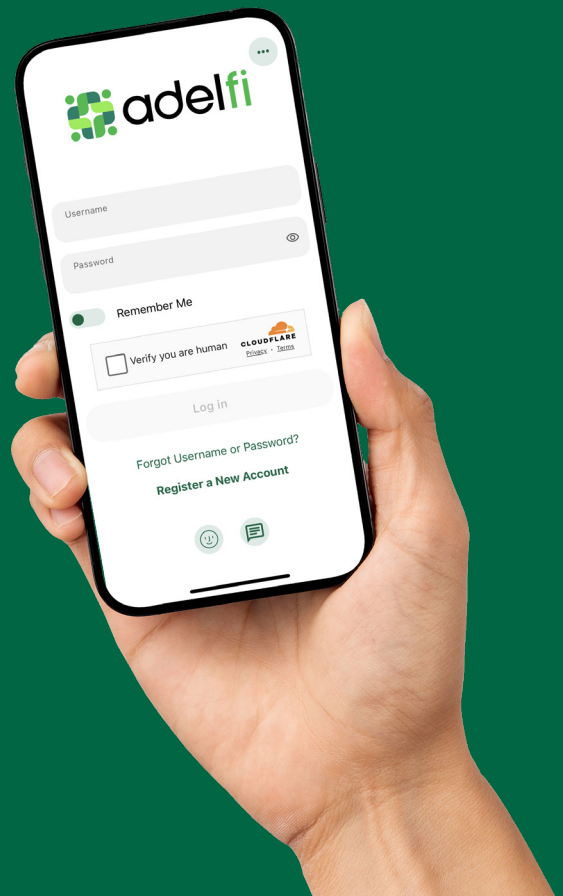# AdelFi's Online Banking User Guide:
Bill Pay

Welcome to the AdelFi Banking Online User Guide!

We're excited to introduce our upgraded online banking platform, designed to enhance your digital banking experience. Our goal is to provide you with a convenient, user-friendly environment that allows you to manage your personal and business finances anytime, anywhere.

This guide will help answer your questions as you navigate our new banking platform. Thank you for being a part of the AdelFi Banking community!
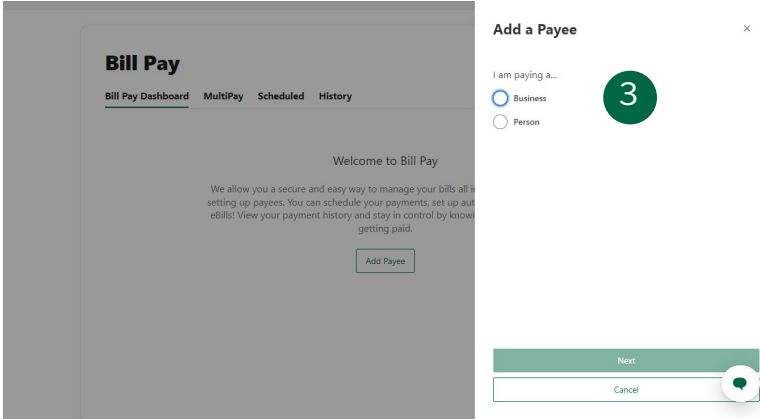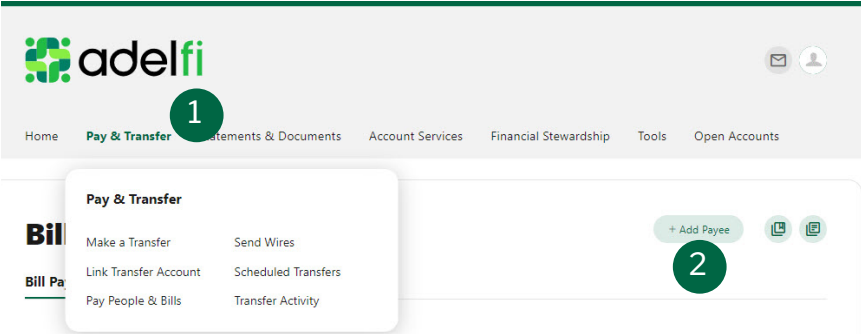
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Pay People and Bills
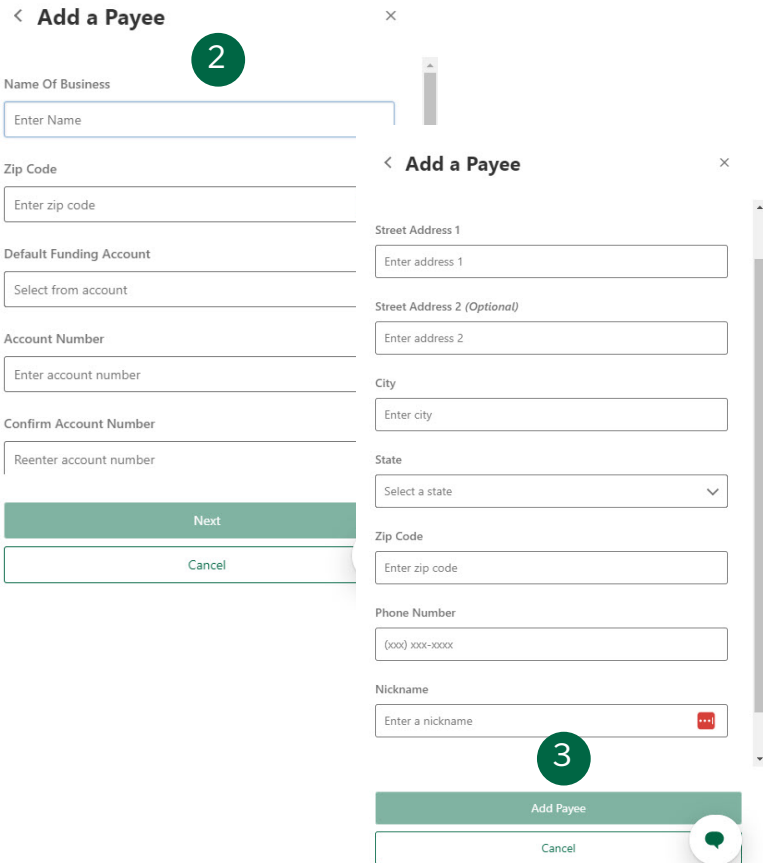
To add or edit a payee in Bill Pay:

1. Select **Pay People and Bills** under **Pay & Transfer.**
2. Click **Add Payee.**
3. On the following screen, select either **Business** or **Person** and follow the remaining steps below.

Add a Payee-Business

To add a business payee in Bill Pay:

1. In the previous pop-up box, select **Business** and click **Next**.
2. Enter the **Name of Business, Zip Code, select a Default Funding Account**, **Account Number, Confirm Account Number** and click the **Next** button.
3. Enter **Business Address**, **Phone Number, Nickname** and click **Add Payee.**

Add a Payee – Person

To add a personal payee in Bill Pay:

1. In the previous pop-up box, select **Person** and click **Next**.
2. Enter the payee's **Name**, select **Payment Method**, and select **Default Funding Account** and click **Next**.
3. Depending on the **Payment Method (Check, SMS, Electronic, or Email)**, follow the steps request and click **Add Payee**.

Note: Duplicate payees will only be rejected if the nickname, account number, and address are all the same.

Make a Payment

The **Make a Payment** tab allows you to schedule both single and recurring payments to the selected payee.
Once the payment is submitted, you will need to **Confirm** and **Submit Payment**.

Manage Payee or Sender Information

To manage your payee or sender information from your default funding account in Bill Pay:
1. Click the **Edit** (pencil) icon next to the **Payee Information** or **Sender Information** and save the changes.
2. To delete a payee, click the **Delete Payee** link and confirm by selecting the **Delete Payee** button.

MultiPay

The **MultiPay** feature allows you to pay multiple payees in a single transaction. Note that it does not support setting up recurring payments; those must be scheduled in the **Make a Payment** tab.

1. To pay multiple bills using MultiPay, check the **checkbox** next to each payee's name.
2. Under **Selected Payees**, choose the appropriate account to **Pay From**, enter the **Amount**, and select the **Date to Deliver By**.
3. After completing these steps, you will have the option to **Cancel** or **Confirm Payment**. Multi-Factor Authentication (MFA) verification may be required.