

# Online Banking Bill Pay Add a Payee



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

1. Click on the **"Payee"** Tab.
2. Click **"Add a New Payee"**.
3. Type in the **Business Name** and **Zip Code**  
Select a **Payee Category** from the dropdown  
Select a **Default Funding Account** from the dropdown  
Type in the **Payee Account Number** (Enter just the number; exclude any spaces or dashes)  
Type in the **Payee Account Number** again to confirm  
Click the **"Next"** button  
  
In the **"Add Payee"** window, type in **Mailing Address, City** and **State** from an invoice or bill  
Type in the payee **Phone Number** (The correct format for the phone number is XXX-XXX-XXXX; dashes must be included, and the 1 before the area code cannot be included)  
Enter the Payee **Email Address** (Optional)  
Upload **Payee Image** or Logo (Optional)  
Type in Enter a **Nickname** for the Payee  
Type in the **Name on the Account**  
Click **"Save"**.
4. Verify the Payee information on the **Add Payee** confirmation page and click **"Done"**.  
The new Payee will now be under the **"Payee"** Tab in Bill Pay.

