Use Your Card to Pay Your Bills

Take Charge with a New Way to Pay

Here’s How to Set Up a Card on Your Account

1. **Log in** to your bill pay account.

2. On the home page, you’ll see a list of your payees. Eligible payees will show a “Pay by card” link. **(A)**

3. Once you click “Pay by card,” a wizard will appear to walk you through how to set up a card as a payment method. **(B)**

4. Click “Next.” Add your debit or credit card information.

5. Select “Next” to link your bill pay account to your payee account. Enter your payee account credentials and click “Verify.”

6. Once your account is verified, hit “I’m done.”

Now that your card is set up, you can make a payment.

Here’s How to Make a One-Time Payment with Your Card

1. After you add your card, you’ll see a pop-up window. Within this window, find the payee you’d like to pay. Select “Pay.” The due date and amount owed will be displayed. **(C)**

2. On the next screen, select “Pay now.” You can use the card information you just entered or enter a new card. **(D)**

3. Now a one-time payment confirmation screen will appear. Select “Yes” to complete the payment. You’ll see a confirmation that your payment is processing.

To get started, log in to your account and set up your card today.
Use Your Card to Pay Your Bills (continued)

Here’s How to Schedule a Future Payment on Your Card

1. Click “Pay by card” under an eligible payee. (A)
2. Then, click “Schedule.” (E)
3. **Choose the date** on the calendar that you’d like the payment to process.
4. You can **choose the card you just added to your account or you can add a new card.** (F)
5. After you choose your payment method, you’ll see the **one-time payment confirmation.**
6. Select “Yes” and you’re done.

![Payment Schedule](image)

Here’s How to Set Up a Recurring Payment on Your Card

1. Click “Pay by card” under an eligible payee. (A)
2. Select the “Settings” tab. (G)
3. Now select “Automatic payment scheduling.” (H)
4. From the dropdown menu, select “ON. AUTOMATICALLY SCHEDULED.” to indicate you’d like recurring payments.
5. Finally, choose your “Payment schedule” so you can set it and forget it. (I)

![Recurring Payment](image)

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