

How to Enroll in Online Bill Pay

STEP 1.

To access **Bill Pay**, select the **Bill Pay** button on your Dashboard or select the **Bill Pay** button on the left-hand side of the screen.

	Midwest BankCentre		
09	Dashboard	Hi, Mary	
	Messages 8	Accounts	
	Accounts		
12	Transfers	Closed	_
F	Remote deposits	こ こ こ こ し 、 、 、 、 、 、 、 、 、 、 、 、 、	B
3	Bill pay	Pay a person Message with Zelice	Documents
\$	Send money with Zelle®	Transfers	Messages
	Open an account	C Make a transfer	
	My Credit Card	Scheduled transfers	
Z	Home Loan Application	÷	

STEP 2.

A pop-up window will allow you to choose to sign up for online bill pay. Select the **Enroll** button and then click **Continue**.



STEP 3.

You will automatically be taken to the screen where you can add payees. Click **Continue** when you're ready to proceed.

NOTE:

Α	payee is a co	ompany or person to whom you	wish to send a payment.	
	Midwest BankCentre	Payments Payees Pay a person Transfers GiftPay	Calendar My account FAQ	
			Welcome to your bill pay	Mary Customer jhaadmin@midv
08	Dashboard	Add payee		
	Messages (B)	Search or select from frequently used payees.	To get started	
	Accounts	Search Payee	Add a payee	
2	Transfers	AT AND TU VERSE	► have your biller's information ready	Þ
£	Remote deposits	CAPITAL ONE	2 Schedule a payment	
5	Bill pay		▶ enter amount ▶ choose your date ▶ select "Pay"	
\$	Send money with Zelle®	COSTCO ANYWHERE CARD US	Continue	
i	Open an account	MISSOURI AMERICAN WATER COMPANY	REPUBLIC SERVICES	
	My Credit Card	SAMS CLUB DUAL CARD	O SPIRE INC	
Ľ	Home Loan Application			
1	Support	Use the options below to search the full payee directory or add people y	you need to pay:	

STEP 4.

You can use the **Search** bar to look for frequently used payees or you can select the **Add** button to add ones you cannot find.

Midwe	est Centre	Payments Payees Pay a person Transfers GiftPay Calendar	My account	t FAQ	
RISING TOOLT					Welcome MARY CUSTOMER
Dashboard		Add payee			
Messages	0	Search or select from frequently used payees:			
Accounts	, fmj	Spectrum	Add		
🔁 Transfers	U	SPECTRUM FORMERLY CHARTER COMMUNICATIONS SPECTRUM TIME WARNER CABLE SWO DIVISION		AMEREN MISSOURI	
🕹 Remote dep	osits	CAPITAL ONE		CHASE MASTERCARD AND VISA	
S Bill pay					
Send money	with Zelle®	COSTCO ANYWHERE CARD US		ODISCOVER CARD	
Open an acc	ount	MISSOURI AMERICAN WATER COMPANY		REPUBLIC SERVICES	
My Credit Ca	ard	SAMS CLUB DUAL CARD		SPIRE INC	
Home Loan	Application				
③ Support		Use the options below to search the full payee directory or add people you need to pa	iy:		
		Pay a company (e.g.credit card, utilities or cable)		Pay a person (e.g. friend or relative)	

STEP 5.

For popular payees, a screen will open that asks for you to submit details regarding your account with that company:

Payments Payees Pay a person	Transfers GiftPay Calendar My account	FAQ	
		Welcome MARY CUSTOMER	Last login: 11:23 AM on 09/27/2024
Add payee			
Set up popular payee			
* Required field			
	AMEREN MISSOURI PO BOX 88068, CHICAGO, IL 606801068		
Payee account number *	1234567		
Confirm account number *	1234567		
< Back			Submit

If the payee is not in our system and you must add the payee yourself, it will ask you to provide their information:

ayee name -		
Payee nickname (optional)		
Phone number		
Account number		
Name on bill (optional)		
ayee address		
Street line 1		
Street line 2 (optional)		
City	State	Zip

STEP 6.

Once the payee has been added to your account, you will be taken to the **Payments** screen. From here you can schedule payments, view pending payments, and see your payment history.

O Our goal is to deliver your payment securely and quickly. Some payments will process using a single-use, pre-paid card, which means you will not recognize card numbers within payment confirmation metric Paye answer or inclusare P	View more
Contract califier your solution for payment south your syle Payee name or rickname Contract califier your solution in the contract of the cont	View more
communications you receive. Total \$0.00 Review all Pay all Review all Pay all Review all Pay all Pay en anne or nichname ay to Actions pectrum FORMERLY CHARTER COMMUNICATIONS Pay tom Con IMMA .*8079 ~ CMAke & recorms Description Og/30/2024 Process date 1699/20224 SPay	View more
Review all Pay and the pay and t	View more
Payee name of ricksame Search visit Payee name of ricksame Search visit Actions PECTRUM FORMERLY CHARTER COMMUNICATIONS Pay tom Con IMMA - 18079 CMake & recurring Visit Cances S 0.00 09/30/2024 Process date / 69/27/2024	
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S 0.00 09/30/2024 Image: S Pay *** Numcations Process date: 09/27/2024 S Pay ***	
Electronic (Now Process date: 09/27/2024	
Tell	View more
iotais	
Con 1MMA 0001 \$0.00	
Payment total \$0.00	
Review all Pay all	

NOTE:

NOTE: Not all payees are able to accept **electronic** payments. For those that cannot, you'll receive a notification when scheduling a payment that a check will instead be sent. Because mailed checks rely on postal delivery, they may arrive **before or after** the estimated delivery date. We recommend scheduling payments to these payees several days in advance to avoid delays.

To see how a payment will be sent, please log in to the **web version** of Online Banking and review your payees located under the Payees tab.

Payme History	Payees	+ New pay	e	Pay	a bill	Ρ	R ay a pers	on	Manage	•• payment
Q Se	arch payees	=		June 2	2025					$\langle \rangle$
TYPE	PAYEE	METHOD		SUN	MON	TUE	WED	THUR	FRI	SAT
	First Community Credit Union	Electronic		1	2	3	4	5	6	7
M		Check		8	9	10	11	12	13	14
THE RADCLIFF CONDOM	THE RADULIFF CONDOMINION	GIEGK		15	16	17	18	19	20	21
				22	23	24	25	26	27	28
				20	30					