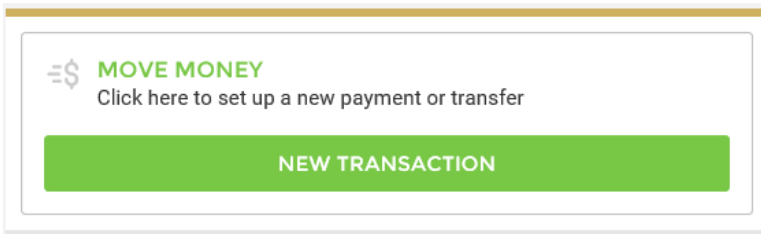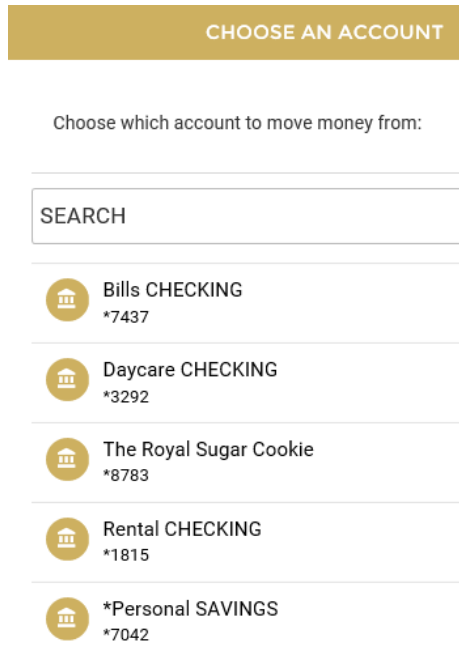# Bill Pay

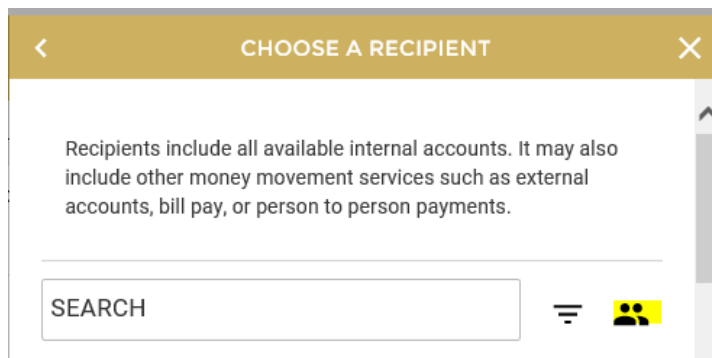## Making multiple bill payments at one time

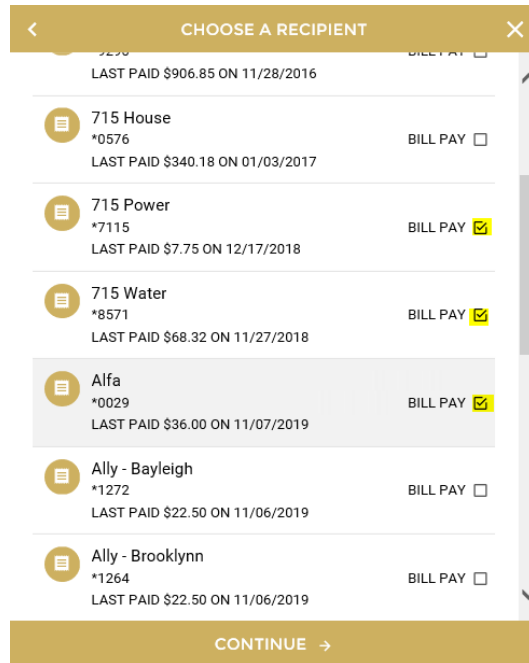- Click on New Transaction

- Select your "from" account

- Click on the icon of 2 people

- Place a check mark next to each payee you wish to pay during this session and click Continue.

- Each payee will show on a separate screen as you walk through making the payments. Once you click Continue after each one, you will be pushed forward to enter the amount for the next payee until you have competed all of the selected payees. You will notice at the top the number of payees selected and which one you are on in the process.
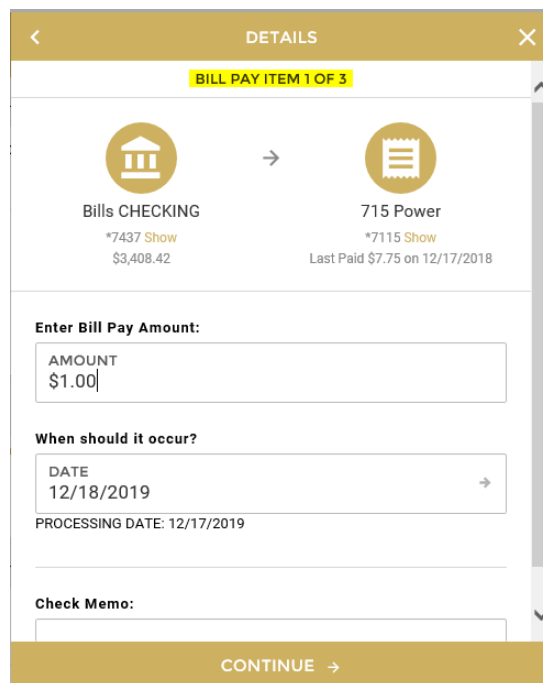
- Once you have made it through the list of payees, a list of all payments will pop up for your review. After you have verified that these are all correct, you can click Submit to send the payments.
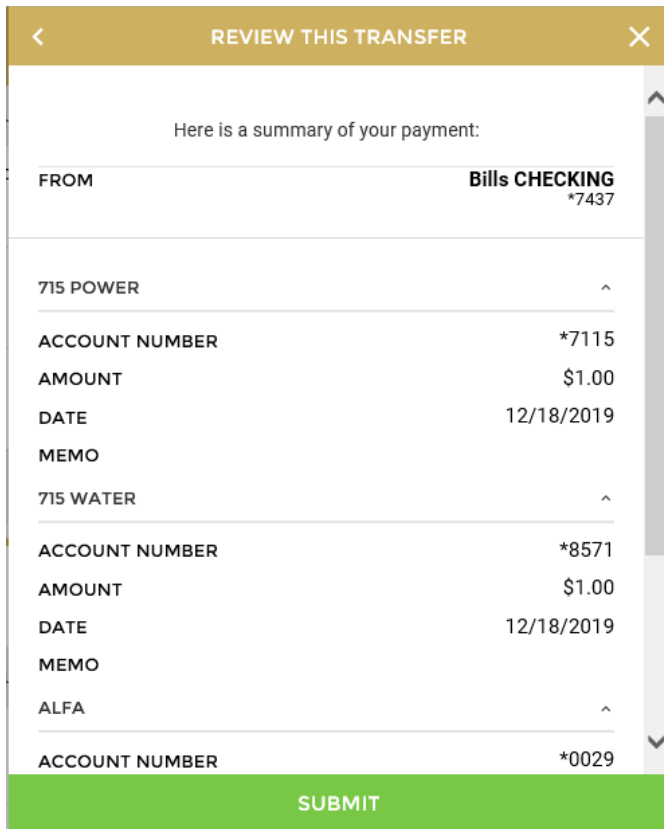
- After clicking submit, you can scroll down on the next screen to view all payments with confirmation numbers and Print/Save the confirmation screen.
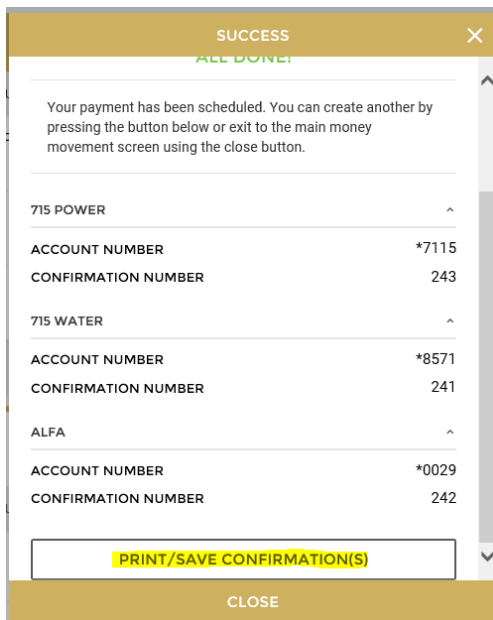
- A box should pop up at the bottom of the screen so that you can either open or save the document that shows all payments.

- The document will show all payments on one screen

Bill Pay Payments

Date: 12/17/2019 9:11:16 AM

Pay To:	715 Power
Method:	Electronic
Pay From:	Bills CHECKING - *7437
Amount:	$1.00
Payment Date:	12/17/2019
Delivery Date:	12/18/2019
Status:	Payment submission successful. Confirmation number: 243

Pay To:	715 Water
Method:	Electronic
Pay From:	Bills CHECKING - *7437
Amount:	$1.00
Payment Date:	12/17/2019
Delivery Date:	12/18/2019
Status:	Payment submission successful. Confirmation number: 241

Pay To:	Alfa
Method:	Check
Pay From:	Bills CHECKING - *7437
Amount:	$1.00
Payment Date:	12/17/2019
Delivery Date:	12/23/2019
Status:	Payment submission successful. Confirmation number: 242