

# **BILL PAY - SYSTEM FEATURES**

Add Secondary Account Holder – permits you to add another person who may call iPay with any bill pay questions on your account(s)

### **PAYEES**

Add a Payee – set up a person, company, or organization to be paid via bill pay

**View Payees** – view a listing of all your payees

**Categories** – create categories and group payees by category

## **PAYMENTS**

Single Payment – make a one-time payment

**Recurring Payment** – set up a recurring payment

**Scheduled Payments** – review scheduled payments

Payment History – view and sort payment history

e-Bill History - view and sort payment history

Add a Payee – set up a person, company, or organization to be paid via bill pay

#### **OPTIONS**

Pay From Accounts – view and change accounts to pay from

**e-Notifications** – receive an alert each time a particular event occurs through your bill pay account

View Contact Info – view and update your contact information

**Default Settings** – select the account to be used most often for paying bills. Select which page you see first each time you log into the bill pay website.

**Challenge Phrases** – answers to security questions used when you're making sensitive transactions

#### **CALENDAR**

View Calendar – view scheduled and past payments

Reminders – view and add reminders to pay bills