

## GET STARTED GUIDE

# Bill Pay



## Pay Bills Online - It's Easy!

**NOTE:** You will need to be registered for Online Banking and have a Forrit CU Checking Account in order to use Bill Pay. See the "GET STARTED GUIDE: Online Banking" for details on registering for Online Banking in just a few quick steps. Plus, connect with Member Services about establishing a no-hassle, free checking account as well!

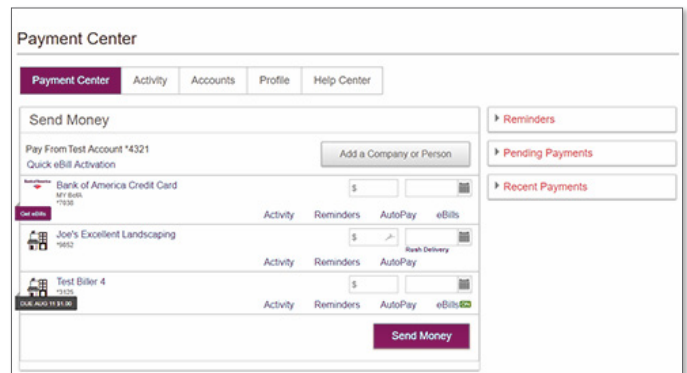
1. To begin with Bill Pay, visit [forritcu.org](http://forritcu.org) and log into Online Banking.
2. Once logged in, click "Bill Pay" in the menu at the top.
3. You will then see a "Welcome to Online Bill Pay" screen - read through the Features and Getting Started bullet points. Then click "Get Started."
4. Next, verify your Personal Information and Payment Account Number. Thoroughly read the Terms and Conditions. If you agree, click "Enroll".
5. The next page allows you to start setting up your bills by category. This step is optional. If you choose to skip it, simply click on "Go to Payment Center" to continue. Then select your text message alerts preference.

### How to add a biller:

1. Click "Add a Company or Person" from the "Payment Center" screen. Then, search for the name of the company or filter through the different provided categories.
2. Once you've chosen the recipient, add the account number, address, and any other details the system requests and click "Add." Be sure to double check your work as you go - accuracy is key!

### How to schedule a payment:

1. Now that you've added a biller or two to your list, you can schedule a payment. From the "Payment Center" screen, enter the amount of the bill next to the bill you wish to pay.
2. The earliest available payment date will automatically display. To choose a different payment date, click the calendar icon and select the day you wish to pay the bill.
3. Click "Send Money" and then verify the information and finally click "Submit Payments." And you are done!



Here is a view of the Payment Center Screen where you can see your list of billers, bill reminders, pending payments, and recent payments.

## Mobile App Take Forrit on the go

Connect with us via our Mobile Banking App, available for your iPhone, iPad, and Android devices - we are available anywhere you are.