



How to Enroll in Bill Pay

Simplify your financial management by paying bills online securely and promptly.

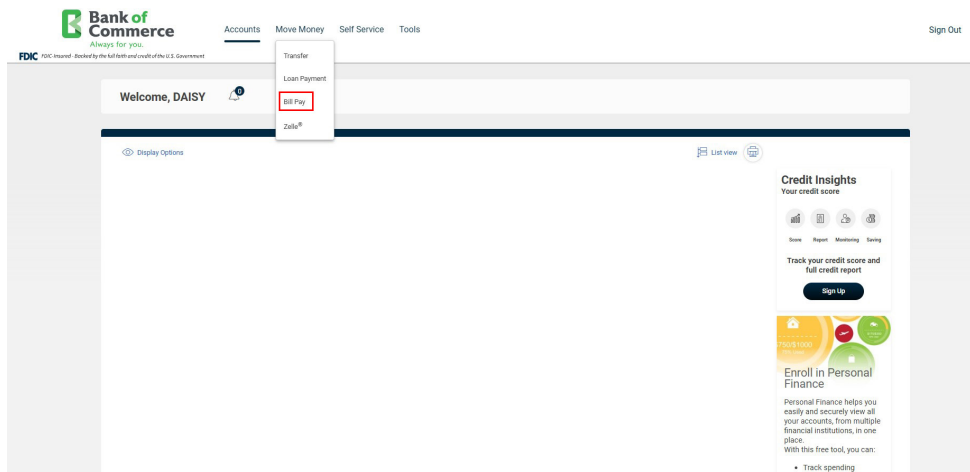
Steps to Enroll:

1. Log In to Online Banking:

- Access your account through the Bank of Commerce Online Banking portal.

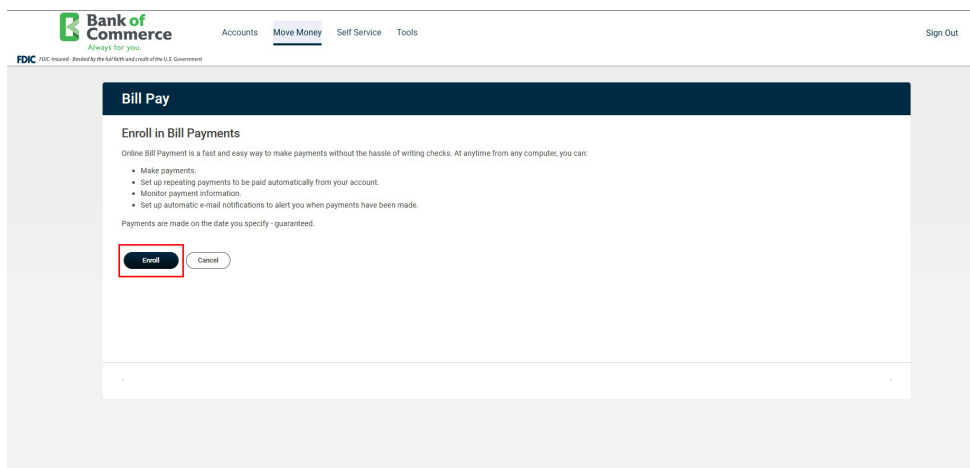
2. Navigate to the Move Money Section:

- Click on the “Bill Pay” tab in the drop down list.



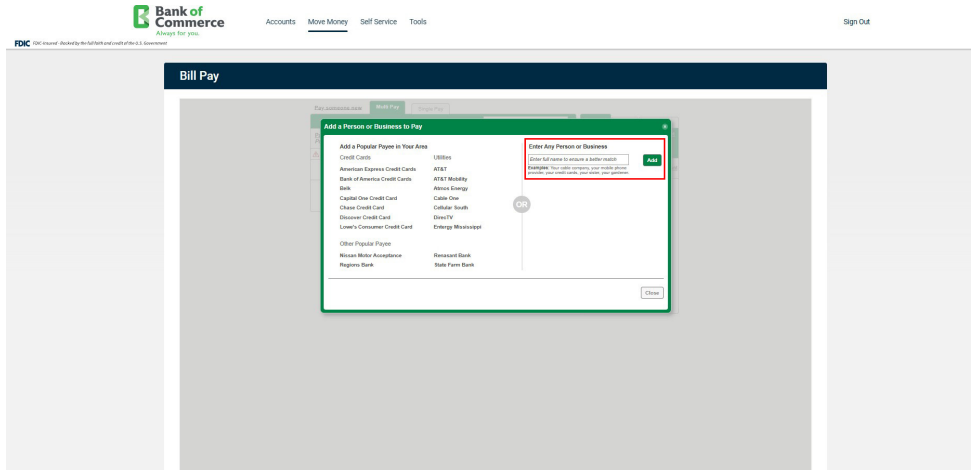
3. Enroll:

- After review of Bill Pay’s features, select “Enroll”

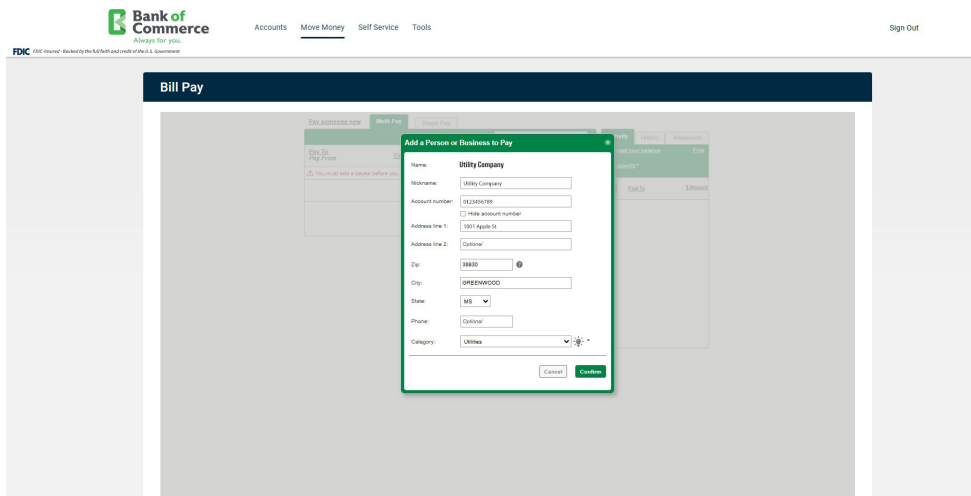


4. Set Up Payees:

- Enter the Person or Business you would like to pay in the search bar.



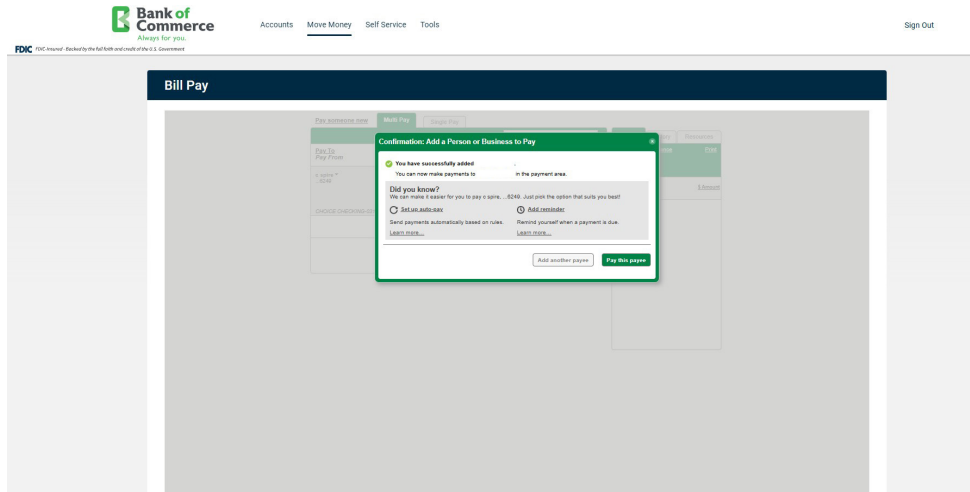
4A. Input the Person or Business information and hit "Confirm".



Note: Some payees may take a few days to process; schedule payments accordingly.

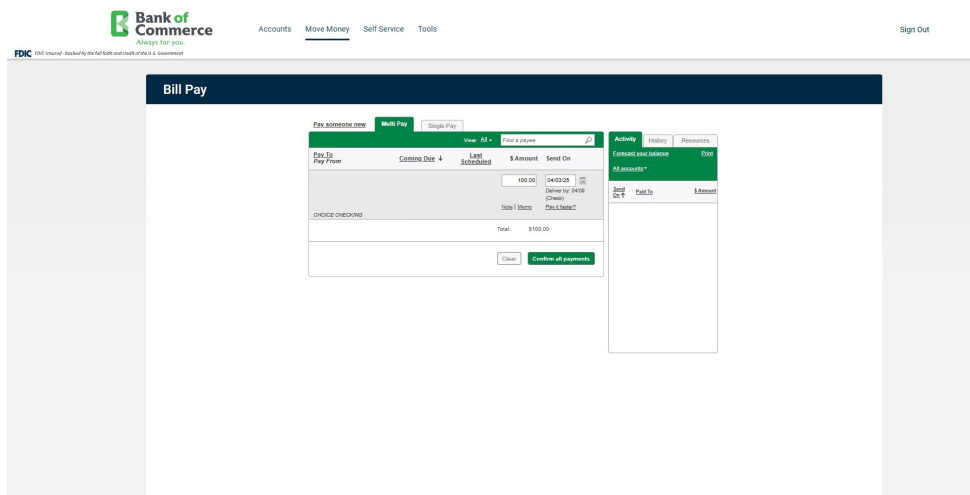
5. Payee Confirmation

- After confirming the Payee has been added, select “Pay this payee.”



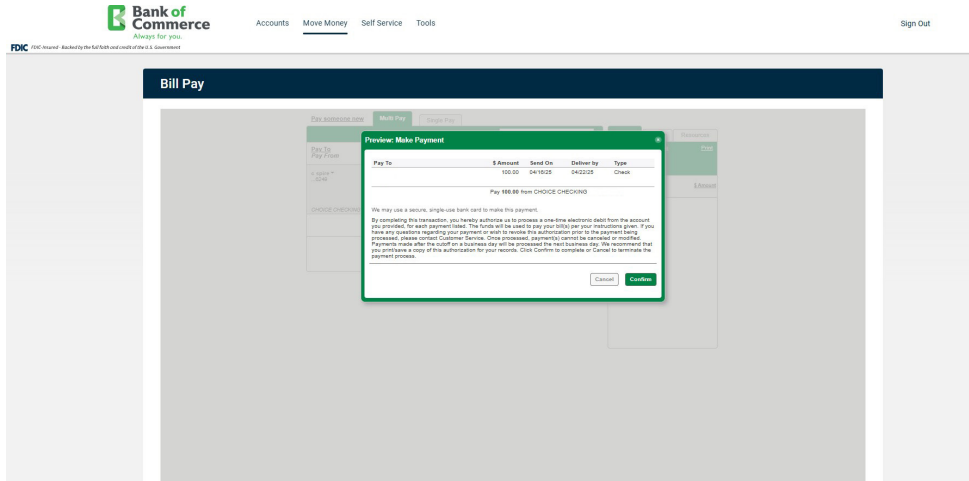
6. Scheduling

- To set the bill to pay, input the amount, “deliver by” date, and select “Confirm all payments.”



7. Preview

- If all information in the preview is correct, select “Confirm.”



8. Confirmation

- Confirmation of scheduled bill pay is shown below.

