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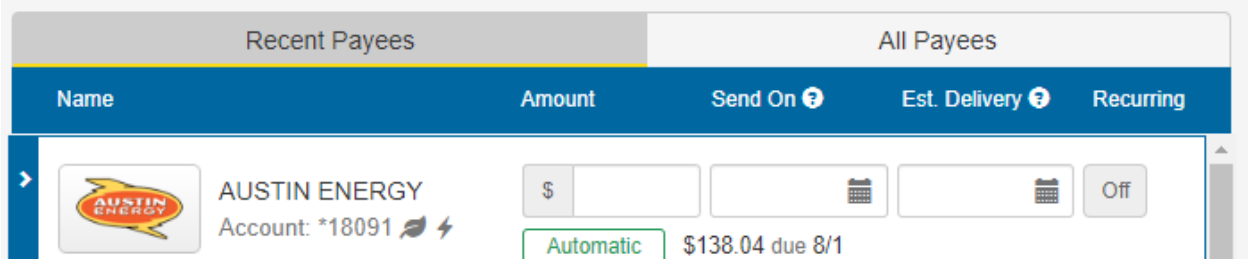
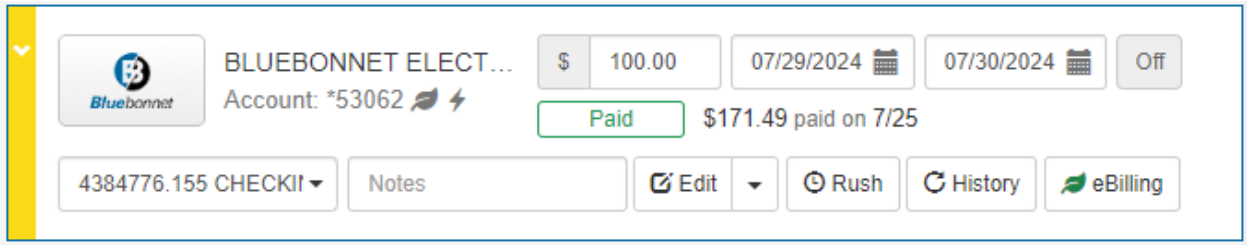
Bill Pay Tutorial - Scheduling a Payment (Single or Recurring)

Setting up a Single Payment

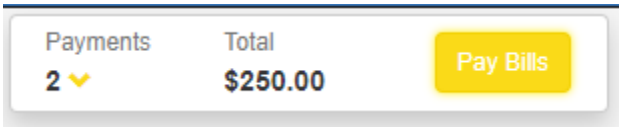
1. To Schedule a Payment, you'll go to either your All or Recent Payees tab within Bill Pay.



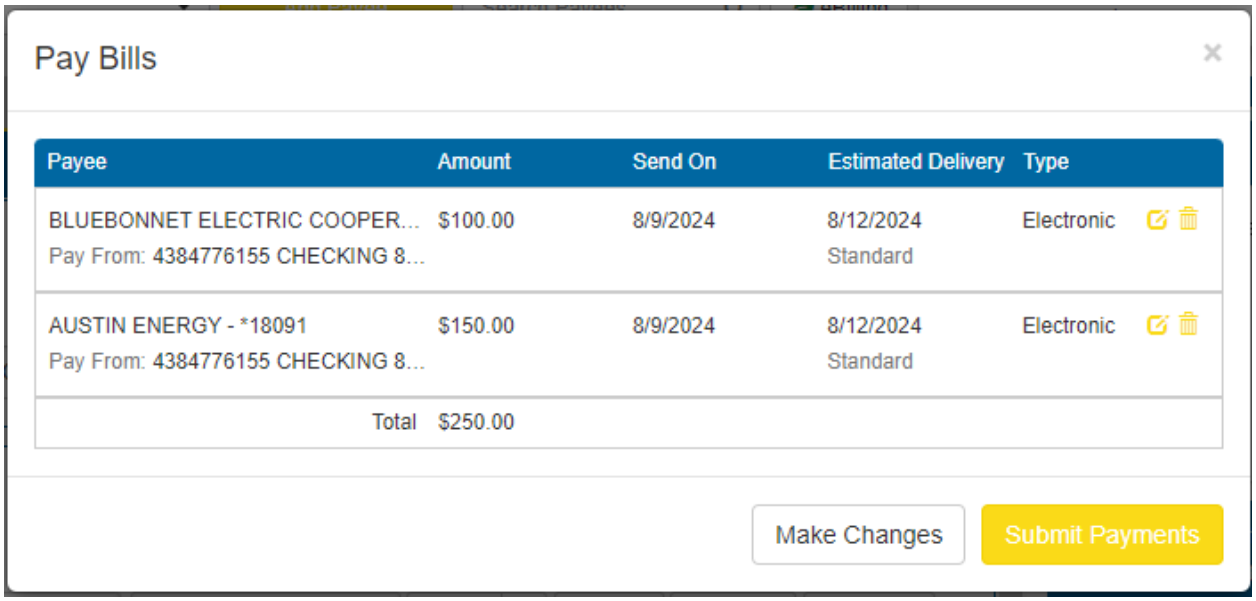
2. Scroll to the Payee you want and click your cursor in the Amount Field.
   a. Type in the amount you'd like to pay.
   b. The Send On and Est. Delivery fields will change based on the earliest possible delivery date as of the day you're scheduling your payment. You can modify those by typing the date in, or clicking the calendar next to the field and choosing a different date. You can modify either date field and the other will be adjusted accordingly.



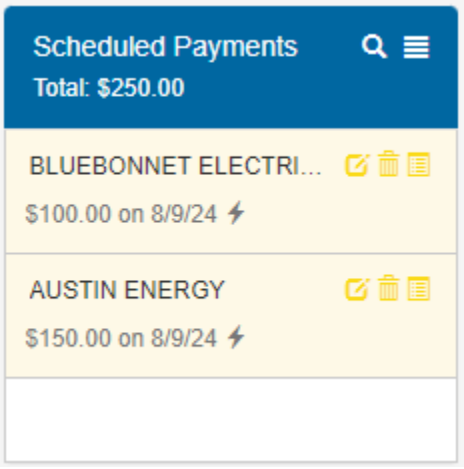
   a. Repeat this for any other bills you'd like to schedule at this time. You'll notice that once you typed an amount for the bill, a running total began at the top right of your screen. To schedule this payments, simply click the yellow Pay Bills button.



b. You will have one more chance to confirm the details of your payments. If everything looks good click “Submit Payments”



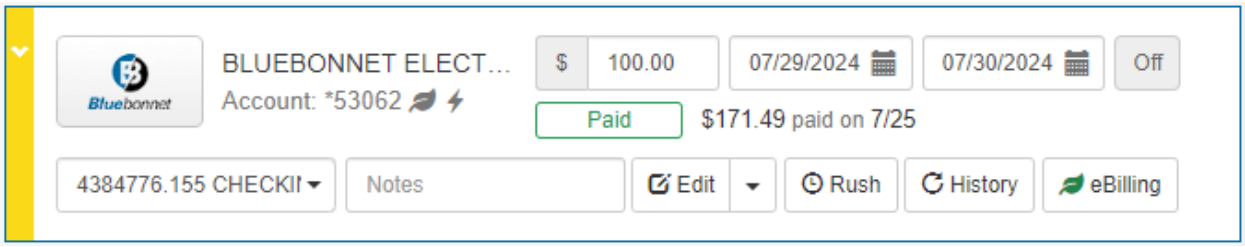
c. Your payments will now show as scheduled in the Scheduled Payments section of the page.



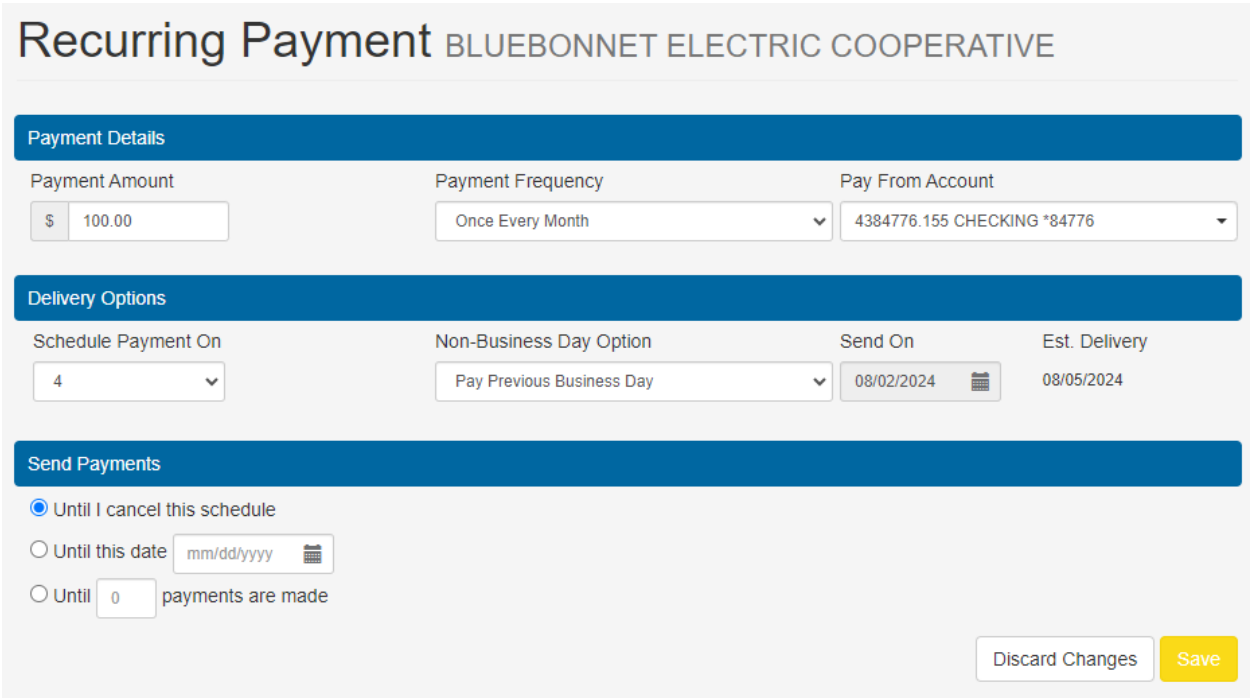
If you have any questions or problems, contact us at 512-444-6419 option 8 for assistance.

Setting up a Recurring Payment

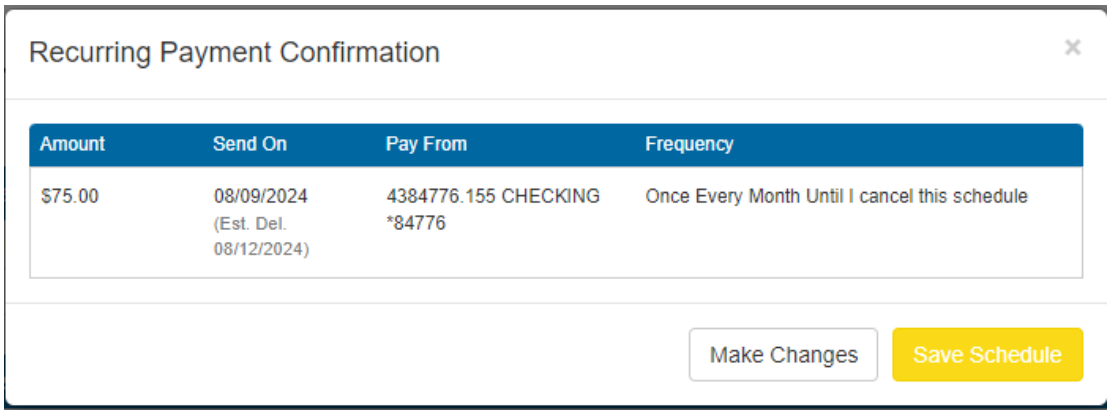
1. To setup a recurring payment schedule, you will click the button that says “Off” next to your payee on the main page.



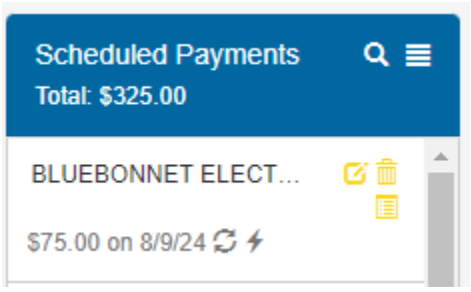
   d. This will bring you to a screen where you can set the details of your recurring payment. Once the details are set to your liking, click Save.



e. You will then get an opportunity to confirm your Recurring Payment info. If everything looks good, click Save Schedule.



f. Your paykent Schedule will now show under Scheduled payments, indicated by the recurring symbol:



g. To edit this payment schedule you'll click the edit icon:

h. You can also view the details by clicking the details icon:

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