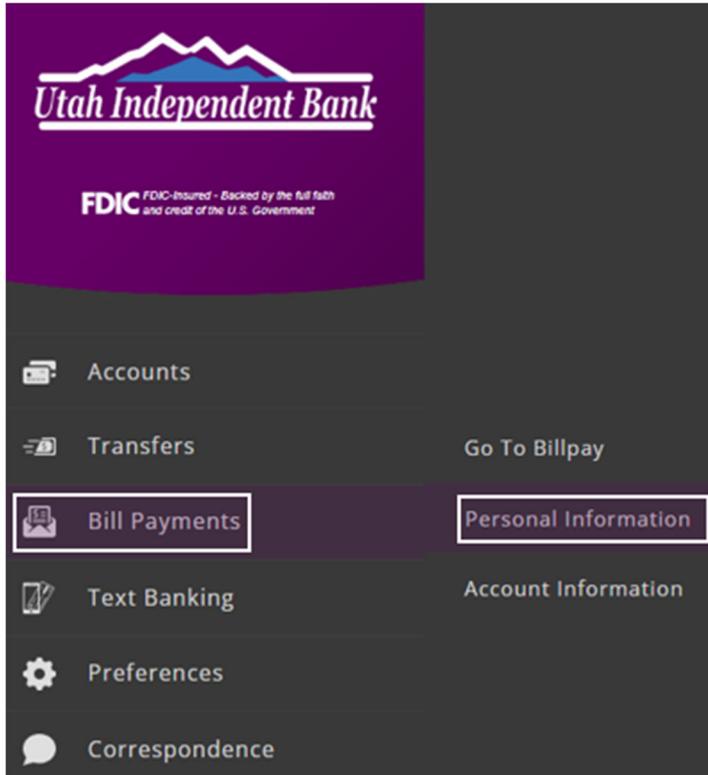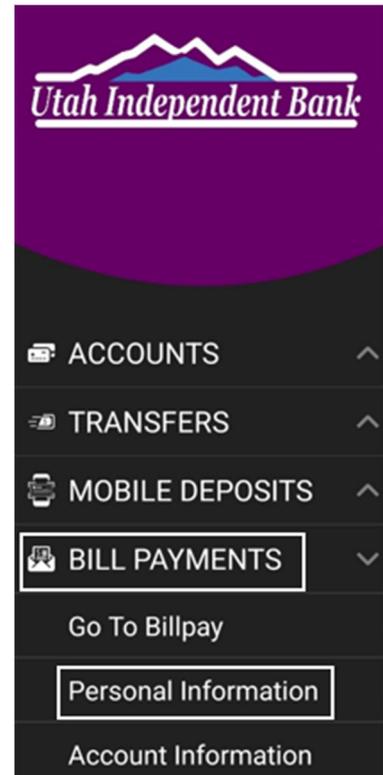# HOW TO REGISTER AND SET UP BILL PAY

To Register and Set up Bill Pay, go to Menu, Bill Payments, Personal Information

<table>
<tr><th>Website</th><th>Phone</th></tr>
</table>

- Enter your email and phone number
- Check the box for SMS/Text Capable if you are using a cell phone
- Submit
- You will then be asked to enter a confirmation code. You should have received a text message or email (could be in your Spam or Junk folder) with this code
- Enter the code and Submit

Billpay Personal Info

*Email

Please enter a valid email.

*Phone   ☑ SMS/Text Capable

Please enter a valid phone number.

- Next you need to enable a Bill Pay account
    - If not taken directly to this screen, go to Menu, Bill Payments, and Account Information
- Select applicable account(s) and check the Enable Billpay box
- Submit
    - If ready to set up a Bill Pay item, select Submit and Go to Bill Pay

Update Billpay Accounts

☑ Enable Billpay

Submit   **Submit and Go To Bill Pay**

You should now be set up to use the Bill Pay feature

To set up a Bill Pay item, go to Menu Bill Payments and Go to Bill Pay, or from your Account Summary screen, click the Bill Pay button at the top of the screen (this step is only if you are not already on the Bill Pay screen).

- Click the Add Payee button

I want to	▾	Add Payee	Search Payees	🔍

- In the next screen, start typing the name of your payee in the search box. If the system can find that payee, it will make adding this payee quicker
    - Example: Verizon
- If the payee is found, click on it to select

Add Payee

verizon 🔍

Showing results for **verizon** ✖

verizon✓   fios✓
            by verizon

Can't find your payee?
You may add it manually.

Add Payee   Cancel

- On the next screen, add your Account Number, Nickname and Pay From Account
  - If you added multiple Bill Pay accounts, select applicable – if you only added one, it should already be selected
- Click Create Payee

  - If the system does not find that payee, click the Add Payee button at the bottom of the page to add manually

- Add the Payee Name, Payee Address, Account Number and Pay From Account
  - If you added multiple Bill Pay accounts, select applicable – if you only added one, it should already be selected

- Optional details, you can click on the More Payee Options and add a Nickname, Payee Email or Memo
- Click Create Payee

Add Payee

Payee Information

Payee Name	
Payee Address	Enter address ☰
Account Number	
Pay From Account	Checking ▾

More Payee Options (Nickname, email and memo) ▾

Cancel   **Create Payee**

Now that your Payee is created, you can set up a scheduled one-time or recurring payment

From your Bill Pay screen, you will see your added Payee(s)
- Within each Payee, there are blank fields for Amount, Send On and Est. Delivery
    - Add the amount you wish to pay
    - The system will auto add today's date to Send On, but you can click on the calendar and select a date or manually type a date
    - The system will auto add an estimated delivery date

Amount	Send On ❓	Est. Delivery ❓	Recurring
$	01/28/2026 📅	02/03/2026 📅	Off

- If doing a recurring payment, click on the "Off" button – it may ask you if you want to leave the page or cancel – click leave
    - On the next screen, set up your recurring info
    - Add Payment Amount
    - Add the Payment Frequency needed
    - Select the applicable account in Pay From Account
    - Select the Schedule Payment On day *(see disclaimer below)*
    - Select what option is desired if the pay date falls on a Non-Business Day
    - Select a date to Send 1st Payment On
    - It will auto add the Estimated Delivery of 1st Payment date
    - Select an option from the Send Payments section
    - Save

The recurring payment is now set up and shows as a Scheduled Payment, and the button will show as "On" under the Recurring section. You can edit or delete at any time

Recurring Payment

Payment Details		
Payment Amount	Payment Frequency	Pay From Account
$ 0.00	Once Every Month ⌄	▾

Delivery Options			
Schedule Payment On	Non-Business Day Option	Send 1st Payment On	Est. Delivery of 1st Payment
1 ⌄	Pay Previous Business Day ⌄	01/30/2026 📅	02/05/2026

ℹ The first payment will be sent on **01/30/2026** and the next recurring payment will be sent **28 days later** on **02/27/2026**.

Send Payments
⦿ Until I cancel this schedule
○ Until this date mm/dd/yyyy 📅
○ Until 0 payments are made

Discard Changes   Save

Notes:
- Bill Pay will not work if there are not enough funds in your account to cover each item
- Bill Pay items will show up as a hold in your account until the Payee "cashes the check." Once the check is cashed, the amount will move to the transaction history

Disclaimer: Please note that some payments made through the Utah Independent Bank (UIB) Bill Pay service are delivered using the U.S. mail system or other third-party mail carriers. When mailed payments are used, delivery times can vary and may take up to 21 days to reach the payee.

While most payments arrive sooner, delays caused by postal processing, routing, or delivery are outside of the bank's control. We recommend scheduling payments well in advance of their due dates to help ensure timely delivery