

## How to Collect Your Payee Information

**Step 1:** Login to your Bill Pay Account









**Step 2:** View Your Payment Center

**Step 3:** Click on the Icon next to the Bill you wish to obtain information from


**Payment Center**


**Send Money**

Pay From CHECKING [Organize My List](#) [Add a Company or Person](#)

	Ada Family Dentistry *555	\$ <input type="text"/>	<input type="text"/>		<a href="#">Activity</a> <a href="#">Reminders</a> <a href="#">AutoPay</a>
	CarePayment *555	\$ <input type="text"/>	<input type="text"/>		<a href="#">Activity</a> <a href="#">Reminders</a> <a href="#">AutoPay</a>
	CBCS *555	\$ <input type="text"/>	<input type="text"/>		<a href="#">Activity</a> <a href="#">Reminders</a> <a href="#">AutoPay</a>
	CBCS *555	\$ <input type="text"/>	<input type="text"/>		<a href="#">Activity</a> <a href="#">Reminders</a> <a href="#">AutoPay</a>

**Step 4:** Click Details

 Ada Family Dentistry  
\*555 [Details](#)

Amount \$  Deliver By  

[Rush Delivery](#)

[Activity](#) [Reminders](#) [AutoPay](#)

Recent Payments: None

Pending Payments: None

[More Activity](#)

**Step 5:** Click Show to view full account number and further Payee details.

**Step 6:** Validate that you are not a robot.

Once you have done so, the following pop up should display:

### Ada Family Dentistry Details



\*Company Name

Ada Family Dentistry

Nickname

Category

Uncategorized



[About adding categories](#)

Account Number

5555555

[Hide](#)

[Change](#)

\*Address 1

PO Box 158

Address 2

\*City

Ada

\*State

MI



\*ZIP Code

49301

-

0158

\*Phone Number

616

676

-

2223

Mobile Number (Optional)

**Step 7:** Document all necessary details listed on the *Payee Info Collection Form*.

And you're done!

Additionally, if you wish to remove a Payee for any reason, you can do so at the bottom of this pop-up by clicking "Remove (Payee Name)." Example found below:

[Save Changes](#)

[Cancel](#)

[Remove Ada Family Dentistry](#)