

## First Florida Credit Union | How to pay bills using Bill Payer

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When you log into Bill Payer for the first time, make sure to accept the terms and conditions. Now, you can begin.

To pay a bill on your desktop computer, you must first add a payee. Select the "Add a Payee" button on the left side of the dashboard. You will need to confirm that you want to complete each payment. On the right of the dashboard, you can now see upcoming or pending payments, and the history of payments scheduled in the last forty-five days. You can edit the payment by clicking the edit button next to the payment amount under pending. Then you can edit the payment amount and date to schedule or stop the payment. Just hit submit.

Next on the dashboard, you will find "Pay a Person." Follow the directions to send them money by email, text message, direct deposit, or check.

The following tab is "Gift Pay." Here you can send a gift check with a personalized message or donate to your favorite charity.

In the "Calendar View," you can find the different transactions scheduled in the future by month or list.

In "My Account," under "Pay from Accounts," you can add or delete pay from account, edit nicknames, or, change your default account.

Under "Personal Information," you can review and edit your address, phone numbers and email addresses, and add or edit a secondary account holder.

Under "Notifications," you can customize communications to keep you informed about your bill payer activities.

The last tab available is "FAQ," where you can find detailed answers to our most frequently asked questions.

You can also pay your bills and add payees in our mobile app. To get started, tap the bill payer widget on the bottom menu. Like on the desktop version, you must verify new payees in the app. First, add a payee. Select the "Add a Payee" button located at the bottom of the screen and complete the business or financial information.

And that's how easy it is to pay with Bill Payer.