


To create a new Payee:

1. Click the **Payees** Tab
2. Click the **+Payee** button to add a Payee 

There are two options:

Pay a Company (e.g. credit card, utilities or cable)

1. Search or select from the frequently used payees
2. Enter and confirm the account number
3. Select DFCU account to pay from, amount, and payment date.
4. Members can also select options for rush delivery, setting a recurring payment, and/or adding a comment to the transaction in Bill Pay

Pay a Person (e.g. friend or relative)

1. Select the method of payment

Email (Electronic): Recipient receives an email notification and will provide the routing and account number they want the money deposited to. Paid within 1-2 business days.

1. Click **Email**, then **Next**
2. Complete the payee information, then click **Next**
3. Create and confirm a keyword for the payee (this needs to be shared with the payee in order for them to access the website to receive their money).
4. Complete the one-time activation by receiving and entering a code sent via email, text or phone
5. Enter the Activation Code
6. The Payee will now be listed on the Payees tab and a payment can be sent