Up Payees: Electronic (3)

Secure E-mail Help Es

Accounts Bill Pay Options

Main | Payees | Add Payment | Quick Payment | History

401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61701

Bill Pay - Add Payee

You searched for:
Payee: **Verizon Wireless** State:

Select your payee from the following:

<u>Verizon Wireless</u>	133 CALKINS ROAD	ROCHESTER	NY	14623-00
<u>Verizon Wireless</u>	1720 LAKE POINTE DR	LEWISVILLE	TX	75067-00
<u>Verizon Wireless</u>	1720 LAKE POINTE DR STE 100	LEWISVILLE	TX	75067-00
<u>Verizon Wireless</u>	20 ALEXANDER DR	WALLINGFORD	CT	06492-00
<u>Verizon Wireless</u>	2000 CORPORATE DR	ORANGEBURG	NY	10962-00
<u>Verizon Wireless</u>	PO BOX 105378	ATLANTA	GA	30348-00
<u>Verizon Wireless</u>	PO BOX 105818	ATLANTA	GA	30319-00
<u>Verizon Wireless</u>	PO BOX 15023	WORCESTER	MA	01615-00
<u>Verizon Wireless</u>	PO BOX 15040	ALBANY	NY	12212-00
<u>Verizon Wireless</u>	PO BOX 15108	ALBANY	NY	12212-00

None of the results above are my Payee [Click Here.](#)

1. Select Payee from search results list.

- Choose carefully referring to the address on your latest Payee's statement.
- A wrong choice could delay payment.
- If in doubt, or if your Payee is not listed, click Click Here to access the Setting Up Payee Check screen.

Setting Up Payees: Electronic (4)

		Secure E-mail	Help	Ex
Accounts	Bill Pay	Options		
Main	Payees	Add Payment	Quick Payment	History
401 N. Hershey Road, P.O. Box 67 Bloomington, IL 6170				
Bill Pay - Add Payee				
Payee Name	Verizon Wireless *			
Payee Type	<i>Electronic</i>			
Payee Alias	<input type="text"/>			
Account Number	<input type="text"/>			
	<small>Enter account numbers without dashes, slashes, or spaces.</small>			
Address Line 1	PO BOX 6170			
Address Line 2				
City	CAROL STREAM			
State	IL			
Zip Code	60196-0000			
Phone Number	<input type="text"/> Example: (913)555-1212			
* You are not able to edit the names or addresses of Electronic Payees.				
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

1. Complete Electronic Payment screen using Payee information from your **most recent Payee statement**.
 - Payee Alias is the display name reflected in the Add Payment or Quick Payment sections. It does not appear on the check issued to your Payee.
 - If account number does not match the Payee's required format, a message will display and Payee should be set up as a Check Payee.
 - The Payee Address is not always included in the search results. Complete, if missing.