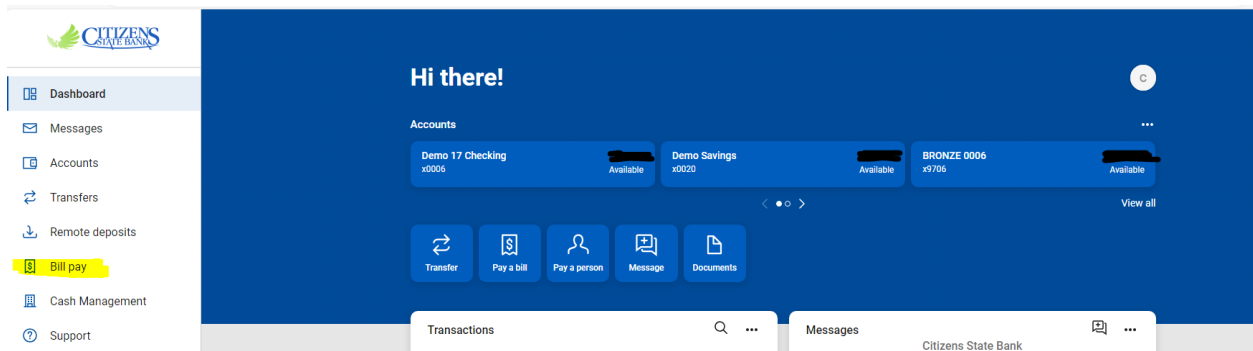


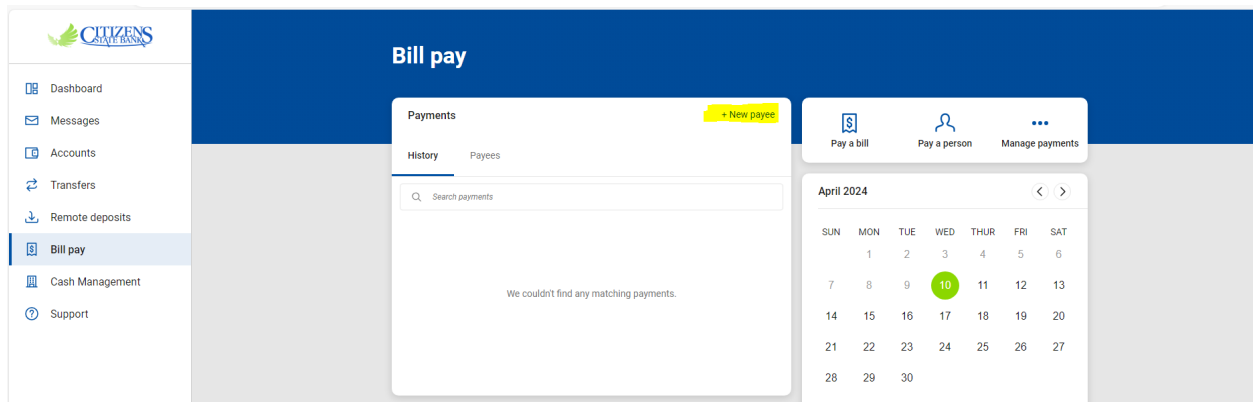


## Adding a Payee in Bill Pay “Pay a Person”

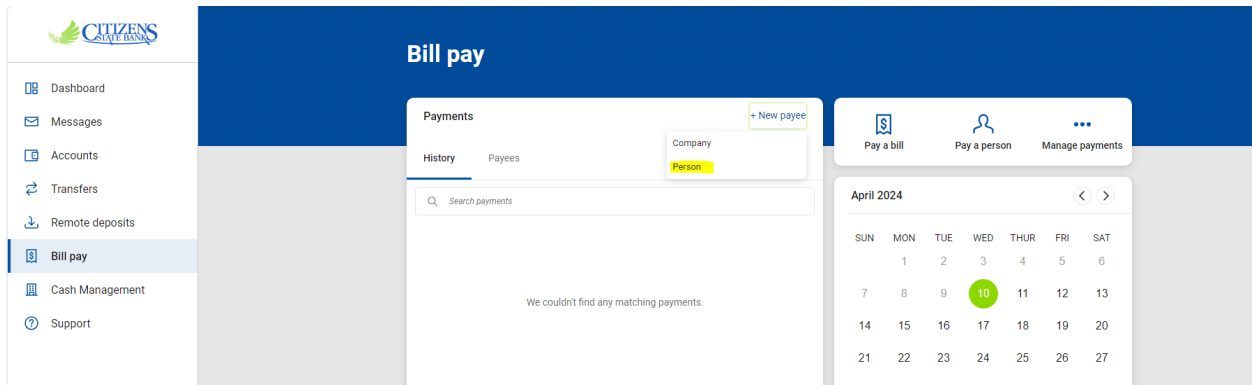
- Log into your online banking
- From your Dashboard, select Bill Pay on the left hand side of your screen.



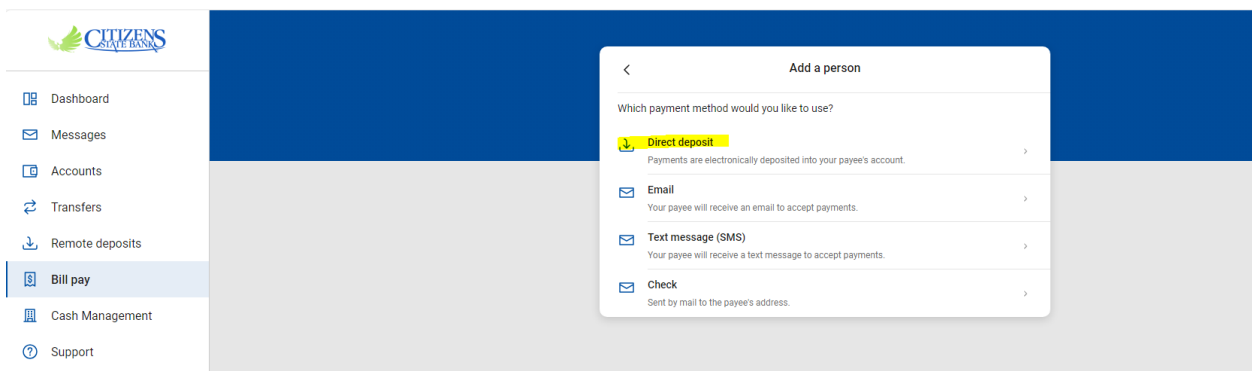
- Select “+ New Payee”



- Select “Person” in the drop down.

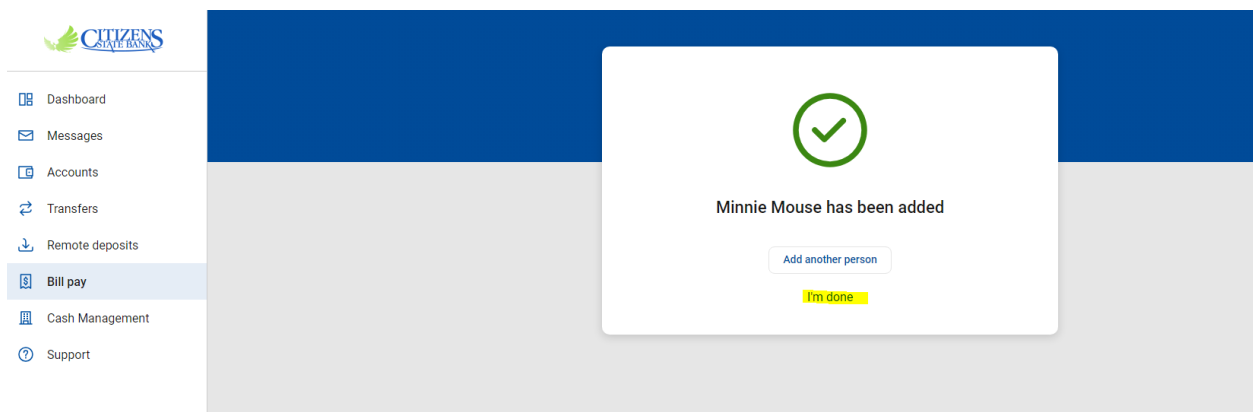


- Select “Direct Deposit”



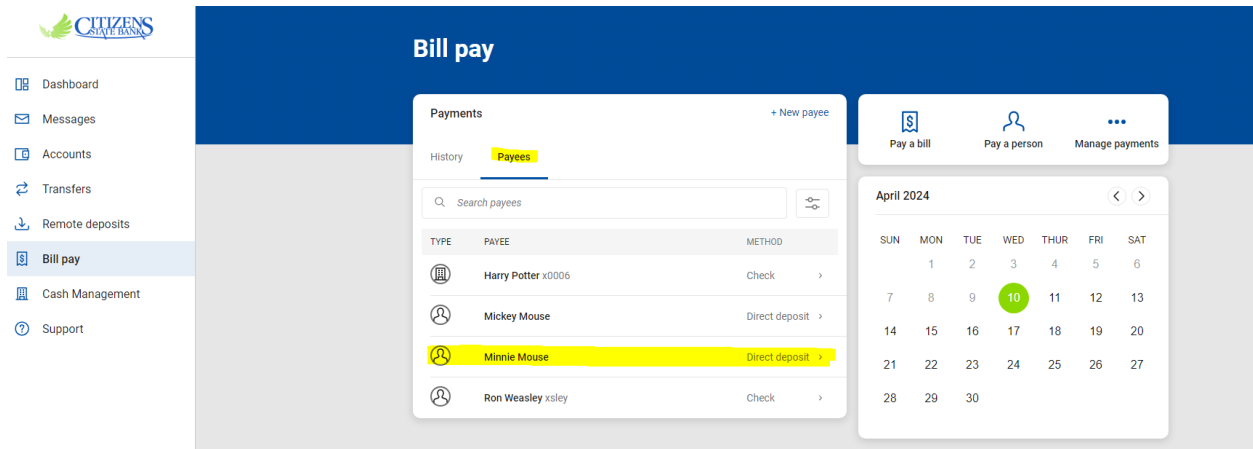
- A box will then pop up to “Add a person”
- Enter all the correct information for your Payee.
- Click “Submit” once you are done inputting the information of your Payee.

- After you have clicked on “Submit” you will see a popup stating your named Payee has been added.

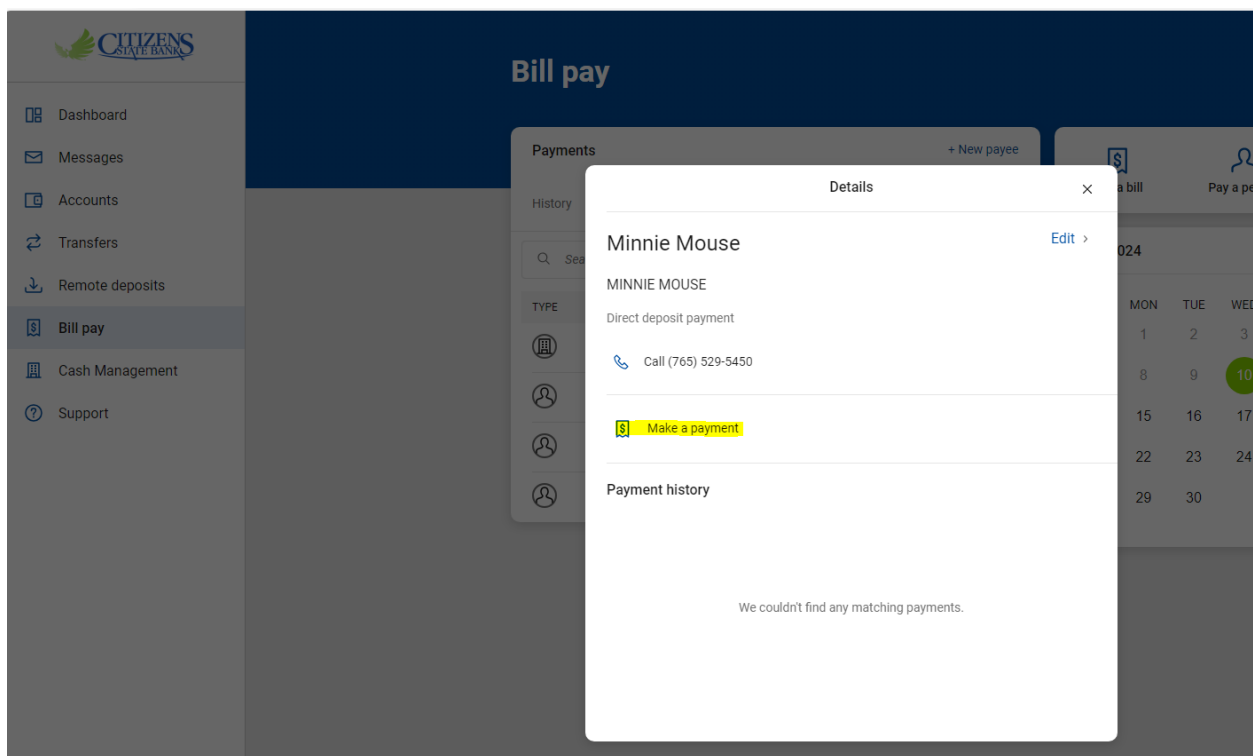


- From there you can either select “I’m done” or “Add Another Person”
- Once you are done adding your Payees, select “I’m done”. That will take you back to your main Bill Pay page.
- Then select “Payees” and you will see all your recent Payees that you have added.

- **Select the Payee you want to pay.**

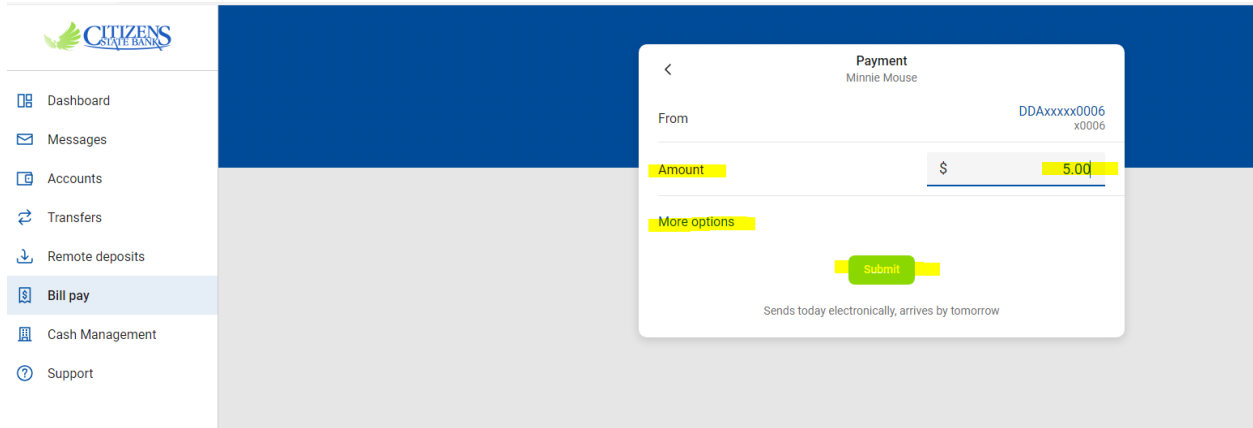


- **A details box will pop up, then you will select “Make a payment”**

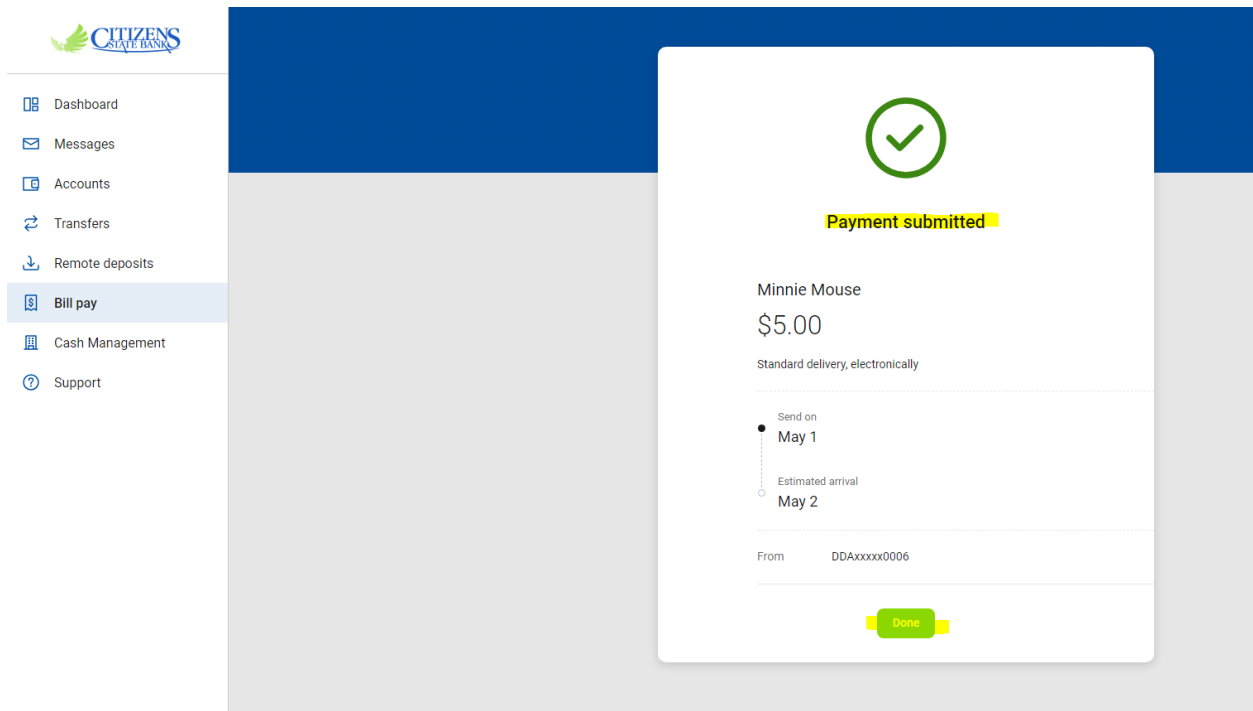


- **From there you will have the “Payment” popup box, where you will input the amount you want to pay your payee.**
- **At this point you can also choose “More Options”, if you would like to set up the frequency, date of arrival or make any notes.**

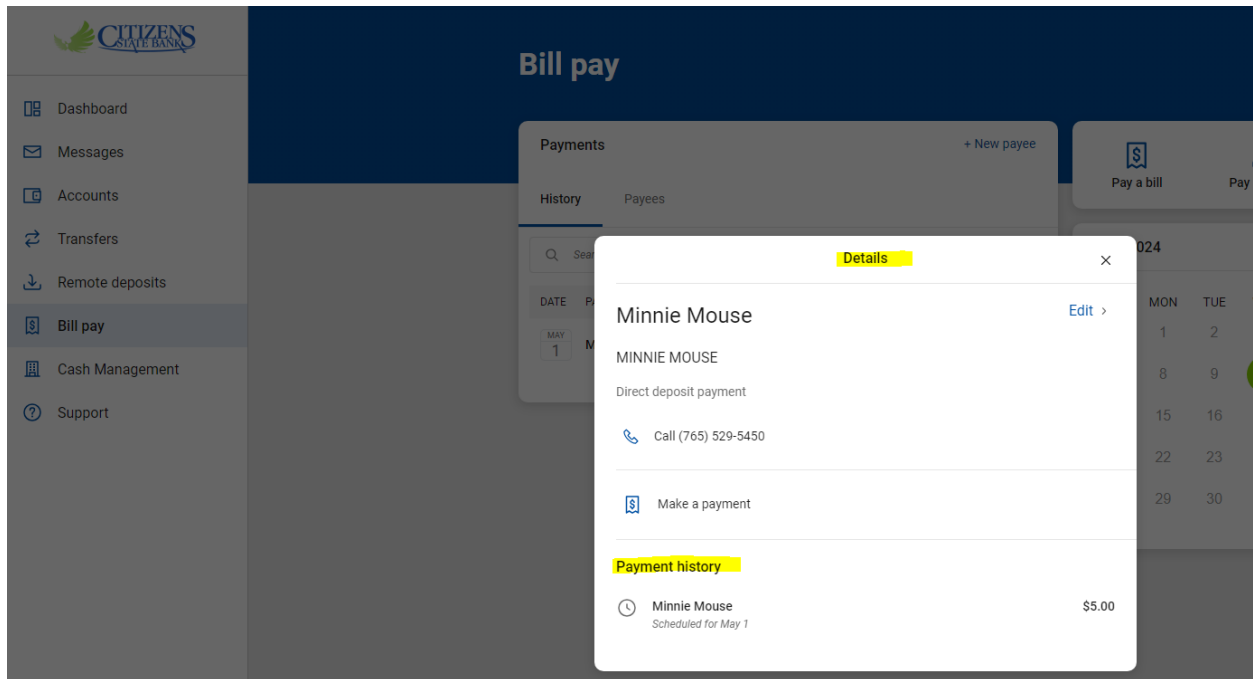
- **Once you are ready to send your payment. Select “Submit”**



- **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”.**



- 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.



- 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).

**CITIZENS STATE BANK**

**Bill pay**

Payments + New payee

History Payees

Search payments

DATE	PAYEE	STATUS	AMOUNT
MAY 1	Minnie Mouse	Scheduled	\$5.00 >

April 2024

SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Pay a bill Pay a person Manage payments

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