

# SETTING UP ONLINE BILL PAYER



## USING ONLINE BILL PAYER

**1** VISIT [WWW.EMERALDGCU.COM](http://WWW.EMERALDGCU.COM) AND LOG INTO ONLINE BANKING.  
Click the **"Transactions"** tab and then **"Bill Pay"** in the drop down.

**2** Click **"Add Payment"**.

Enter:

- The account you wish to pay the bill from
- Payee name
- Your account number with the Payee
- Payee Address, with City, State and Zip Code

Click **"NEXT"**.

Choose the Payee that you would like the payment to get sent to.

From Account

Choose Account 15085007-75.....\$114.75 Checking

Payee Details

Payee Enter Payee Name

Account Number Account Number With Payee

Address Details

Line 1 Address Line 1

Line 2 Address Line 2

City/State/Zip City State Post Code

Next

**4** Enter payment amount.

Choose the amount you would like your Payment to be.

Payment Details

Amount

\$ Enter Amount

**5** Your scheduled payment will appear on the Bill Pay screen.

**3** Schedule your payment.  
Select one of the following options:

- **Monthly**, enter:
  - Start and End Date, or
  - Day of Month
- **One Time Only** enter:
  - Payment Date
- **Weekly** enter:
  - Start and End Date, or
  - Day of Week

Click **"NEXT"**.

Choose the time frame of your Payment.

Monthly One Time Weekly

Time Frame - Monthly

This Payment will go out once a month on the selected day.

Date Range 8/20/2018 to End Date

Day of Month 1

Back Next

**6** Click the **"History"** tab to display processed items.

**7** Click the **"My Payees"** tab to display Payee information.