## PAY BILLS (Website)

This feature allows you to enter your contact and account information from your bills, and then securely send payments whenever you choose. Once a Payee is set up, it is quick and easy to enter your amount, the date due, and we'll take care of the rest! For even more convenience, you can set up payment reminders and recurring payments.

1) Select Pay Bills

A message will appear "You are being redirected to Horicon Bank's secure Bill Pay site. Please click PROCEED to continue", click Proceed.



2) Bill Pay will open in a new window.

View current payees, add new payees, view pending payments, last 5 processed payments, and much more.

• To add a new payee, enter the payee name and click "Add". Enter in any requested information. A payment can be made as soon as set up is complete.

Bills & Payments P	Pa ment Records	Funding Accounts	Administration		Help	Exit Bill Cente	
Make Payments   Expedited	Pyment   <u>Messages</u>						
Make Payments	1						
Pay someone new: Enter person or business name Add Find: Search my payee list			e liet	Pending Payments		Print Confirmation	
		Source my payor ist		Рау То		Amount	
Рау То	Amo	ount Deliver By		12/05 INSUR/	ANCE	<u>\$ 550.00</u>	In-Process
Show <u>all payees</u> ▼ sorted by <u>name</u> ▼ Pay from: <u>Bill Payment Ac, *</u> ▼				Last 5 Processed Payments		View history/reports	
	availa	ble: \$0.00		Paid To			Amount
<ul> <li>To pay an existing payee, choose the payee</li> </ul>				Autopay Put your payments on cruise control			
from the payee list, enter the dollar amount, payment date and select "Pay".				autopay (o'to-pay) n A payment we automatically schedule for you based on criteria you establish.			
				Other Tasks			
				Accounts to use Find a payment			
				Expedited payment			
				Alert preferences Help			
				11010			