

HOW TO PAY BILLS ONLINE

- Sign up for and login to Online Banking on our website
- When logged in, select **Move Money** and **Bill Pay**
- Click the **Bill Payments Service Agreement and Disclosures** to read and accept the agreement
- Check the box after you've read the service agreement and disclosures and click **Enroll**

How do I set up a recurring or future bill payment?

1. Login to Online Banking
2. Select **Move Money** and **Bill Pay**
3. On the **Multi Pay** tab, click on the name of the **Payee** you'd like to set up automatic Bill Pay payments.
4. Select **Set up auto-pay** from the pop up.
5. To set up your autopay, add a memo so you recall what the monthly payment is for.
6. Next fill in or select all the fields related to the payment.
7. To schedule your payments, select the **Start** on date using the calendar, and choose from either **Until I modify or cancel**, **a specific date**, or **a specific number of payments** as the end date.
8. Review the auto-pay options you entered, then click **Save** auto-pay options
9. After saving auto-pay options, you will be shown a confirmation page with the options you entered. Click **Close to finish**.

What Can You Use Bill Pay For?

- Pay a person or a business
- Schedule bills to pay now, in the future, or on a recurring basis
- View payee history
- Set up Alerts about your bills
- Download transactions to Quicken

Need More Help From An Expert?

Give us a call during business hours at 781.329.6700 or 800.462.1190.



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