



Bill Pay Instructions

To sign up, login to Online Banking, click on **Bill Pay** and complete the quick enrollment process. *This free service requires an Achieve checking account.*

Add Payees (Business or Person)

- Click "Add Payee" on the top right.
- Choose who you are paying and fill out the information.
- *When setting up a business payee, make sure to have the bill available.*
- *When setting up a person payee, make sure to have their address available.*

Identity verification is required. A verification code can be sent by **text**, **email** or **phone call**. Once verified you will receive an email informing you that your payee was added. You should now see your payee on your Online Banking dashboard under **Payees**.

Make Payments:

- Bill Pay Dashboard: Pay one bill or set up recurring payments
- Multi: Pay more than one bill at a time.

View Calendar:

View scheduled payments and have the ability to edit or delete those payments.

*Bill Pay history can be viewed by clicking the **History** tab.*

What methods are used to make payments?

Achieve Financial uses two methods to pay a payee: *electronic payments* or *checks*. Bill Pay automatically determines whether a payment is sent electronically or by check, based on whether the payee accepts electronic payments and other guidelines. ***(Rush and expedited payments are available for an extra fee).***

eBills

An eBill is an electronic version of a paper bill that you can view and pay online. Instead of being sent to your home mailbox, eBills are delivered to your Online Banking account. eBill payment options are available from hundreds of companies, including utilities, insurance services, and credit card providers. Not all payees are eligible for eBills.

Link eBills to your Achieve Financial checking account and manage all your bill payments quickly and securely in one convenient location.

How to set up eBills

- Access your bill pay merchant dashboard.
If your payee accepts eBills, click on *Sign Up* for eBills and follow the prompts.

For assistance, please contact the Call Center during regular business hours at **860-828-2790, Option 5**.