

Setting Up Payees: Electronic (1)

The screenshot shows a web interface with a teal header bar containing 'Accounts', 'Bill Pay', and 'Options'. 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 61702-0067' is displayed. A red box highlights the 'Payees' link. Another red box highlights an 'Add Payee' button in the top right corner. Below the header, there is a section titled 'Bill Pay - View Payee List' with a table of payees.

Payee	Account Number	Type	Status	
CELL PHONE BILL	9999999999	Check	Active	Edit Delete

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

Setting Up Payees: Electronic (2)

The screenshot shows the 'Add Payee' form. The header bar is the same as in the previous screenshot. The navigation links are 'Main | Payees | Add Payment | Quick Payment | History'. The address is the same. The section title is 'Bill Pay - Add Payee'. There are two input fields: 'Enter Payee Name' with 'Verizon Wireless' entered, and 'Enter Payee State: *' with a dropdown arrow. A red box highlights the 'Verizon Wireless' text. Below the input fields, there is a note: '* Optional: Enter the state where the payment is sent.' At the bottom, there are two buttons: 'Submit' and 'Cancel', both highlighted with red boxes.

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

Setting Up Payees: Electronic (3)

Accounts		Bill Pay		Options		Secure E-mail		Help		Exit	
Main		Payees		Add Payment		Quick Payment		History		401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61702-0067	
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	14623-0000							
<u>Verizon Wireless</u>	1720 LAKE POINTE DR	LEWISVILLE	TX	75067-0000							
<u>Verizon Wireless</u>	1720 LAKE POINTE DR STE 100	LEWISVILLE	TX	75067-0000							
<u>Verizon Wireless</u>	20 ALEXANDER DR	WALLINGFORD	CT	06492-0000							
<u>Verizon Wireless</u>	2000 CORPORATE DR	ORANGEBURG	NY	10962-0000							
<u>Verizon Wireless</u>	PO BOX 105378	ATLANTA	GA	30348-0000							
<u>Verizon Wireless</u>	PO BOX 105818	ATLANTA	GA	30319-0000							
<u>Verizon Wireless</u>	PO BOX 15023	WORCESTER	MA	01615-0000							
<u>Verizon Wireless</u>	PO BOX 15040	ALBANY	NY	12212-0000							
<u>Verizon Wireless</u>	PO BOX 15108	ALBANY	NY	12212-0000							
None of the results above are my Payee Click Here.											
										Cancel	NEXT

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	Exit
Accounts	Bill Pay	Options		
Main	Payees	Add Payment	Quick Payment	History
401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61702-0067				
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.