

# BILL PAY USER GUIDE

At First Internet Bank, our goal is to make your online business banking simple. We hope you will find these instruction materials useful as you begin taking advantage of our online business banking capabilities.



## BILL PAY

Bill Pay provides the ability to pay a bill via check or electronic payment. From this section, you can set up a new bill pay account. If you do not currently have any payees in your account, you will be required to link a new payee. When linking a new payee, you will need to add the Business name, Description, Account number, Phone number, Street address, City, State, Zip code and country.

After all of this information is complete, click the "Add payee" button.



### Make a payment

[View advanced bill pay options](#)

**Continue**

Cancel

#### Payee type

Business

#### Payee details

Cancel

**Add payee**