

When you click on Payees you will see:

Add a Payee

View Payees – SELECT VIEW PAYEES

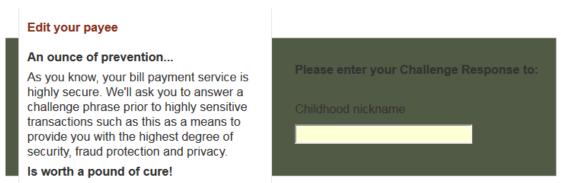
Categories

A list of all of your Payees will show. You can click on Printer Friendly Version and print out the list.

SELECT ALL PAYEES



In order to get the address and account information on each payee you will need to click on edit for each payee individually (or get the account# and address information off your actual bill). If you choose to look at the payee information you have set up, you will need to answer a challenge question on each payee that you want to see. Once the Edit a payee screen comes up you can print out that page by going to File in your menu bar, then select print or print how you would normally print out of your browser.

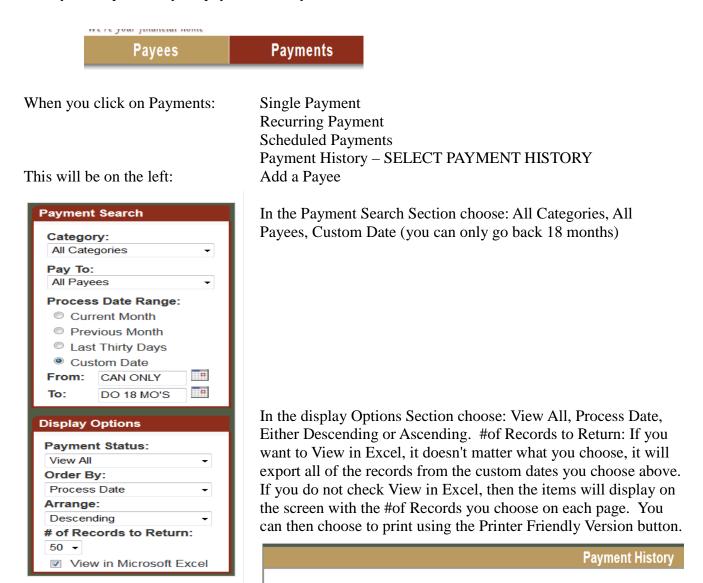


Once you print, you can then click Cancel at the bottom of the page and it will take you back to the list of All Payees. Repeat Process.

When we have implemented our new CheckFree Bill Payment product, you will then be able to use these printouts to set up the new payments easily in the new program.

INSTRUCTIONS ON HOW TO PRINT OUT YOUR PAYEES AND HISTORY FROM BILL PAY

When you are logged in to Virtual Branch, and have clicked on Bill Pay. You will have five tabs across the top. The two tabs below are what you will be using to get your Payee information and Payment history. First print out your payment history.



Printer Friendly Version

Search