

How to Collect Your Payee Information

Step 1: Login to your Bill Pay Account





Step 2: View Your Payment Center

Step 3: Click on the Icon next to the Bill you wish to obtain information from


Payment Center

Send Money

Pay From CHECKING [Organize My List](#) [Add a Company or Person](#)

 Ada Family Dentistry *555	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
	Activity	Reminders	AutoPay
 CarePayment *555	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
	Activity	Reminders	AutoPay
 CBCS *555	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
	Activity	Reminders	AutoPay
 CBCS *555	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
	Activity	Reminders	AutoPay

Step 4: Click Details

 Ada Family Dentistry
*555 [Details](#)

Amount \$ Deliver By

[Rush Delivery](#)

[Activity](#) [Reminders](#) [AutoPay](#)

Recent Payments

None

Pending Payments

None

[More Activity](#)

Step 5: Click Show to view full account number and further Payee details.

Step 6: Validate that you are not a robot.

Once you have done so, the following pop up should display:

Ada Family Dentistry Details



*Company Name

Ada Family Dentistry

Nickname

Category

Uncategorized



[About adding categories](#)

Account Number

5555555

[Hide](#)

[Change](#)

*Address 1

PO Box 158

Address 2

*City

Ada

*State

MI



*ZIP Code

49301

-

0158

*Phone Number

616

676

-

2223

Mobile Number (Optional)

Step 7: Document all necessary details listed on the *Payee Info Collection Form*.

And you're done!

Additionally, if you wish to remove a Payee for any reason, you can do so at the bottom of this pop-up by clicking "Remove (Payee Name)." Example found below:

[Save Changes](#)

[Cancel](#)

[Remove Ada Family Dentistry](#)