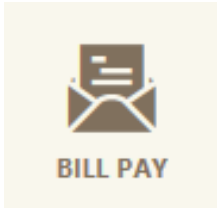


Online Banking Bill Pay Multi Pay



After you login to Educators Online Banking, click on the **Bill Pay** widget.

1. Click on the **"Multi"** tab, it will display the Payees you have entered.
 2. Select the payee you would like to pay. Choose a payment option in the **"Payment Method"** dropdown.
 3. Select the checking account you would like the payment to come out of.
 4. In the **"Amount"** field, type in the amount of your payment.
 5. Click the calendar in the **"Deliver By"** field to select a date for your payment to be made.
- Continue **Steps 2 through 6** for as many Payees as you would like.
6. Click the **"Submit Payments"** button when you have all of your payments set up.
 7. A green bar will display letting you know that your payments were created successfully.

The screenshot shows the "Multi" tab selected in the Bill Pay interface. It lists three payees: CAPITAL ONE, VERIZON, and WE ENERGIES. Each payee has a form to set payment details. Callout 1 points to the "Multi" tab. Callout 2 points to the "PAYMENT METHOD" dropdown. Callout 3 points to the "FROM ACCOUNT" dropdown. Callout 4 points to the "AMOUNT" input field. Callout 5 points to the "DELIVER BY" date selector. Callout 6 points to the "Submit Payment" button. At the bottom, it shows "TOTAL PAYEES 3" and "TOTAL AMOUNT \$75.00".



For the teacher in you.