

Online Bill Pay: Adding a Payee



BAC Community Bank

Paying bills has never been easier or more convenient!

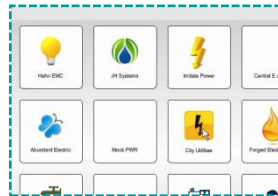
Step 1

Have your bill handy! Click on the Add a Company or Person button. Select the category, and then select a company from the pre-populated list.



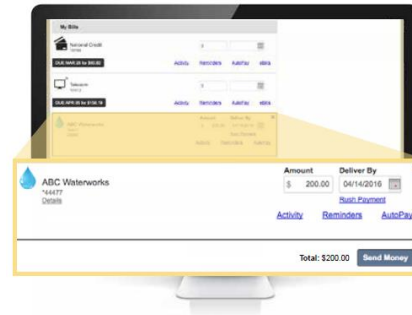
Step 2

If your biller is not in the list provided – simply follow the prompts to enter your biller's information.



Step 3

Give your new biller a nickname so that you can find it easily in the future. Enter the amount to be paid and select the date for your payment to arrive.



Step 4

Review your bill information! You can change the amount, date due or cancel the payment up until the payment is processed. It is that easy!

Next: Paying a bill - Get ready to try the easiest way to pay a bill...

