

Bill Pay Tutorial - How to add a Payee:

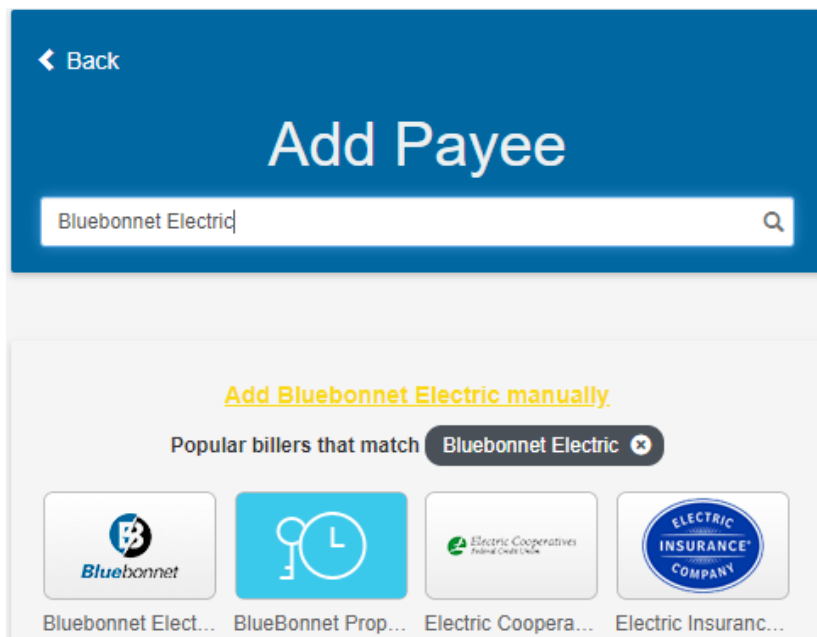
1. Login to your online banking profile at www.austinfcu.com.
2. Click Bill Pay at the top navigation bar.



3. Click the yellow Add Payee button.



4. Type the name of your payee in the field, which will search for popular payees.



5. If the payee you want is shown, click that payee. If it's not, you'll need to follow the instruction to [Manually Add a Payee](#) later in this document. For this first example I'll be clicking the Bluebonnet Electric button shown on the screen.





6. Now you will fill in the necessary payment information.
- First the address. Once you enter the payee address, the system will double check the address against USPS records and may suggest some formatting changes. For example, I entered this:

Payee Name	Bluebonnet Electric Cooperative
Payee Address	P.O. Box 240
Address Line 2	78942 GIDDINGS, TX

And the system gave me this suggestion:

Please confirm the address ✕

<p> We suggest the following address</p> <p>PO BOX 240 GIDDINGS, TX 78942-0240</p> <p>Use the suggested address</p>	<p> You entered this address</p> <p>P.O. BOX 240 GIDDINGS, TX 78942</p> <p>Use the address I entered</p>
<p>I'd like to edit the address</p>	

Double check the information presented and choose the address you'd like to use. If you notice a mistake you can click "I'd like to edit the address" to make changes.

- Next, enter the account # for your payee:

Account Number	1234567
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- c. From the dropdown, choose which account you'd like to pay from. Notice that if you have multiple checking accounts, they will all be shown here. Since Bill Pay is now free, you can access all of your Austin FCU accounts via Bill Pay without needing to enroll each individual account.

Pay From Account

More Payee Options

- 4381234.155 CHECKING *1234
- 4387777.155 CHECKING *7777
- 4385678.155 CHECKING *5678

- d. You can also click "More Payee Options" to add other info you might want to add to the payment.

More Payee Options (Nickname, email and memo) ▾


Nickname

Payee Email

Memo

- 7. Once you have everything the way you like it click "Create Payee"

- 8. You will now see the payee listed in your All Payees tab. We'll walk through signing up for eBilling and scheduling a payment later in this tutorial.

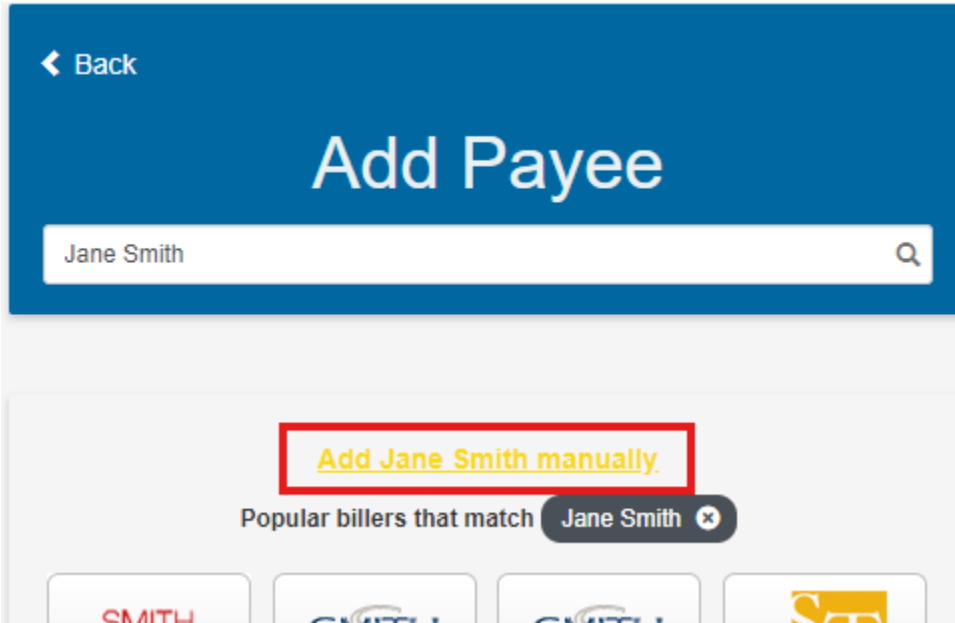
Recent Payees		All Payees		
Name	Amount	Send On	Est. Delivery	Recurring
 BLUEBONNET ELECT... Account: *53062 ⚡		<input type="button" value="Sign up for eBilling"/>	<input type="button" value="Remind me later"/>	

Note the lightning bolt next to this payee. This means this payee is being paid electronically and funds will be debited from your account on the date the funds are sent.

If you have any questions or problems, contact us at 512-444-6419 option 8 for assistance.

Manually Adding a Payee

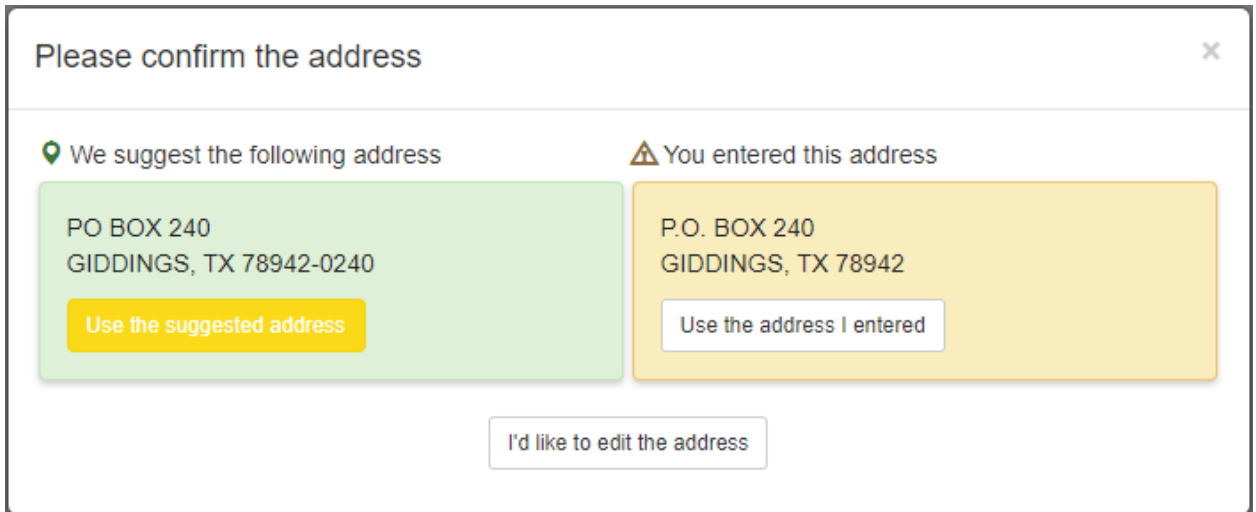
1. If your payee does not come up as a popular payee, you can add them manually by clicking “Add PAYEE manually” on the search screen.



2. From here you will fill in the information on how you'd like to pay your manually added payee.
 - a. First the address. Once you enter the payee address, the system will double check the address against USPS records and may suggest some formatting changes. For example, I entered this:

Payee Name	<input type="text" value="Bluebonnet Electric Cooperative"/>
Payee Address	<input type="text" value="P.O. Box 240"/>
Address Line 2	<input type="text" value="78942"/> GIDDINGS, TX

And the system gave me this suggestion:



The image shows a dialog box titled "Please confirm the address" with a close button (X) in the top right corner. It contains two columns of information. The left column, titled "We suggest the following address" with a location pin icon, shows "PO BOX 240 GIDDINGS, TX 78942-0240" and a yellow button labeled "Use the suggested address". The right column, titled "You entered this address" with a warning triangle icon, shows "P.O. BOX 240 GIDDINGS, TX 78942" and a white button labeled "Use the address I entered". At the bottom center, there is a white button labeled "I'd like to edit the address".

Double check the information presented and choose the address you'd like to use. If you notice a mistake you can click "I'd like to edit the address" to make changes.

b. Next, enter the account # for your payee:

Account Number

1234567

c. From the dropdown, choose which account you'd like to pay from. Notice that if you have multiple checking accounts, they will all be shown here. Since Bill Pay is now free, you can access all of your Austin FCU accounts via Bill Pay without needing to enroll each individual account.

Pay From Account

Search or Choose an Account

4381234.155 CHECKING *1234

4387777.155 CHECKING *7777

4385678.155 CHECKING *5678

More Payee Options

d. You can also click "More Payee Options" to add other info you might want to add to the payment.

More Payee Options (Nickname, email and memo) ▾




Nickname

Payee Email 

Memo

3. Once you have everything the way you like it click “Create Payee”

4. You will now see your payee in the All Payees tab.

>	D	DOG WALKER JANE Account: *11111 	\$ <input type="text"/>	07/29/2024 	08/02/2024 	Off
No payment history						

Note the mail symbol next to the account – this indicates that the payment will be sent via check in the mail to this payee. The funds will not debit your account until that check clears.

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