

# Bill Pay



**Bill Pay\* allows you to automate payments of monthly bills like energy, cable, mortgage, credit cards and more!**

1. Log into your online banking account and click the "Bill Pay" tab.
2. Click "Yes, enroll me." Once you receive an approval email you can begin setting up payees.
3. Using the "Get Started Now" button, enter the name of the person or business, along with any other requested information.
4. Locate the payee, enter the payment amount, click the calendar to choose the "deliver by" date. Click the "Pay" button. Your "deliver by" date is the day your payee will receive the funds. (Grayed out dates are not available as "deliver by" date options.)
5. Checking accounts that you've selected to fund your bill payments may be viewed by selecting the "Funding Accounts" tab. Additional funding accounts can be added by contacting a retail sales representative.

*\*Additional fees and restrictions may apply.*

## Benefits of Bill Pay...

- Create personal or business payees
- Set up one-time or recurring payments
- View scheduled payments and payment histories
- Edit or delete payees
- Pay bills from multiple funding accounts



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