

# Adding a Payee Cheat Sheet

Paying bills has never been easier or more convenient!

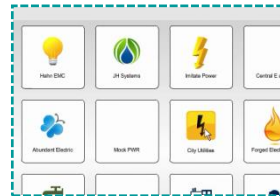
## Step 1

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



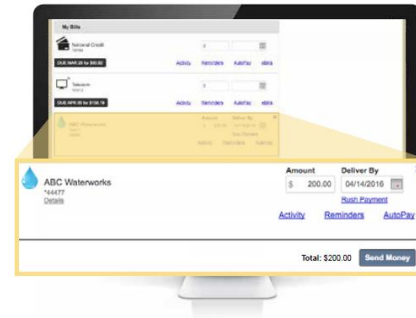
## Step 2

If your company 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...*

