PAYMENTS

You can **PAY A MERCHANT** for bills, credit card payments, or pay any other merchant registered with eBanking

01. ADD A MERCHANT

- Select **PAYMENTS**.
- Select **PAY MERCHANT** and choose **MANAGE**.
- Select **ADD MERCHANT** to choose a merchant from the list of registered eBanking businesses.
- Choose a **NICKNAME** for this merchant. It can be anything you wish.
- Insert the required payment information in the set up form.
- Save your details for simple future payments.

02. PAY A MERCHANT

- Select **PAYMENTS**.
- Select **PAY MERCHANT** option.
- Tap **MERCHANT** to select the saved merchant you wish to pay.
- Tap **ACCOUNT FROM** to select the account you wish to pay from.
- Enter the **AMOUNT** you wish to pay the merchant.
- Click **REVIEW** and then **SUBMIT**.

03. SCHEDULED PAYMENTS (optional)

- Select **PAY MERCHANT** option.
- Tap **MERCHANT** to select the saved merchant you wish to pay.
- Tap **ACCOUNT FROM** to select the account you wish to pay from.
- Enter the **AMOUNT** you wish to pay the merchant.
- Select **CHOOSE AN OPTION** to set a frequency to transfer one-time or a regular recurring payment.
- Select the **DATE** you wish to begin the transfer.
- Click **CONTINUE** and then **SUBMIT**.

ENSURE YOU ARE LOGGED OUT OF eBANKING AFTER COMPLETING A TRANSACTION OR WHEN YOU WALK AWAY FROM YOUR COMPUTER OR MOBILE DEVICE.