

Bill Pay - Mobile

Bill Pay allows you to pay your bills to businesses or people through your Mobile or Online Banking account. Follow the steps below to learn how to make payments to both businesses and individuals. Note, Bill Pay is only available to members with an open checking account at Salal.

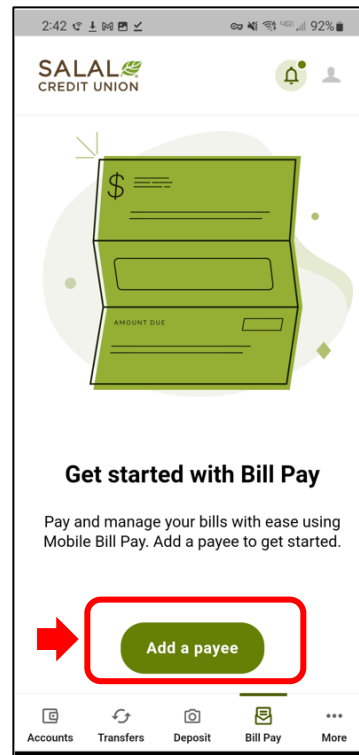
Bill Pay Service Agreement

To begin, select **Bill Pay** from the menu. In the Mobile app, it will be in the bottom menu. If this is your first time using the Bill Pay service, you will have to read the disclosure and then choose **Agree** and select **Continue**.



Welcome to Bill Pay

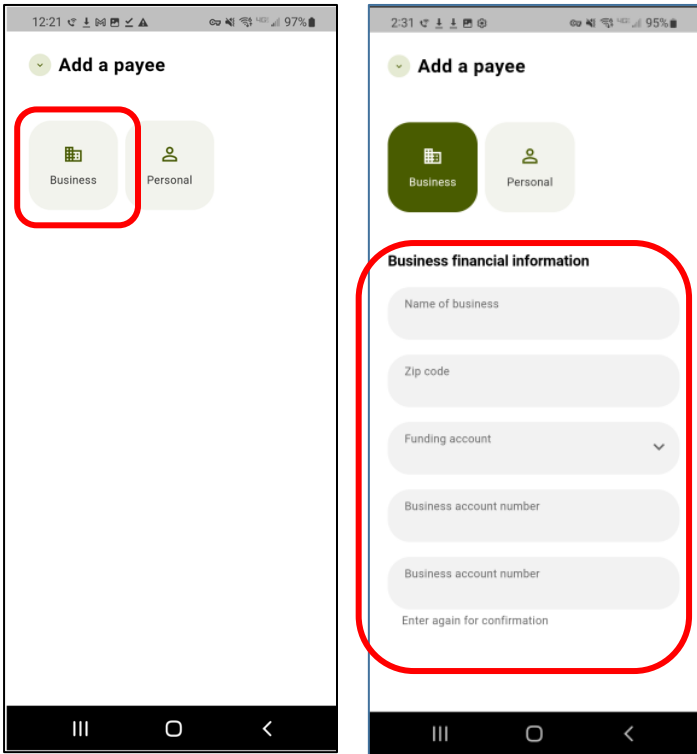
First you will need to set up a payee. Select the **Add Payee** button to add payee information.



Setting Up Bill Pay

Business Payee

If you are paying a business (example: AT&T or Target), select **Business**. The business payee info screen will appear.



Adding Business Payee Information

Next, add the business's information. When adding a payee, it's helpful to have all the information you need before you begin. Having a bill from this business as reference can be helpful. First enter or select the following information:

- Name of business.
- Funding Account (to send money select your checking account from the dropdown menu).
- Account Number (your account number with the business you are paying).
- Re-enter account number to confirm.

Note: Payments to a business payee will be set up as either electronic or check, depending on the arrangement the company (e.g., AT&T) has with our Bill Pay provider and if you have entered the correct account number and address for the company you are paying.

When finished, select the green **Next** button.

Setting Up Bill Pay

Adding Business Address for the Payee

On the next screen, enter the address that the business provides for mailing payments, along with the business's phone number. Then give the payee a nickname. When finished, select the green **Add Payee** button.

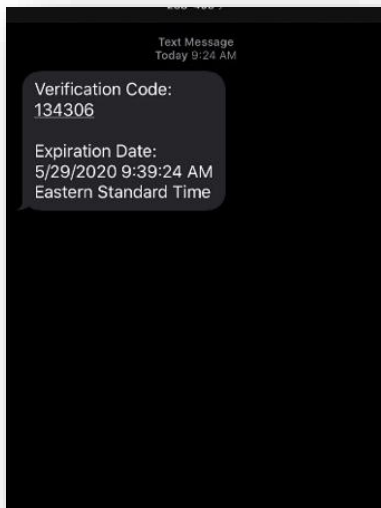
Note: The **Add Payee** button will not enable until all the information is filled out.

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Add and manage payees
Add a payee
Business contact information
Street address 1
PO Box 123
Street address 2 (optional)
City
Seattle
State WA Zip code 98101
Phone number
(800) 562-5515
Add payee
Accounts Transfers Bill Pay Deposit Check More

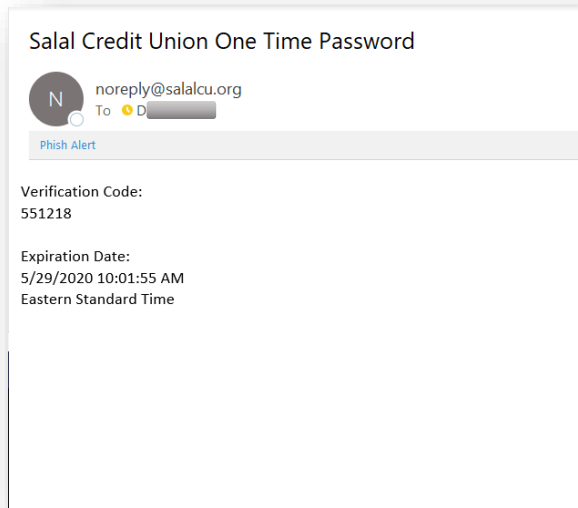
Verification Needed

For your security, a verification code will be sent to verify that you are setting up a new payee. Choose the method you want to use to verify and select the green **Send Code** button.

Below are examples of verification code sent via SMS text message and email.



Smartphone



Email

Setting Up Bill Pay

Once you have your verification code, log back into Mobile or Online Banking and enter the code to confirm and add payee. Then tap **Verify**.

Add a payee

Please verify your identity before completing this action.

Text **Email** Call

The code will expire in 15 minutes.

Enter code
678468

Resend code

Verify

Cancel

Making a Payment to the Business

When scheduling a payment, please pay attention to the **Deliver by** date noted within the **Delivery Method** box; this is the expected time for the payment to arrive. For example, if your payment is due 05/28/2022, you would select the **Send on** date to be 05/23/2022 to be certain the payment is delivered by the due date. To change the **Deliver by** date, you will need to modify the **Send on** date.

Make a payment

ABC Company *4567

\$0.00

Pay from
TEST CHECKING
****226-0040
\$16.08

Frequency
One Time

Delivery Method
Standard Check

Send on
05-23-2022

Continue to summary

Make a payment

Pay from
TEST CHECKING
****226-0040
\$16.08

Frequency
One Time

Delivery Method
Standard Check

Send on
05-23-2022
Estimated to deliver by 05-26-2022

Memo (optional)
Memo will appear printed on check 0 / 24

Funds are typically withdrawn from the funding account the day of send-on date

Continue to summary

Make a payment

ABC Company *4567

Amount
\$100.00

Pay from
TEST CHECKING ****226-0040

Frequency
One Time

Delivery Method
Standard Check

Send on
May 23, 2022

Deliver by
May 26, 2022

Funds are typically withdrawn from the funding account the day of send-on date

Pay bill

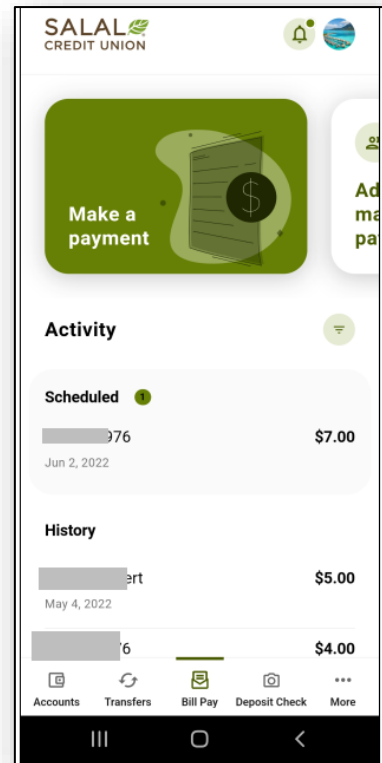
Setting Up Bill Pay

You can also select the frequency, choosing from the dropdown list.

If you select a recurring payment, your payment will repeat on the day of the week you selected unless that day falls on a weekend or federal holiday, in which case the payment will be sent the business day immediately before the weekend or federal holiday to ensure it arrives on time.

Once you have chosen your payment frequency, select the green **Continue to summary** button. After you have confirmed that all the payment info is correct, select the **Pay bill** button.

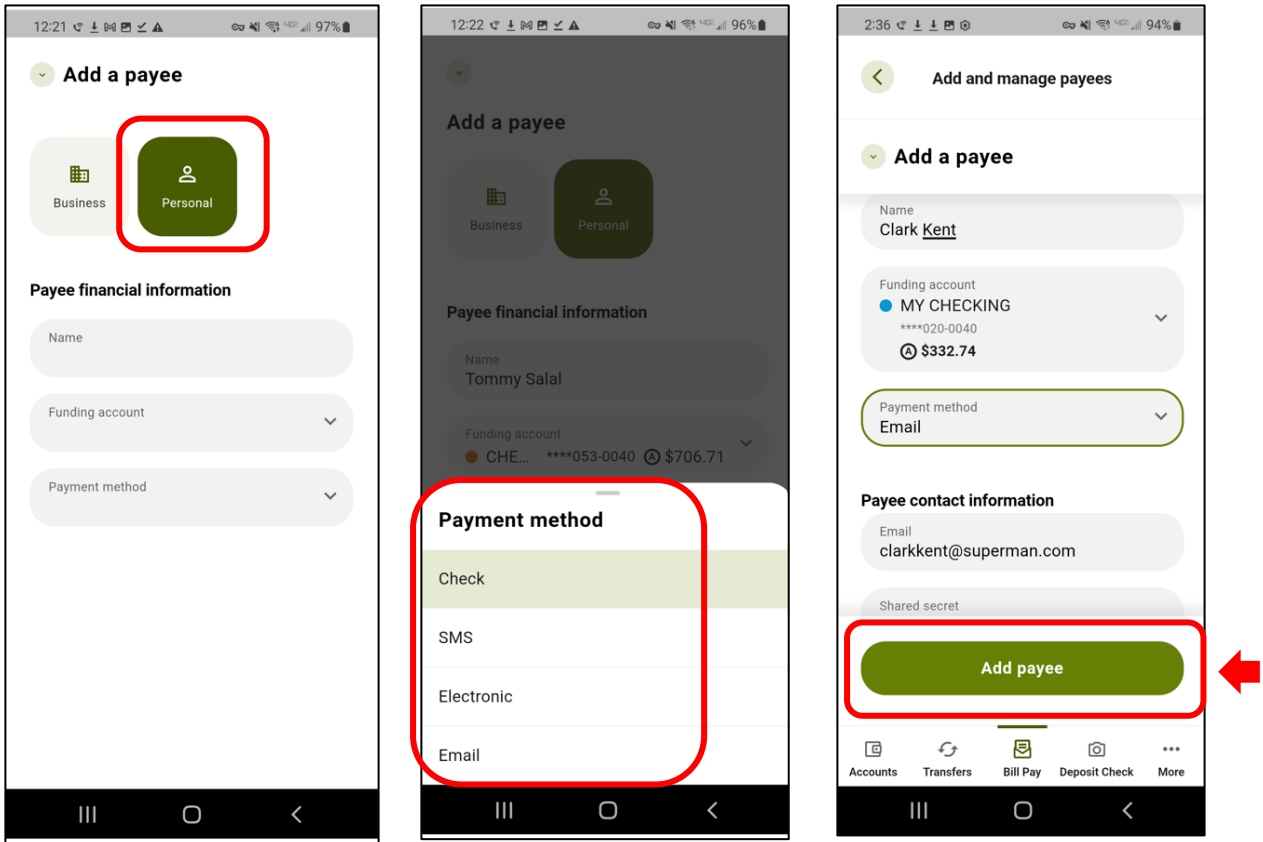
Once your payment has been successfully submitted, you will receive a confirmation code and the payment will now show in the Bill Pay **Scheduled** tab on the **Bill Pay main page**. **Once the payment goes out, it can then be found in History.**



Setting Up Bill Pay

Pay a Person (P2P)

If you wish to pay an individual (not a business), please select **Person** on the **Add a Payee** screen. Method options are Check, SMS, Electronic, or Email. To see more information on P2P, view our tutorial titled “Bill Pay – Pay a Person (P2P)”.



Making a Payment to a Person

To schedule a payment to a person, follow the same instructions as stated above for paying a bill to a business, except, select **Individual** name from your payee list. Again, make sure to pay attention to the **Deliver by** date to be certain the payment is delivered on or before the due date.

Check Payment Method for P2P

If you chose the Check option, please enter the mailing address and phone number for the person you are paying. When finished, select the green **Add Payee** button.

Setting Up Bill Pay

Manage Payee Information

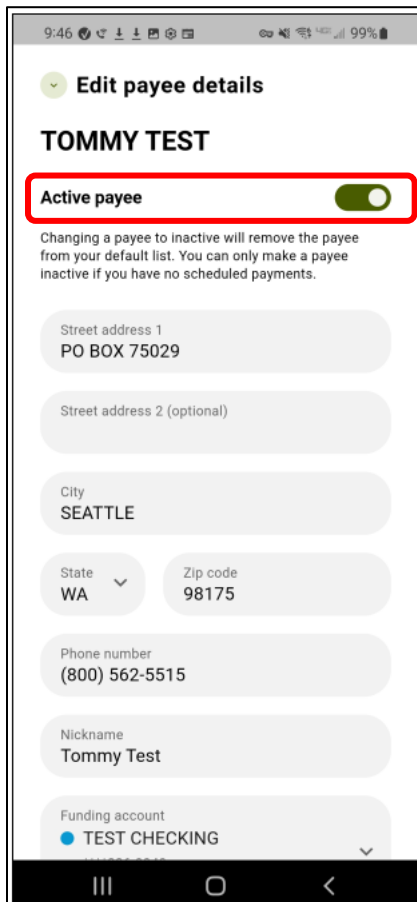
If you need to update or change information once you have created a payee, just go to the **Bill Pay** widget and select your payee. Then go to the **Manage** tab. Select the **pencil icon** to edit the information on the payee, then select the green **Save** button at the bottom of the screen. You can also delete a payee from this tab.

Hide or Unhide Payees

If you would like to keep a payee but hide them because they are inactive at this time, you just need to go to **Bill Pay**, select the payee you would like to hide and select the **Manage** tab. There is a slide button to mark the payee “inactive.”

To see any hidden payees, scroll down the bottom of your list of payees. You will see a note that says “*You have 1 deactivated payees. View all payees.*”

When you go to “View all payees”, any deactivated payees will be listed with an “Inactive” note in the upper corner. You can go in and mark a payee active again at any time.



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Edit payee details

TOMMY TEST

Active payee

Changing a payee to inactive will remove the payee from your default list. You can only make a payee inactive if you have no scheduled payments.

Street address 1
PO BOX 75029

Street address 2 (optional)

City
SEATTLE

State WA Zip code 98175

Phone number
(800) 562-5515

Nickname
Tommy Test

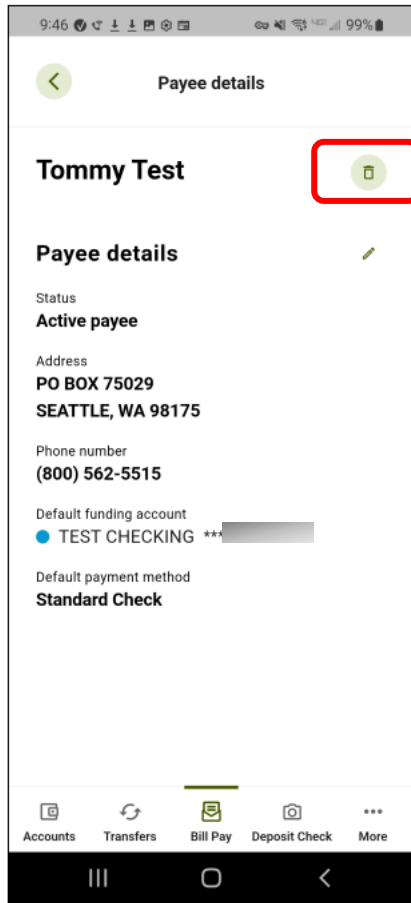
Funding account
TEST CHECKING

Setting Up Bill Pay

Delete Payee

To delete a payee, you will need to go into **Bill Pay** and select the **Add and Manage Payees** button (swipe to the left to find the button). Then find the payee(s) you want to delete. Select the trash can icon at the top right to delete the payee.

Note: Once a payee is deleted, all the history for that payee will no longer be visible within the Bill Pay tab. You can still see any payments that went out by reviewing your account statements.



Note: For your security, we will deactivate the Bill Pay feature if left unused for six months. You can always restart Bill Pay later.

Need Help? Give Us a Call

If you have questions or need further assistance, feel free to call our Virtual Branch at **206.298.9394** or **800.562.5515**.