



Mobile Banking Payee Setup & Maintenance Guide



Country Club Bank[®]
Member FDIC

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PAYEE MAINTENANCE

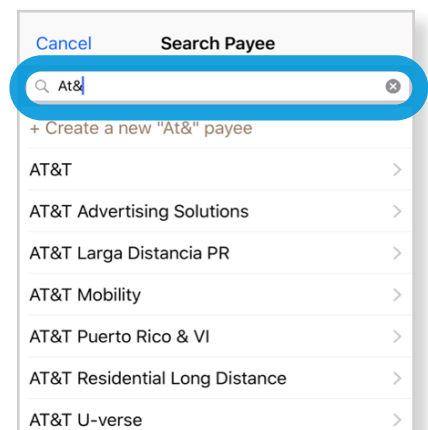
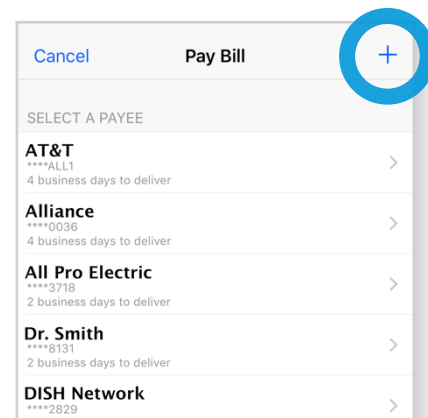
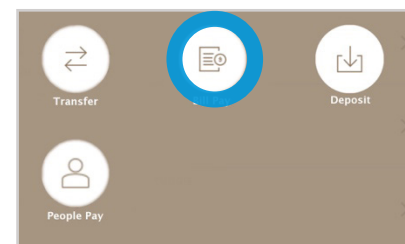
Country Club Bank's Bill Pay users can now add, edit and delete payees through the mobile banking Bill Pay interface.

Adding a Listed Payee

To add a Listed payee use the following steps:

- 1 First access **Bill Pay** by selecting the Plus menu in the task bar of the mobile app.
- 2 Select **Pay Bill** on the resulting screen.
- 3 The Select a **Payee** screen appears showing a list of the user's payees.
Select the **Plus** in the upper right-hand corner to add a payee.
- 4 Begin typing the **payee name** to see if it comes up in the list of known (listed) payees. Select the desired payee from the list.

If payee doesn't appear in the list, proceed to the non-Listed payee section starting on page five (section four).



- 5 Once you select or create a payee, you'll be asked to fill in the payee details. Select any field to start typing:

Nickname: A friendly name you can apply to the payee to help you remember who they are. Ex: Cellphone

Account Number: Your account number with that specific payee.

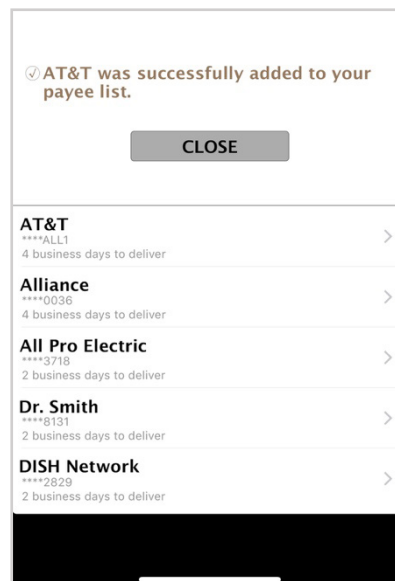
Zip: Zip code to where payments are sent (usually found on your bill).

Phone: An optional field that can be edited to contain the payee's customer service number.

Click **Done** once you've entered the required information.

- 6 Next, you'll be taken back to the Pay Bill tab where you can see your new payee added to the list.

A message also appears at the top of the screen confirming that your payee was successfully added.



Adding a Non-Listed Payee

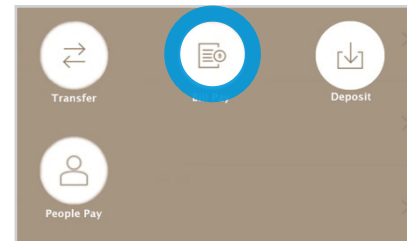
Non-listed payees are those billers with whom CCB does not have a relationship. Examples of non-listed payees would be small local businesses, babysitters, doctors' offices, etc.

To add a non-listed payee use the following steps:

1 First access Bill Pay by selecting the **Plus** menu in the task bar of the mobile app.

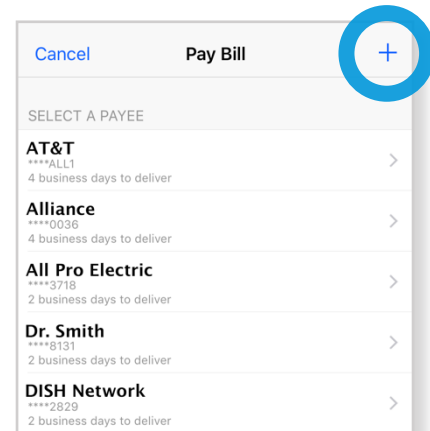


2 Select **Pay Bill** on the next screen

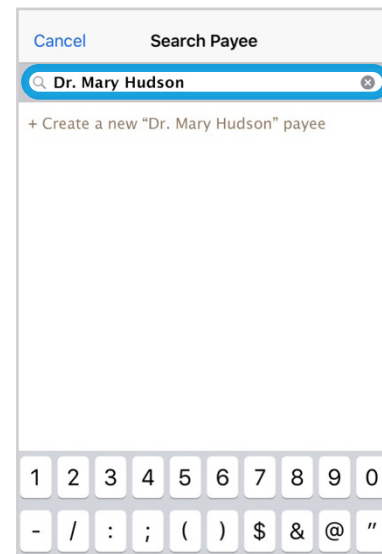


3 The Select **Payee** screen appears showing a list of the user's payees.

Select the **Plus** in the upper right-hand corner to begin adding a payee.



4 Begin typing the **payee name** to see if it comes up in the list of known payees. If it doesn't appear in the list select "Create a New Payee".



5

The **Add Payee** screen will appear and ask for more information. Select any field to start typing:

Nickname: A friendly name you can apply to the payee to help you remember who they are. Ex: Cellphone

Account Number: Your account number with this specific payee. Account numbers aren't required for personal payees.

Address, City, State and Zip: Address where payment should be sent.

Phone: An optional field that can be edited to contain the payee's customer service number.

Once you've entered the necessary information, click **Done**.

You should see a confirmation message showing that your **payee was added successfully**.

4:15

< Search Payee Add Payee Done

Dr. Mary Hudson

Nickname

Account Number

Address Line 1

Address Line 2 (optional)

City

State

Zip

Phone (optional)

4:17

✓ Dr. Mary was successfully added to your payee list.

CLOSE

SELECT A PAYEE

Alliance Radiology
***ALL1
4 business days to deliver

Amber Meadows
***0036
4 business days to deliver

AP via Amazon_Chase
***3718
2 business days to deliver

AP via AT&T SCOTT
***8131
2 business days to deliver

AP via Capital One Credit Card
***2829
2 business days to deliver

AP Via Spire (MO Gas Energy)
***1111
2 business days to deliver

AP via Target Store Card
***5723
2 business days to deliver

AP via Wells Fargo Mortgage
***0232
2 business days to deliver

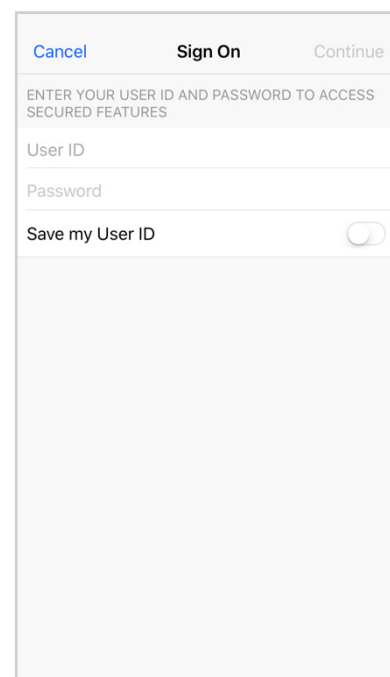
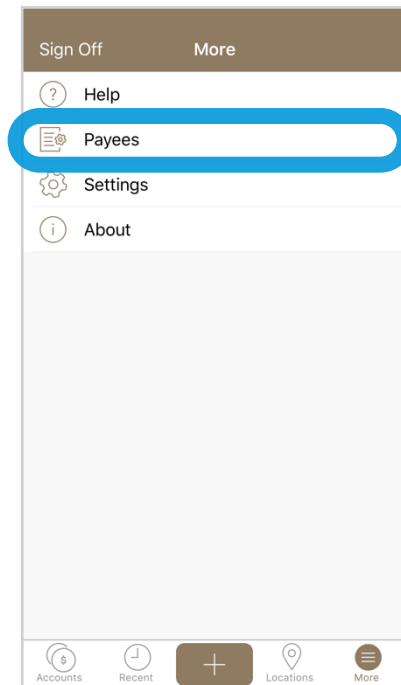
Apria Healthcare
***0567
4 business days to deliver

Ark Animal
***5801

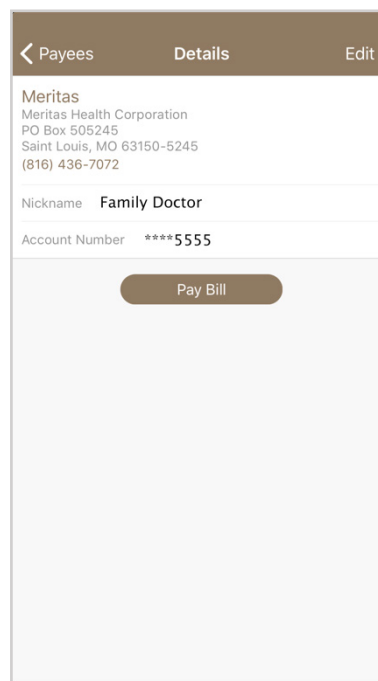
Editing Listed and Non-Listed Payees

You may find the need to update payee information in order for payments to be successfully delivered. Follow the steps below to edit listed and non-listed:

- 1 To edit a payee you've previously set up, go to the **More** menu
- 2 Select **Payees** to bring up your payee list.
- 3 The app will ask you to **login** to your account to verify your identity before allowing you into the payee section.



- 4 Select a **payee** from the list, and then select Edit



- 5 The **Edit Payee** screen displays the information available for that payee.

Listed Payees will display will display a nickname, account number, and phone number.

Non-Listed Payees will display nickname, account number, address, and phone number.

NOTE: Only the Account Number cannot be edited for non-listed payees.

Once the desired changes are made, select Update in the upper-right.

You can also select Delete Payee here to remove them from your list.

