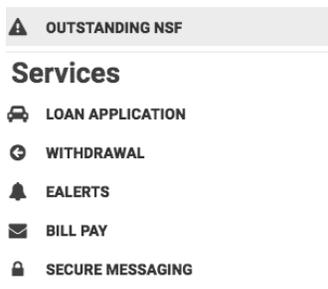


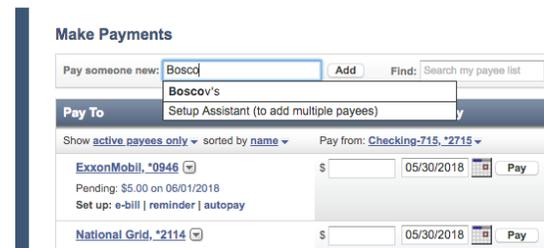
Adding a Payee to Bill Pay

Community Resource FCU offers the convenience of online bill payment. You can pay the bill from your home computer or use the mobile bill payment option to schedule it from your phone while you are on the go. Simply log in to your Online Banking account then follow these steps.

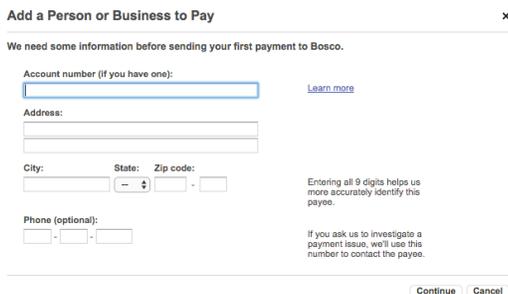
1. In the main menu, under Services choose **BillPay**. You will be redirected to the BillPay portal.



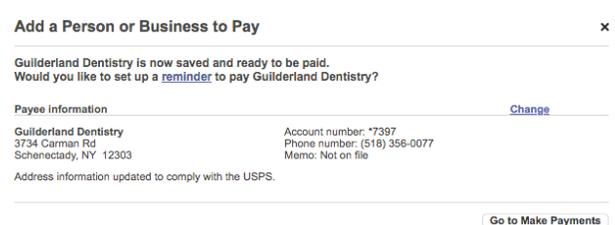
2. Under **Make Payments** you will see **Pay someone new**. Type in the name of the entity you would like to pay and click **Add**.



3. You will need to enter the account number and payment center zip code of the bill you are paying. You may be asked to provide more detailed information about the payee.



4. You will receive confirmation that the vendor has been added. You are now able to pay your bill via Online Banking or the Mobile App.



If you have any additional questions or trouble accessing your account, please contact the Credit Union at 518-783-2211.

info@communityresourcefcu.com

518.783.2211

20 Wade Road, Latham NY | 631 Bloomingrove Dr. N. Greenbush, NY