How can I pay a bill with a new bank account?

A. Choose **Open Bills** from the menu bar

B. Step 1: Select the bill(s) you want to pay

C. Step 2: Scroll down to **Section 2.2 Select the payment method you want to use**

1. Select / Click in the radial button for **New Bank Details** to open the bank detail fields
   
   a) **Enter Account Description**: this is a user defined description field that will show in list of bank accounts to choose from when making a payment
   
   b) **Enter Bank Number**: 9 digit Routing Number
   
   c) **Enter Account Holder**: this is a user defined filed to describe the account
   
   d) **Enter Account Number**: this is your account number

D. Step 3: Scroll down to **Section 3.3 Choose Continue** to check and confirm your payment

E. Review Bank Details and the Bill description you want to pay

1. Verify **You want to pay the bills listed with bank details** named in the account description created in step 1.a above
2. Click **Pay** to pay the bill
3. Click **Back** to return the List of Open Bills
4. The bank details will now be listed under the **Bank Data** tab
F. You will receive **Confirmation of Payment**, print and retain for your records

1. Click **Back to Bill List**
   
   a. Bill Description/Charge/Document number will no longer show in the list of outstanding items

G. Go to **Bank Details** tab, the bank details you set up will now be listed for future use