

Adding a Payee in Bill Pay "Pay a Person"

- Log into your online banking
- From your Dashboard, select Bill Pay on the left hand side of your screen.

CITIZENS
Dashboard
3 Messages
Accounts
Transfers
 Remote deposits
🖇 Bill pay
📕 Cash Management
3 Support

• Select "+ New Payee"

CITIZENS	Bi	ill pay								
Dashboard	_									
Messages	F	Payments • New payee History Payees			5		ጺ			
C Accounts	F				ay a bill	Pa	ay a perso	on	Manage	payments
₽ Transfers		Q. Search payments							< >	
▲ Remote deposits						TUE	WED	THUR	FRI	SAT
Bill pay		Fill pay Payments History Payees Q. Search payments We couldn't find any matching payments.			1	2	3	4	5	6
Cash Management				7	8	9	10	11	12	13
⑦ Support				14	15	16	17	18	19	20
				21	22	23	24	25	26	27
				28	29	30				

• Select "Person" in the drop down.

CITIZENS	Bill pay										
DashboardMessages	Payments	0	+ New payee	S		ጺ					
C Accounts	Bill pay Payments History Payees Company Person Q. Search payments We couldn't find any matching payments.		Pay a bill		Pay a person			Manage payments			
	Q. Search payments			April 2	024					()	
. ▲ Remote deposits				SUN	MON	THE	WED	THUR	FDI	SAT	
🔰 Bill pay				0011	1	2	3	4	5	6	
🛄 Cash Management	We couldn't find any matching	navments		7	8	9	10	11	12	13	
⑦ Support	i oodaar maaan maaaning	We couldn't find any matching payments.					17	18	19	20	
				21	22	23	24	25	26	27	
				20	20	20					

• Select "Direct Deposit"

Add a person Messages Accounts Transfers Transfers Remote deposits Bill pay Cash Management	CITIZENS			
Bashboard Which payment method would you like to use? Messages Image: Direct deposit Accounts Payments are electronically deposited into your payers' account. Payments are electronically deposited into your payers' account. Payments are electronically deposited into your payers' account. Transfers Image: Direct deposits Bill pay Cash Management Support Support		 Add a person Which payment method would you like to use? Direct deposit Payments are electronically deposited into your payee's account. Payments are electronically deposited into your payee's account. Payments are electronically deposited into your payee's account. Text message (SMS) Your payee will receive an email to accept payments. Your payee will receive a text message to accept payments. Check Sent by mail to the payee's address. Sent by mail to the payee's address. Sent by mail to the payee's address. 		
 Messages Messages Acounts Transfers Remote deposits Bill pay Cash Management Support 	Dashboard	Which	payment method would you like to use?	
 Accounts Payments are electronically deposited into your payee's account. Payments are electronically deposited into your payee's account. Fmail Your payee will receive an email to accept payments. Text message (SMS) Your payee will receive a text message to accept payments. Check Sent by mail to the payee's address. 	Messages	<mark>.↓</mark>	Direct deposit	>
 Transfers Remote deposits Bill pay Cash Management Support 	C Accounts		Payments are electronically deposited into your payee's account.	
 Remote deposits Bill pay Cash Management Support 			Email Your payee will receive an email to accept payments.	>
Image: Support Support	. ▲ Remote deposits		Text message (SMS) Your payee will receive a text message to accept payments.	>
Cash Management Sent by mail to the payee's address.	😫 Bill pay		Check	>
⑦ Support	🚊 Cash Management		Sent by mail to the payee's address.	
	⑦ Support			

- A box will then pop up to "Add a person"
- Enter all the correct information for your Payee.
- Click "Submit" once you are done inputting the information of your Payee.

CITIZENS
Dashboard
Messages
Accounts
Remote deposits
Bill pay
Cash Management
Support

• After you have clicked on "Submit" you will see a popup stating your named Payee has been added.

CITIZENS	
Dashboard	\bigtriangledown
Accounts	\mathbf{O}
Transfers	Minnie Mouse has been added
Remote deposits	Add another person
Bill pay	I'm done
Cash Management	
) Support	

- From there you can either select "I'm done" or "Add Another Person"
- Once you are done adding your Payees, select "I'm done". That will take you back to your main Bill Pay page.
- Then select "Payees" and you will see all your recent Payees that you have added.

• Select the Payee you want to pay.

CITIZENS	B	ill pa	y									
Dashboard						_						
Messages		Payments		+ New payee			s]		ጺ		••	•
Accounts		History	Payees			Pay	a bill	P	ay a pers	on I	Manage p	ayments
Transfers		Q Searc	ch payees		-	April 2	024				<))
Remote deposits		TYPE	DAVEE	METHOD	_	SUN	MON	TUE	WED	THUR	FRI	SAT
Bill pay			Harry Patter v0006	Chook			1	2	3	4	5	6
Cash Management			Hally Poller 20000	CHECK		7	8	9	10	11	12	13
Support		B	Mickey Mouse	Direct dep	osit >	14	15	16	17	18	19	20
		8	Minnie Mouse	Direct dep	osit >	21	22	23	24	25	26	27
		8	Ron Weasley xsley	Check	>	28	29	30				

• A details box will pop up, then you will select "Make a payment"

CITIZENS	Bill pa	у					
Dashboard							
🖂 Messages	Payments	s + Ne	w payee		ឡ		ېر
C Accounts	History	Details		×	a bill	P	'ay a pe
	O Sea	Minnie Mouse		Edit >	024		
🕹 Remote deposits		MINNIE MOUSE			MON	THE	MED
💲 Bill pay	TYPE (Direct deposit payment			1	2	3
🛄 Cash Management		🗞 Call (765) 529-5450			8		
③ Support	8	S Make a payment			15	16	17
	8				22	23	24
	8	Payment history			29	30	
		We couldn't find any matching payments.					

- From there you will have the "Payment" popup box, where you will input the amount you want to pay your payee.
- At this point you can also choose "More Options", if you would like to set up the frequency, date of arrival or make any notes.

• Once you are ready to send your payment. Select "Submit"

TIZENS			
In marte	<	Payment Minnie Mouse	Payment Minnie Mouse DDAxxxxx0006 x0006
d	From		DDAxxxxx0006
			20000
	Amount	\$	5.00
	More options		
its		Submit	
		Sends today electronically arrives by to	omorrow
ent		ochda today cicculonicany, anives by a	

- Once you click on "Submit" you will have a popup box that states "Payment Submitted" and any info on the payment you made will show.
- Select "Done".

CITIZENS	
☐ Dashboard	
Messages	(~)
C Accounts	\smile
₽ Transfers	Payment submitted
.↓ Remote deposits	
💲 Bill pay	Minnie Mouse
🗒 Cash Management	
⑦ Support	Standard denvery, electronically
	Send on May 1
	Estimated arrival
	^o May 2
	From DDAxxxxx0006
	Done

• From there you will have a popup screen of "Details" showing the Payment History at the bottom, there you will see your recent payments made to that Payee.

CITIZENS	E	Bill pay					
Dashboard							
Messages		Payments		+ New payee	l i	S	
C Accounts		History P	Payees		Pay	a bill	Pay
♂ Transfers	1	Q Sear	Details		×	024	
▲ Remote deposits					~	MON	THE
Bill pay			Iinnie Mouse		Edit >	1	2
🛄 Cash Management		м	INNIE MOUSE			8	
③ Support		Dir	rect deposit payment			D24 Pay MON TUE 1 2 8 9 15 16 22 23 29 30	
		Q	🗞 Call (765) 529-5450			22	
		[Make a payment			29	
		Pa	ayment history				
		0	Minnie Mouse Scheduled for May 1		\$5.00		

- From there, please "X" out of that box.
- You will then be taken back to the main screen for Bill Pay and see your payment History listed, which will show the Date, Payee, Status and Amount you paid your Payee. (For example below, I set up a scheduled payment).

CITIZEN	Bill pay									
Dashboard				_						
Messages	Payments		+ New payee		3		ጺ			••
C Accounts	History Payees			Pay	a bill	P	ay a pers	on	Manage	Jaymen
₽ Transfers	Q Search payments			April 2	024				(•	00
▲ Remote deposits	DATE PAYEE	STATUS	AMOUNT	SUN	MON	THE	WED	THUR	FRI	SAT
🔰 Bill pay	May Minnie Mouse	() Scheduled	\$5.00 >		1	2	3	4	5	6
📗 Cash Management		0		7	8	9	10	11	12	13
⑦ Support				14	15	16	17	18	19	20
				21	22	23	24	25	26	27
				28	29	30				
				_						

• If you have any further questions or need further help. Please contact your local Branch or our Call Center.