

Treasury Management: Add New Payee to Bill Pay

The purpose of this job aid is to demonstrate how to add a new payee to your Bill Pay account.

HOW DO I ADD A NEW PAYEE?

1. Begin by clicking the **Payee Management** tab.

The screenshot shows the Treasury Management dashboard. At the top, there is a navigation bar with tabs: Bills & Payments, Payee Management (highlighted with a blue circle and the number 1), Payment Records, Funding Accounts, and Administration. Below the navigation bar, there are two sections: 'Incoming Bills' and 'Pending Payments', both indicating that there are currently no items. At the bottom, there are links for 'View payments - last 30 days', 'Help', 'Glossary', 'FAQs', and 'Contact Us'.

2. Click **Add New Payee**.

The screenshot shows the 'Add New Payee' page. At the top, there is a navigation bar with tabs: Bills & Payments, Payee Management (highlighted with a blue circle and the number 2), and Payment Records. Below the navigation bar, there are links for 'My Payees', 'Add New Payee', and 'Manage Categories'. The main content area has a table with columns: Payee, E-bill Status, and Payment Option. Below the table, there is a message: 'Currently, you do not have any payees. To set up a payee, please click Add a Payee.' At the bottom, there are links for 'Add a payee' and 'Change payment categories', and 'Help', 'Glossary', 'FAQs', and 'Contact Us'.

3. Add the **Person or Business Name**.

4. Click **Continue**.

The screenshot shows the 'Add a person or business' form. At the top, there is a navigation bar with tabs: Bills & Payments and Payee Management. Below the navigation bar, there are links for 'My Payees', 'Add New Payee', and 'Manage Categories'. The main content area has a form with the following steps:
1. Tell us who you want to pay. It can be your cable company, doctor, or Uncle Charlie.
2. Make your payment. It's as simple as that!
Below the form, there is a section titled 'Add a person or business' with a text input field for 'Person or business name:' and a 'Continue' button. The input field is highlighted with a blue circle and the number 3, and the 'Continue' button is highlighted with a blue circle and the number 4. At the bottom, there are links for 'Help', 'Glossary', 'FAQs', and 'Contact Us'.

Add a person or business

5. Fill in the **payee's information**.

Person or business name: OR [Select a common business](#)

Account number: [Learn more...](#)

This payee does not have an account number.

Zip code: -

(Where you mail your payments. Entering all 9 digits helps us to more accurately identify this payee.)

Nickname: [Learn more...](#)

Payment category:

6. Click **Add Payee**.

[Help](#) [Glossary](#) [FAQs](#) [Contact Us](#)

Bills & Payments Payee Management

[My Payees](#) | [Add New Payee](#) | [Manage Categories](#)

Please tell us where we should send payments for this payee.

Specify payee to add

7. Add **additional details** about the payee, including their address.

Payee name: [View our payee list](#)

Nickname:

Payment category:

Address line 1: [7](#)
(Where you mail your payments)

Address line 2:

City:

State:

Zip code: -

Phone:

(If you ask us to investigate a payment issue, we'll use this number to contact the payee.)

8. Click **Add Payee**.

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[Help](#) [Glossary](#) [FAQs](#) [Contact Us](#)

9. A confirmation will display.

Your payee was successfully added, and now you can make a payment to this payee. Address information updated to comply with the USPS.

Payee information

[Change information](#)

Payee:

Address:

Nickname:

Payment category:

Phone number:

Memo:

What would you like to do next?

- [Add another payee](#)
- [Pay this payee](#)

Please contact Treasury Management at our department email below if you have any questions: treasury_management@centier.com.