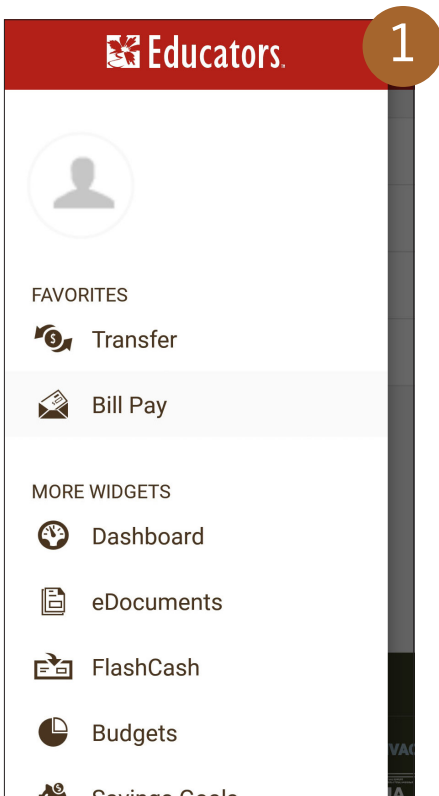
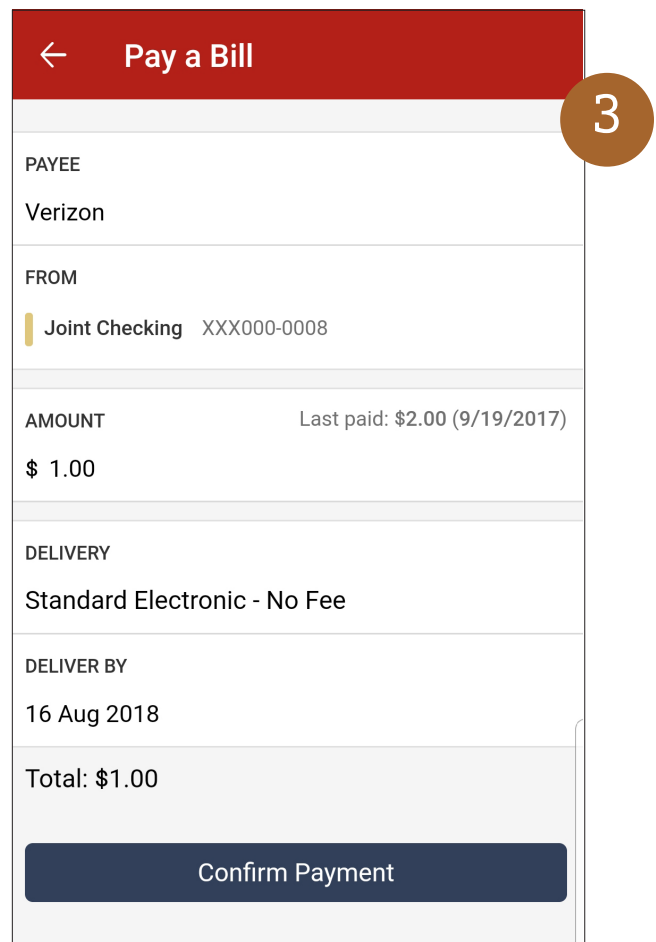
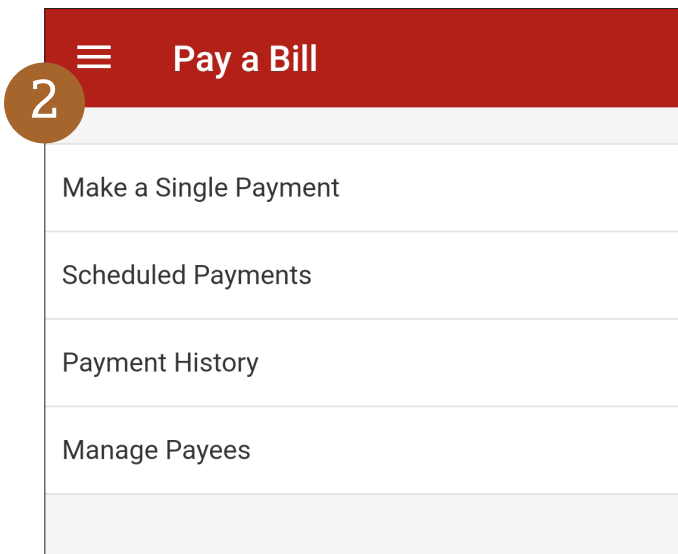


Mobile Banking: Bill Pay

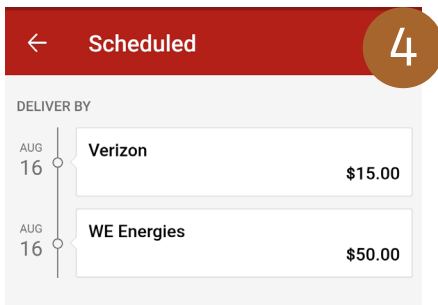


1. Log in to the Educators Mobile Banking app and select the **Bill Pay** widget.
2. Choose from the options listed (e.g., make a single payment, scheduled payments, payment history, manage payees).
3. To make a single payment:
 - Select a Payee from the menu. Select the account you are paying the bill from, then type in the amount. Select the date your payment should reach the payee.
 - A confirmation screen will display to let you know the details of your payment. Select **“Submit payment.”**

Continued on page two...



Mobile Banking: Bill Pay – Continued



4. To view your scheduled payments, select “Scheduled Payments.”

5. To view your payment history, select “Payment History.”

- Get additional information by **clicking on the payment**. This will display where the payment was sent, the total amount, the date sent, the delivery date, the frequency and the confirmation number.

6. To manage your payees, select “Manage Payees.”

- Select the payee you wish to edit.
- Tap “Edit” in the upper right corner.
- Change the fields as you wish or deactivate or delete the payee.
- Hit “Save” once you’ve finished making changes.

