CRFCUhelp



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.
 - OUTSTANDING NSF
 SERVICES
 LOAN APPLICATION
 WITHDRAWAL
 EALERTS
 BILL PAY
 SECURE MESSAGING
- 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.

Pay someone new:	Bosco	Add Find:	Search my payee list
	Boscov's		
Рау То	Setup Assistant (to add multiple payees)		y
Show active payees	only - sorted by name -	Pay from: Checking	- <u>715, *2715</u> -
ExxonMobil, *0946 💌		\$ 05	/30/2018 🗖 Pa
Pending: \$5.00 on	06/01/2018		
Cature a bill I and	eductor I automas		

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.

need some information before sending your first payment to Bosco.				
Account number (if you have one):				
	Learn more			
Address:				
City: State: Zip code:				
- \$ -	Entering all 9 digits helps us			
	payee.			
Phone (optional):				
	If you ask us to investigate a			
	payment issue, we il use this			

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.

Guilderland Dentistry is now saved and ready to be paid. Would you like to set up a <u>reminder</u> to pay Guilderland Dentistry?				
Payee information		Change		
Suilderland Dentistry 8734 Carman Rd Schenectady, NY 12303	Account number: *7397 Phone number: (518) 356-0077 Memo: Not on file			
Address information updated to comply	with the USPS.			

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

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www.communityresourcefcu.com

