

## 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	Hi there!	C
Messages	Accounts	
Accounts	Demo 17 Checking Demo Savings BRONZE 0006 x0006 Available x0020 Available x3706	Available
Transfers	< ••• >	View a
<ul> <li>Remote deposits</li> </ul>		
💈 Bill pay	Transfer Pay a bill Pay a person Message Documents	
📕 Cash Management		
3 Support	Transactions Q Messages Citizens State Bank	₽

## • Select "+ New Payee"

CITIZENS	Bill pay								
Dashboard									
Messages	Payments + New payee			s		ጺ			
C Accounts	History Payees		Pay	a bill	P	ay a pers	ion	Manage	payments
♂ Transfers	Q. Search payments	Q. Search payments						< >	
L. Remote deposits			SUN	MON	TUE	WED	THUR	FRI	SAT
Bill pay				1	2	3	4	5	6
Cash Management	We couldn't find any matching payments.		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									
Dashboard Messages	Payments	Company	+ New payee		S Pay a bill		ጺ			
C Accounts	History Payees	Person			a bill	Pay a person		on	Manage payme	
	Q. Search payments			April	2024					$\mathbf{O}$
.▲ Remote deposits				SUN	MON	TUE	WED	THUR	FRI	SAT
🔰 Bill pay					1	2	3	4	5	6
🛄 Cash Management	We couldn't find any matching	payments.		7	8	9	10	11	12	13
⑦ Support	·····			14	15	16	17	18	19	20
				21	22	23	24	25	26	27
				20	20	20				

## • Select "Direct Deposit"

	CITIZENS		<	Add a person	
08	Dashboard		Which	payment method would you like to use?	
	Messages			Direct deposit Payments are electronically deposited into your payee's account.	>
	Accounts				
\$	Transfers			Email Your payee will receive an email to accept payments.	>
£	Remote deposits			Text message (SMS) Your payee will receive a text message to accept payments.	>
\$	Bill pay			Check	
圕	Cash Management		-	Sent by mail to the payee's address.	,
0	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
08	Dashboard
	-
┇	Accounts Transfers
	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	Bill p	ay								
shboard	_			_						
essages	Payme	nts	+ New payee	S			R		•••	
ccounts	History	Payees		Pay	a bill	P	ay a pers	ion	Manage	payments
ansfers	Qs	earch payees	~_	April 2	2024				(	< >
ote deposits			~							
	TYPE	PAYEE	METHOD	SUN	MON 1	TUE 2	WED 3	THUR 4	FRI 5	SAT 6
Management		Harry Potter x0006	Check >	7	,					
	8	Mickey Mouse	Direct deposit >		8	9	10	11	12	13
rt				14	15	16	17	18	19	20
	<u>®</u>	Minnie Mouse	Direct deposit >	21	22	23	24	25	26	27
	&	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		ew payee		ឡ		ېر
C Accounts	History	Details		×	a bill	P	Pay a pe
	Q Sea	Minnie Mouse		Edit >	024		
🕹 Remote deposits		MINNIE MOUSE			MON	TUE	WED
💲 Bill pay	TYPE	Direct deposit payment			1	2	3
🛄 Cash Management		🗞 Call (765) 529-5450			8		
③ Support	Ø	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			
he made	<	Payment Minnie Mouse	Innie Mouse DDAxxxxx0006 x0006 \$ 5.00
d	From		
	Amount	\$	5.00
	More options		
sits		Submit	
		Sends today electronically, arrives by to	morrow
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		
₽ Transfers	Payment submitted	
.↓ Remote deposits		
💲 Bill pay	Minnie Mouse	
III Cash Management	\$5.00	
⑦ Support	Standard delivery, electronically	
	Send on May 1	
	Estimated arrival	
	May 2	
	From DDAxxxx0006	
	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		S	
C Accounts		History P	Payees		Pay	/ a bill	Pay
♂ Transfers	1	Q Sear	Details		×	024	
▲ Remote deposits		DATE P				MON	TUE
Bill pay		MAY	Iinnie Mouse		Edit →	1	2
🛄 Cash Management			INNIE MOUSE			8	
③ Support			rect deposit payment			15	
		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				(•	0
▲ Remote deposits	DATE PAYEE	STATUS	AMOUNT	SUN	MON	TUE	WED	THUR	FRI	SAT
🔰 Bill pay	May 1 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.