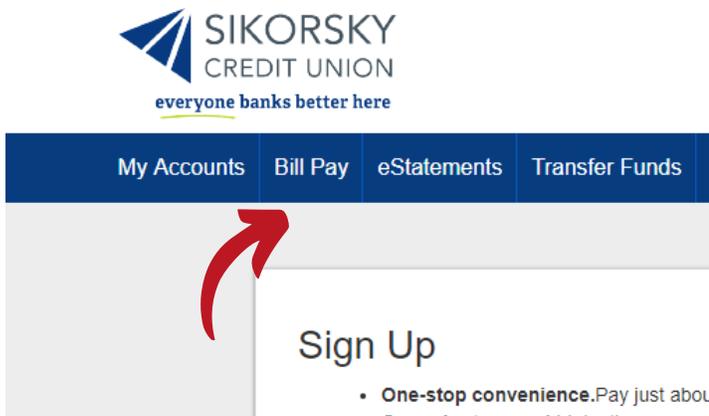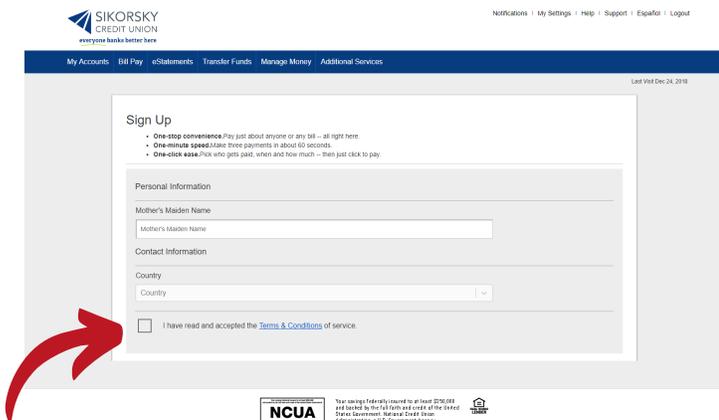# SETTING UP BILL PAY

Step 1:

Once logged into Online Banking, click on Bill Pay in the blue bar underneath the Sikorsky Credit Union Logo.
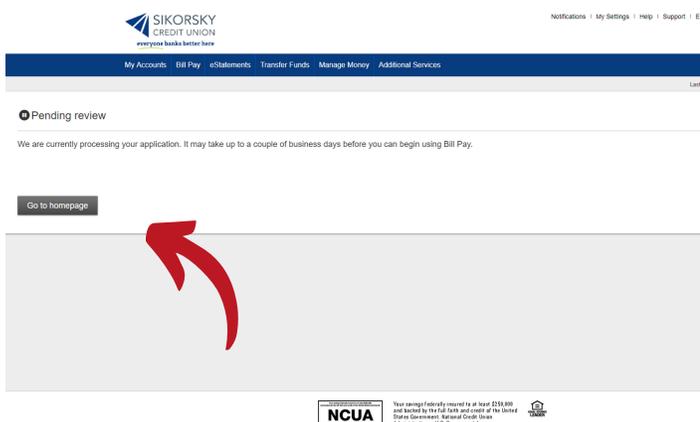
Step 2:

On the next screen, a form will appear for you to fill out. Fill out this form correctly and click on the checkmark next to Terms and Conditions of Service to accept. Click complete to sign up.
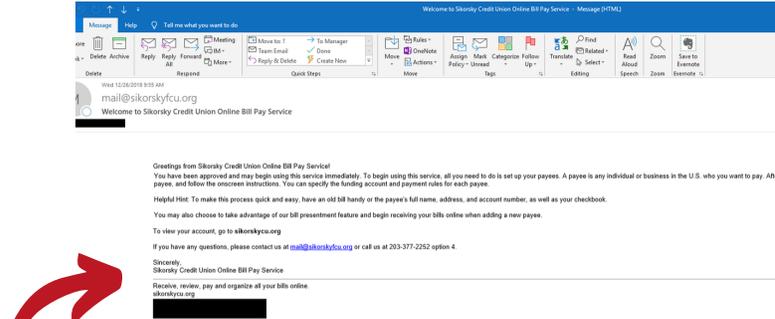
Step 3:

After clicking complete to sign up, you will receive a message on the screen saying that Bill Pay setup is pending review.

Step 4:

Within a few business days, you will receive an email saying that your account has been approved for Bill Pay. Once you receive this email, you will be able to set up your bill payees.

Step 5:

Log back into online banking, select bill pay, and you will see a different screen. On this screen, you'll want to type the name of the payee you'd like to pay and fill out the rest of the form accordingly. To make this process as easy and quick as possible, have an old bill handy or your payee's name, address, and account number along with your checkbook readily available.