



eBANKING USER GUIDE

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.



How To Do BUDDY PAYMENTS

Add a Peer (buddy)



- Select **PAYMENTS** option.
- Select **PAY A PEER** and then **MANAGE**.
- Enter your **MOBILE ID** (see Mobile ID set up instructions).
- Choose a **NICKNAME** for your buddy. It can be anything you wish
- Enter your buddy's **MOBILE ID** and **ACCOUNT NUMBER**.
- Enter a **REFERENCE** that tells the recipient who the payment is from.

Pay a Peer (buddy)



- Select **PAYMENTS** option.
- Select **PAY A PEER** and select the **BUDDY** you wish to send money to.
- Select the **ACCOUNT FROM** which you wish to make the payment.
- Enter the **AMOUNT** you wish to send to your buddy.
- Select **REVIEW** and then **SUBMIT**.

Scheduled Payments



- Select **PAY A PEER** option.
- Tap **PEER** to select the saved buddy you wish to pay.
- Tap **ACCOUNT FROM** to select the account you wish to pay from.
- Enter the **AMOUNT** you wish to pay the buddy.
- 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.
- Select **CONTINUE** and then **SUBMIT**.

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