

XCEL Federal Credit Union

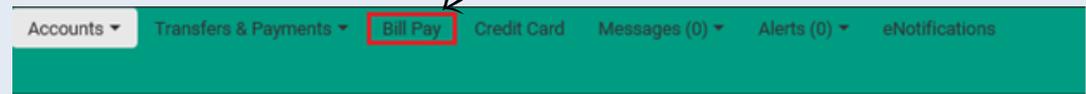
Did you know there is an easy way to setup a bill pay and a payee? All you need to do is access Online Banking and just follow these easy steps.



SETTING UP A BILL PAY/PAYEE - STEP BY STEP

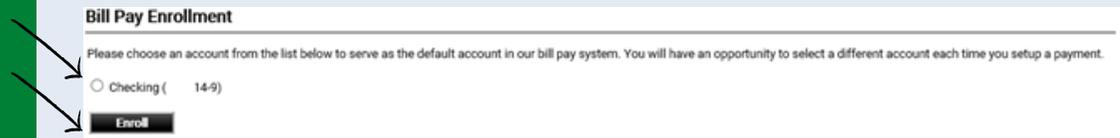
Step 1

Click "Bill Pay" on the Toolbar



Step 2

Select "Checking" Account and Click "Enroll"



SETTING UP A BILL PAY/PAYEE - STEP BY STEP

Step 3

The Pay Bills screen will appear...
Click on "Add Payee"

Pay Bills

| Payee | Send Date | Est. Delivery | Amount |
|-------|-----------|---------------|--------|
|-------|-----------|---------------|--------|

You have not added any payees. Use the ADD button to begin making payments.

Total Amount \$0.00

CLEAR CONTINUE

ADD PAYEE



Step 4

Select or type Payee name
then click on "Continue"

Add Payee

1 Select or type payee name

Payee Name

CANCEL CONTINUE

2 Add details

Step 5

Add Details then click "Continue"

Add details

Payee Name
Macy's

Account Number

Confirm Account Number

Payee Zip Code

Nickname (optional)

Email (optional)

Phone (optional)

GO BACK CONTINUE

Step 6

Confirm information and click "OKAY"
(Your payee is now added and you can continue
to pay your bills)

Confirmation

Payee
Macy's

Account Number
12345

Address
1234567890

City/State/Zip
1234567890123

EDIT PAYEE OKAY