

ONLINE BANKING

101

Bill Pay

Select 'Bill Pay' from the menu bar on the left.

ADD A PAYEE

Choose the type of payment you would like to set up.

The screenshot shows the Washington State Bank online banking interface. On the left, a navigation menu includes 'Dashboard', 'Messages', 'Accounts', 'Transfers', 'Remote deposits', 'Bill pay' (highlighted), and 'Support'. The main content area is titled 'Bill pay' and features a 'Payments' section with a search bar and a table of payment history. The table has columns for DATE, PAYEE, STATUS, and AMOUNT. The history includes payments to Steve (\$30.00), Student Loans (\$250.00), HomeTown Plumbers (\$80.00), Utilities (\$350.00), and Steve (\$30.00). To the right, there is a calendar for January 2023 with a green circle on the 31st. Above the calendar are three options: 'Pay a bill', 'Pay a person', and 'Manage payments'.

DATE	PAYEE	STATUS	AMOUNT
FEB 28	Steve	Scheduled	\$30.00
JAN 27	Student Loans	Paid	\$250.00
DEC 28 2022	HomeTown Plumbers	Paid	\$80.00
NOV 28 2022	Utilities	Paid	\$350.00
OCT 28	Steve	Paid	\$30.00

Once you have created your new payee, specify the amount, frequency and start date.

PERSON TO PERSON PAYMENT

Person to Person Payments allow you to pay individuals in four convenient ways. Options shown below are dependent on if information is provided by either the person sending the money or the receiver. The fourth option is to send a check via mail to the individual.

The screenshot shows the 'Add a person' screen in the online banking app. It asks 'Which payment method would you like to use?' and lists four options: 'Direct deposit' (Payments are electronically deposited into your payee's account.), 'Email' (Your payee will receive an email to accept payments.), 'Text message (SMS)' (Your payee will receive a text message to accept payments.), and 'Check' (Sent by mail to the payee's address.).

BILL PAY ALERTS

Bill Pay Alerts keep you informed on your Bill Pay activity. You can customize what alerts you receive.