



Online Banking Tip:

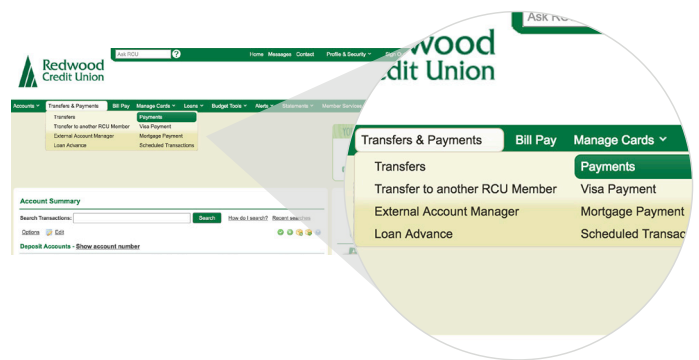
# HOW TO SCHEDULE A RECURRING PAYMENT

1

## GETTING STARTED

Log in to online banking. From the main menu, select Transfers & Payments.

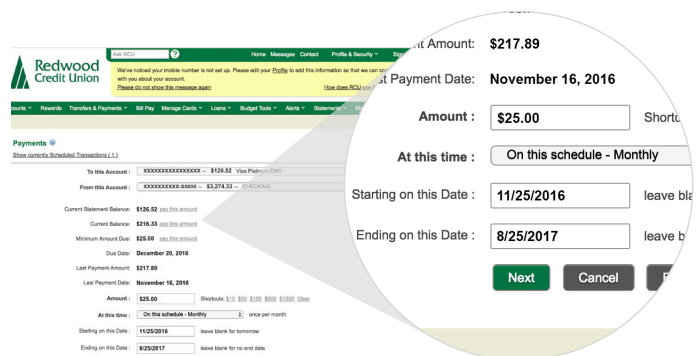
Select **Payments**



2

## MAKE A PAYMENT

- Select the account you want to pay.
- Select the account to pay from, or add an external account.
- Enter the payment amount, starting date and frequency.
- Select **Next**

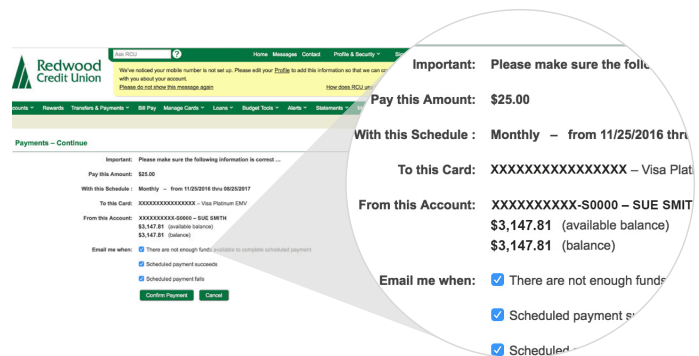


3

## VERIFY YOUR PAYMENT

Verify the information is correct and choose your email notification preference.

Select **Confirm Payment**



4

## PAYMENT COMPLETE

Your recurring payment is scheduled and complete!

