

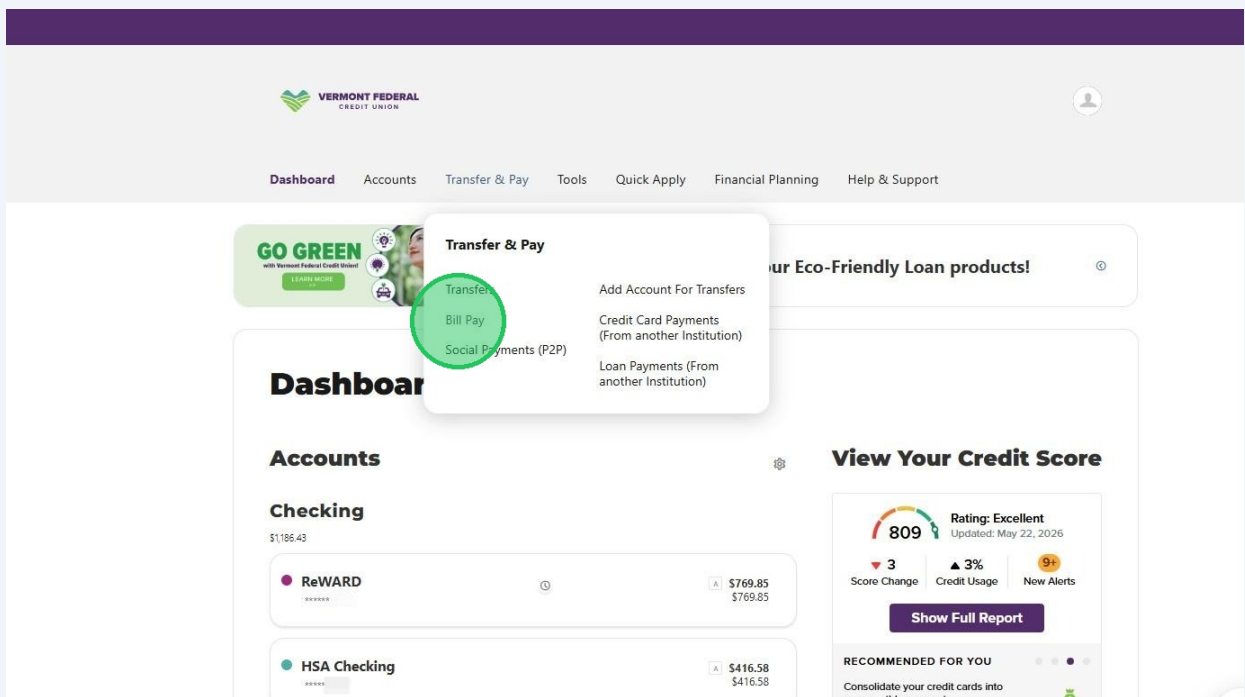
How To Pay A Bill Pay Payee and Submit Payment



Access Bill Pay

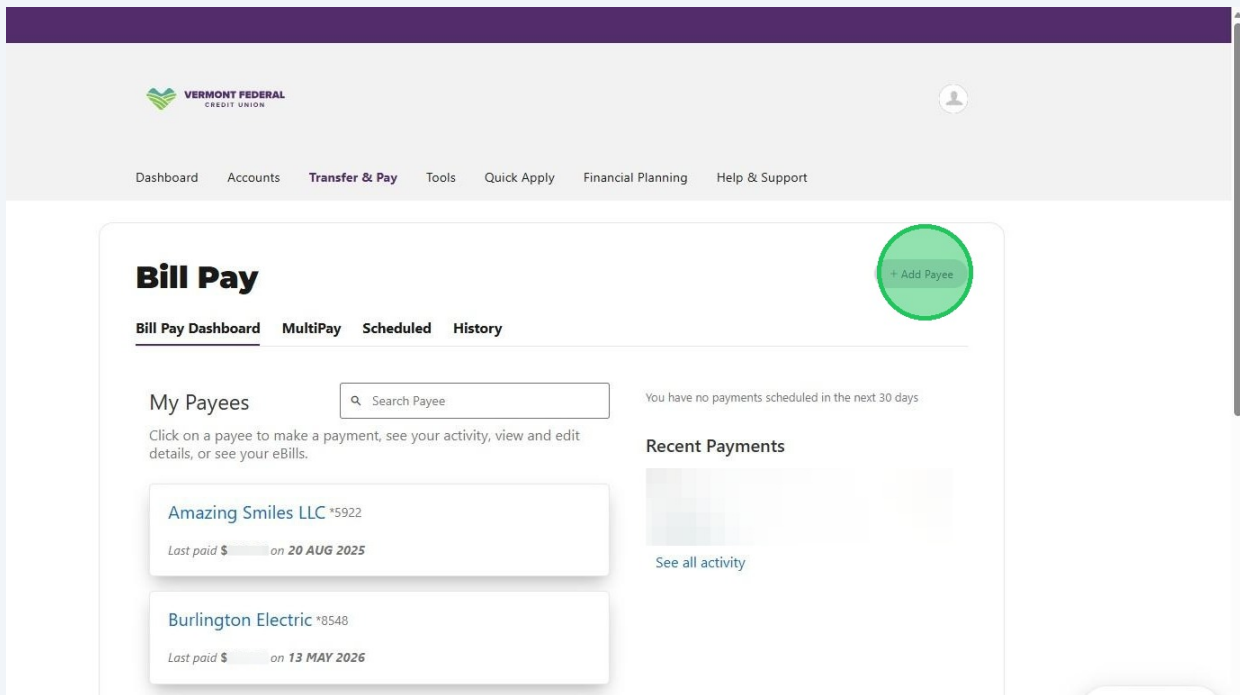
1

Once logged into the Vermont Federal Credit Union online banking hover over 'Transfer & Pay' and select Bill Pay.

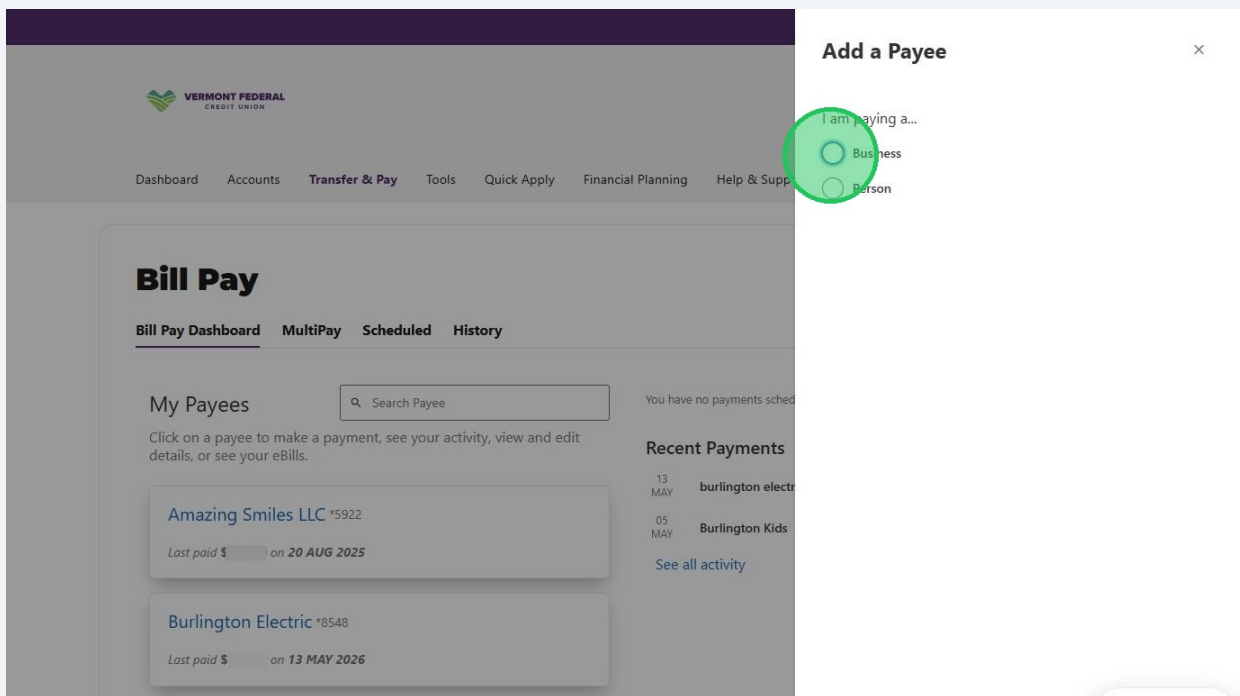


Add New Payee

2 Click "Add Payee" from the Bill Pay dashboard.



3 Select "Business" to send a payment to a business, or person if you are sending a payment to an individual.



4 Click "Next", to move to the next step.

The screenshot shows the 'Bill Pay' dashboard. At the top, there is a navigation menu with 'Dashboard', 'Accounts', 'Transfer & Pay', 'Tools', 'Quick Apply', 'Financial Planning', and 'Help & Support'. Below the navigation, the 'Bill Pay' title is followed by tabs for 'Bill Pay Dashboard', 'MultiPay', 'Scheduled', and 'History'. The main content area is titled 'My Payees' and includes a search bar. Below the search bar, there are three payee cards: 'Amazing Smiles LLC *5922' (last paid \$777.00 on 20 AUG 2025), 'Burlington Electric *8548' (last paid \$111.11 on 13 MAY 2026), and 'Burlington Kids *AYES' (last paid \$ on 05 MAY 2026). To the right, there is a 'Recent Payments' section with a list of payments and a 'See all activity' link. On the far right, there are radio buttons for 'Business' (selected) and 'Person'. At the bottom right, there is a purple bar with a 'Next' button highlighted by a green circle, and a 'Let's chat!' button.

5 Enter the name of the business, and zip code.

The screenshot shows the 'Add a Payee' form. The form is titled 'Add a Payee' and has a back arrow and a close button. The fields are: 'Name Of Business' (with 'Enter Name' placeholder and a green circle highlight), 'Zip Code' (with 'Enter zip code' placeholder), 'Default Funding Account' (with 'Select from account' dropdown), 'Account Number' (with 'Enter account number' placeholder), and 'Confirm Account Number' (with 'Reenter account number' placeholder). The background shows the same 'Bill Pay' dashboard as in the previous screenshot.

6

You will select the default funding account, this is the account the funds for the payment will be debited from.

VERMONT FEDERAL CREDIT UNION

Dashboard Accounts **Transfer & Pay** Tools Quick Apply Financial Planning Help & Support

Bill Pay

Bill Pay Dashboard MultiPay Scheduled History

My Payees

You have no payments scheduled

Amazing Smiles LLC *5922
Last paid \$ on 20 AUG 2025

Burlington Electric *8548
Last paid \$ on 13 MAY 2026

Recent Payments

- 13 MAY burlington elect
- 05 MAY Burlington Kids

See all activity

< **Add a Payee** ×

Name Of Business

Zip Code

Default Funding Account

Select from account

ReWARD *****	\$769.85
HSA Checking *****	\$416.58

Confirm account number

Reenter account number

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Enter and confirm the Account Number, for the bill you are paying. Generally this is located on your bill from the company you are paying.

VERMONT FEDERAL CREDIT UNION

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See all activity

< **Add a Payee** ×

Name Of Business

Zip Code

Default Funding Account

ReWARD *****

Account Number

Enter account number

Confirm Account Number

Reenter account number

Let's chat!

8 Click "Next" to move to the next step.

The screenshot shows the 'Bill Pay' dashboard with a modal form for adding a payee. The dashboard includes a search bar for payees, a list of existing payees (Amazing Smiles LLC, Burlington Electric, Burlington Kids), and a 'Recent Payments' section. The modal form is titled 'Add a Payee' and contains the following fields: Payee Name (Vermont Gas), Zip Code (05495-1336), Default Funding Account (ReWARD *****), Account Number (178414-9), and Confirm Account Number. At the bottom of the modal, there are 'Next' and 'Cancel' buttons, with a green circle highlighting the 'Next' button. A 'Let's chat!' button is also visible in the bottom right corner of the modal.

9 Some business will not have an established agreement with our bill pay provider, in these cases you will need to enter the business address, and phone number.

The screenshot shows the 'Bill Pay' dashboard with a modal form for adding a business payee. The dashboard includes a search bar for payees, a list of existing payees (Amazing Smiles LLC, Burlington Electric, Burlington Kids, Dunkley's Gymnastics), and a 'Recent Payments' section. The modal form is titled 'Add a Payee' and contains the following fields: Payee Name (Vermont Business), Account number (123456), Street Address 1 (Enter address 1), Street Address 2 (Optional) (Enter address 2), City (Enter city), State (Select a state), Zip Code (05401), Phone Number ((xxx) xxx-xxxx), and Nickname. At the bottom of the modal, there are 'Add Payee' and 'Cancel' buttons, with a green circle highlighting the 'Add Payee' button. A 'Let's chat!' button is also visible in the bottom right corner of the modal.



Alert! Expedited payments will require a phone number on file for the business you are paying.

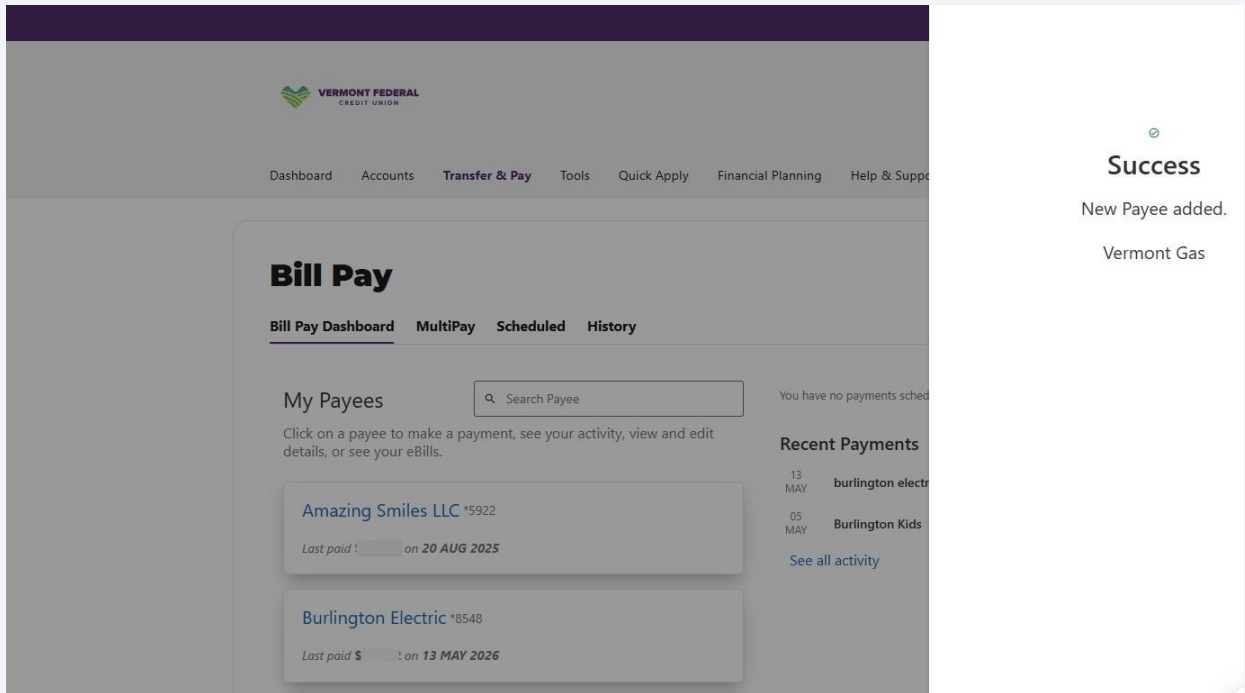
10

Enter a nickname for the business/payment and click "Add Payee", to move to the next step.

The screenshot displays a 'Bill Pay' dashboard. The top navigation bar includes 'Dashboard', 'Accounts', 'Transfer & Pay', 'Tools', 'Quick Apply', 'Financial Planning', and 'Help & Support'. The main content area is titled 'Bill Pay' and has sub-sections for 'Bill Pay Dashboard', 'MultiPay', 'Scheduled', and 'History'. Under 'My Payees', there is a search bar and a list of payees: 'Amazing Smiles LLC *5922' (last paid on 20 AUG 2025), 'Burlington Electric *8548' (last paid on 13 MAY 2026), and 'Burlington Kids *AYES' (last paid on 05 MAY 2026). A 'Recent Payments' section shows '13 MAY burlington electr' and '05 MAY Burlington Kids'. On the right side, a form for adding a new payee is visible, with 'Vermont Gad' entered in the 'Nickname' field. The 'Add Payee' button is highlighted with a green circle, and a 'Cancel' button is also present. A 'Let's chat!' button is located at the bottom right of the form area.

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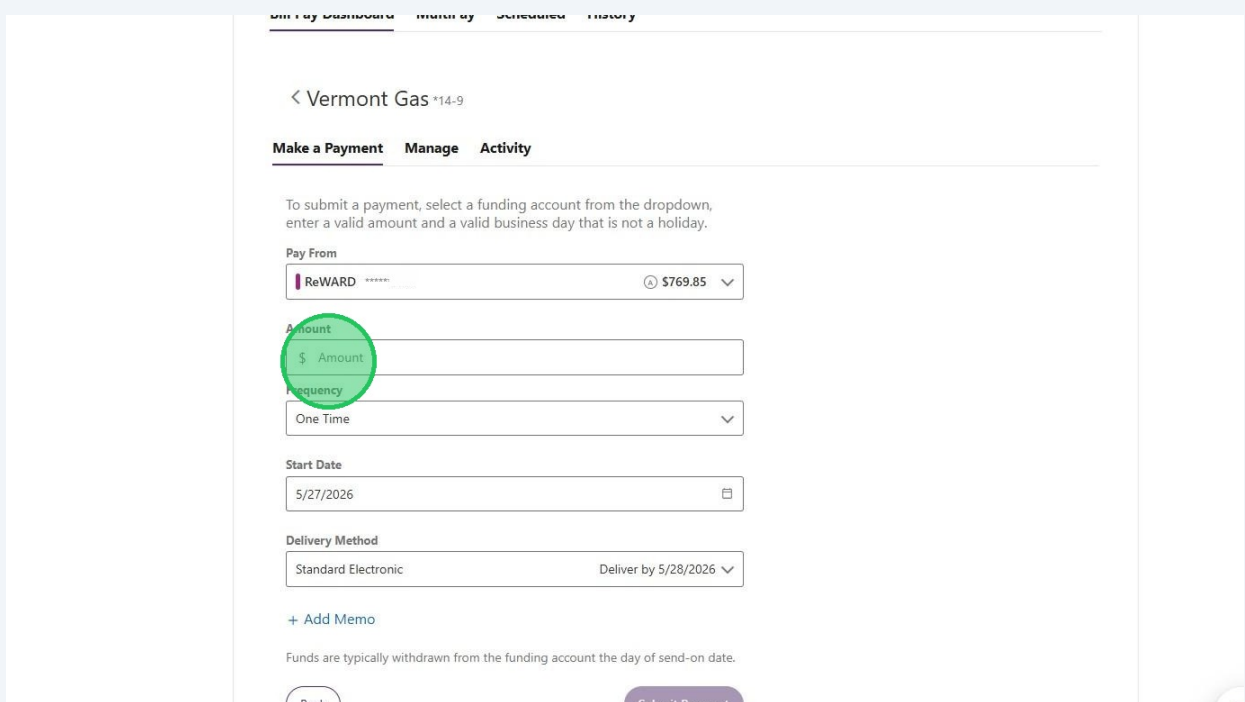
You will receive a Success confirmation once the payee is successfully added. You can close this page to take you back to the bill pay dashboard or 'Go to Payee' to schedule a payment immediately.



Submit Payment

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Once on the payee page you can enter the payment amount, schedule the frequency and set the start date of the payment.



13

If you select Delivery Method it will give you options to expedite the payment, fees apply. The standard delivery method is determined by the agreement the business established with our bill pay provider. Electronic payments are delivered in three business day, check payments are sent via USPS general mail.

Make a Payment Manage Activity

To submit a payment, select a funding account from the dropdown, enter a valid amount and a valid business day that is not a holiday.

Pay From
ReWARD ***** \$769.85

Amount
\$ Amount

Frequency
One Time

Start Date
5/27/2026

Delivery Method
Standard Electronic Deliver by 5/28/2026

Standard Electronic	
ADDITIONAL FEE	None
SEND ON	5/27/2026
DELIVER BY	5/28/2026

Rush Electronic	
ADDITIONAL FEE	\$4.95
SEND ON	5/26/2026
DELIVER BY	5/27/2026

Expedited Check	
ADDITIONAL FEE	\$26.95

[Let's chat!](#)

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Once all information is entered click "Submit Payment" to finalize the payment

Make a Payment Manage Activity

To submit a payment, select a funding account from the dropdown, enter a valid amount and a valid business day that is not a holiday.

Pay From
ReWARD ***** \$769.85

Amount
\$ Amount

Frequency
One Time

Start Date
5/27/2026

Delivery Method
Standard Electronic Deliver by 5/28/2026

[+ Add Memo](#)

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

[Back](#) [Submit Payment](#) [Let's chat!](#)