


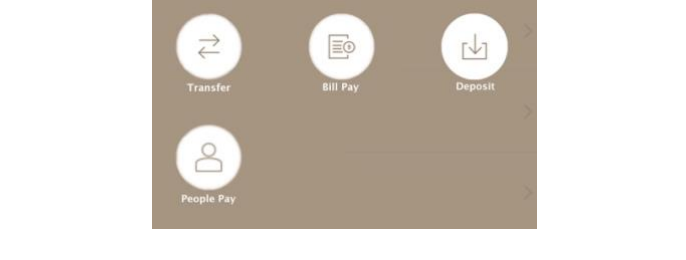
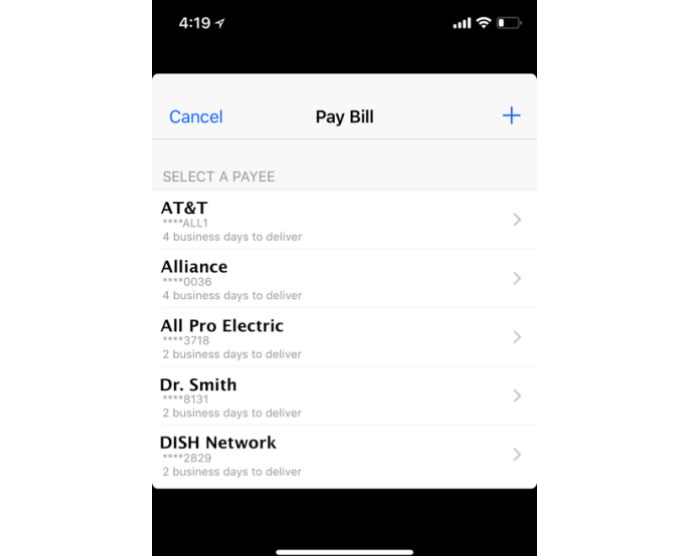
# **Mobile Banking Payee Setup & Maintenance Guide**

## Payee Maintenance

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

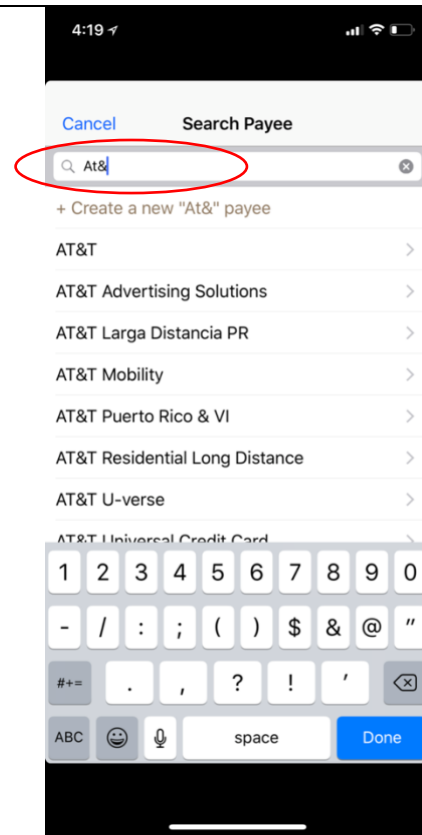
### Adding a Listed Payee

To add a Listed payee use the following steps:

Function	Display
<p>1. First access Bill Pay by selecting the Plus menu in the task bar of the mobile app.</p>	
<p>2. Select Pay Bill on the resulting screen.</p>	
<p>3. The Select a Payee screen appears showing a list of the user's payees.</p> <p>Select the Plus in the upper right-hand corner to add a payee.</p>	

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.

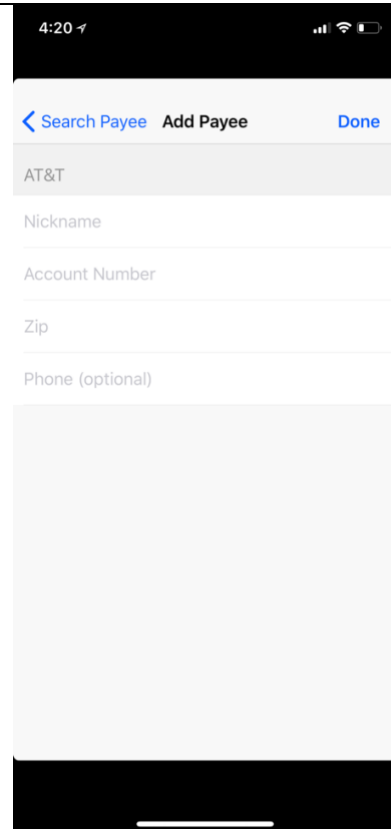
Ex: Cellphone

**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.

✔ AT&T was successfully added to your payee list.


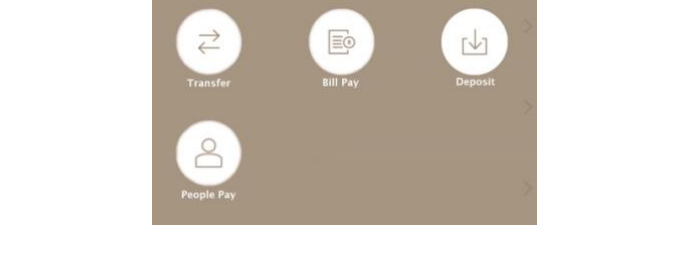
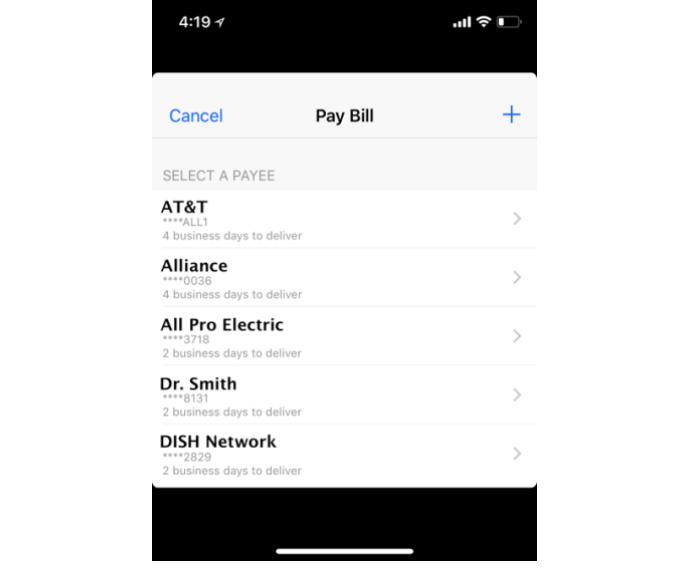
CLOSE

- AT&T**  
\*\*\*ALL1  
4 business days to deliver >
- Alliance**  
\*\*\*0036  
4 business days to deliver >
- All Pro Electric**  
\*\*\*3718  
2 business days to deliver >
- Dr. Smith**  
\*\*\*8131  
2 business days to deliver >
- DISH Network**  
\*\*\*2829  
2 business days to deliver >

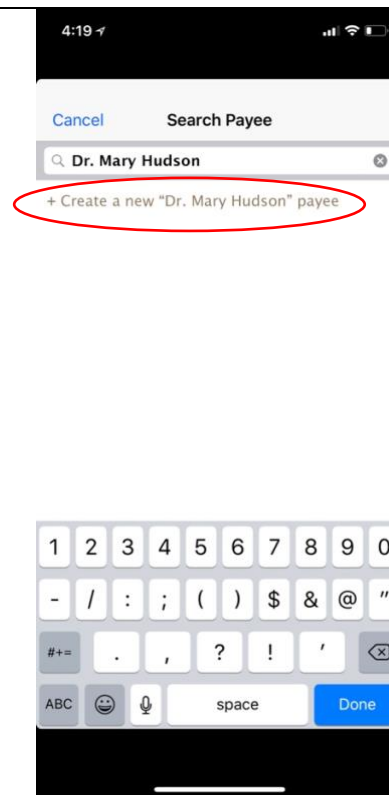
## Adding a Non-Listed Payee

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:

Function	Display
<p>1. First access Bill Pay by selecting the Plus menu in the task bar of the mobile app.</p>	
<p>2. Select Pay Bill on the next screen</p>	
<p>3. The Select Payee screen appears showing a list of the user's payees.</p> <p>Select the Plus in the upper right-hand corner to begin adding a payee.</p>	

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

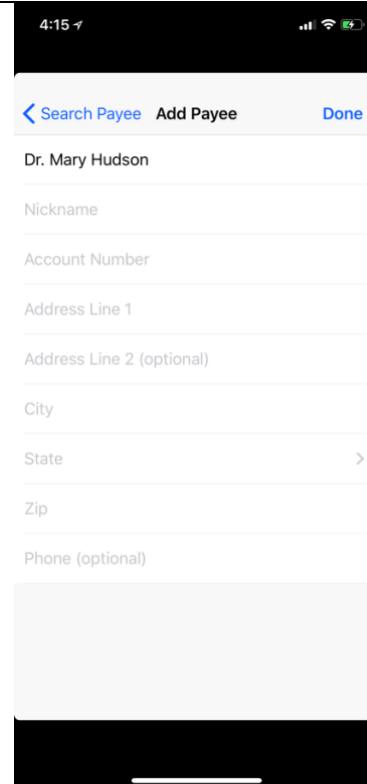
**Account Number:** Your account number with this specific payee.

*Account numbers aren't required for personal payees.*

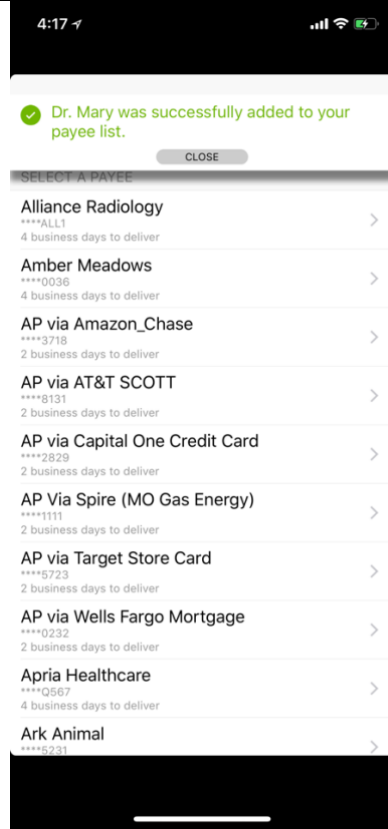
**Address, City, State and Zip:**  
Address where payment should be sent.

**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.



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



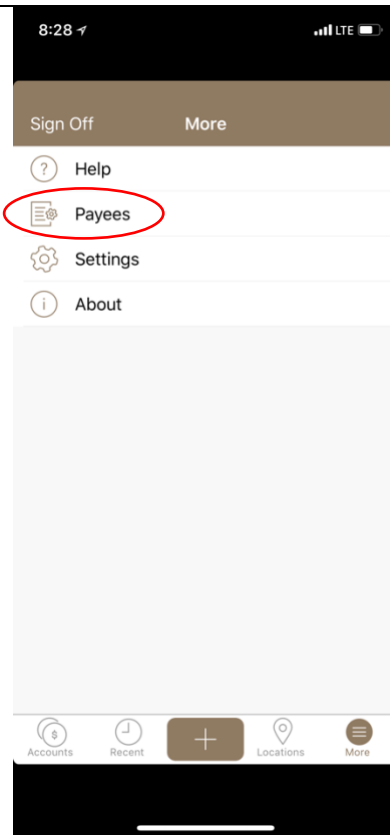
### Editing Listed and Non-Listed Payees

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:

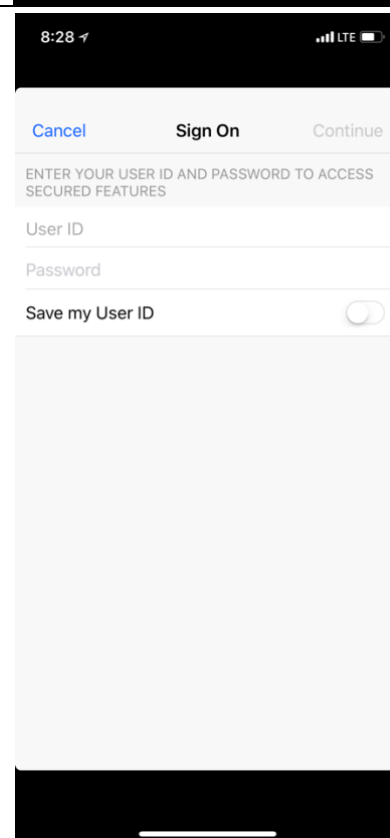
1. To edit a payee you've previously set up, go to the More menu



2. Select Payees to bring up your payee list.

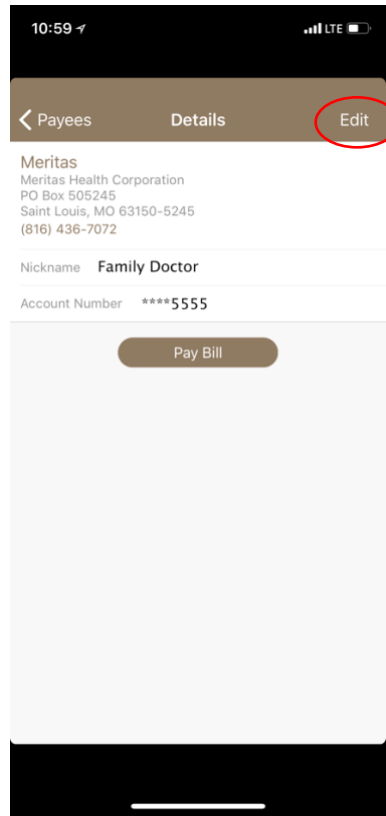


3. The app will ask you to login to your account to verify your identity before allowing you into the payee section.





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.

