# First Carolina Bank Bill Pay User Guide

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# Enrolling in Bill Pay

Select Payments from the menu on the left, then Enroll.



# Adding First Payee

Once enrolled, select **Continue** to begin adding your first payee. Choose either **Pay a company** or **Pay a person** and select **Next**. Enter required payee information and select **Next**. Confirm information and select **Submit**. Note: Add Payment Categories as needed.

#### Last Revised: 11/18/2020

1 e to your bill pay	2 **	Pay a company (e.g. credit card, utilities or cable)     Pay a person (e.g. friend or relative)		3 Julying to pay?	
Add a payee  Here your blir's information ready  Schedule a payment  Herbers movel Herberse your date Herbert "Prop"  Contract	Search or week from hequently used payees	Stands/Paper         MAR           AMARRICAN-EXPRESS         Advance Tourviewie           Amarko Tourviewie         Amarko Tourviewie           Oracia Martinezarez Ando Vesa         Oracia Martinezarez Ando Vesa           Oracia Martinezarez Ando Vesa         Sociati Canado Sas           Oracia Martinezarez Ando Vesa         Sociati Canado Sas           Oracia Martinezarez Ando Vesa         Sociati Canado Sas           Oracia Martinezarez Ando Sas         Sociati Canado Sas           Oracia Martinez Canado Sas         Tambiét	The second se	Press serve * Preve account ventore * Exercise account ventore * Prever account ventore * Prever account *	Agen ends

## Adding Additional Payees

Access Bill Pay by selecting **Payments** from the menu on the left. Select **+New Payee**, then **Add a bill** or **Add a person** and complete requested information.

	T First Carolina Bank	2 ayments	3
Transfers      We couldn't find any payments or bill payees      Add a person      Add a person      Add a person      Add a person	Desineoars     Messages     Accounts	Payments + New payee	+ New payee
Kemote deposes     A Cash Management     Support	Transfers     Payments	We couldn't find any payments or bill payees	7 b Add a person
	Nemote deposits     Cash Management     Support		

## **Scheduling Payments**

Choosing either **Pay a bill or Pay a Person**, select the payee(s) funds will be sent to. Choose the account that will be debited and enter the amount. Select **More Options** to schedule a reoccurring payment or future payment or add a note/memo to the payment. Select **Submit**. Note: If payee is not listed within the iPay Bill Pay database, payments will be sent via check.

Pay a bill	2	Payment Test Account
	From	Conv DDA 0002 X004321
Test Account x0513	Amount	\$ 1.00
Check, Last paid: Never	Frequency	Once >
+ Add another bill	Sends	Today Arrives by Oct 27
	Notes	Add memo or comment
	Hide options	\$
		Submit
		Payment will be made by check

# Adding Additional "Pay From" Accounts

Under the **Payments** tab on the left menu, select **Manage Payments.** Under **My Account**, select **Add account**. Complete the required information and select **Next.** Confirm information and select **Submit**. You will receive a confirmation message reading, "You have successfully submitted your request to pay bills from the account listed below. Please allow up to three business days for processing.

