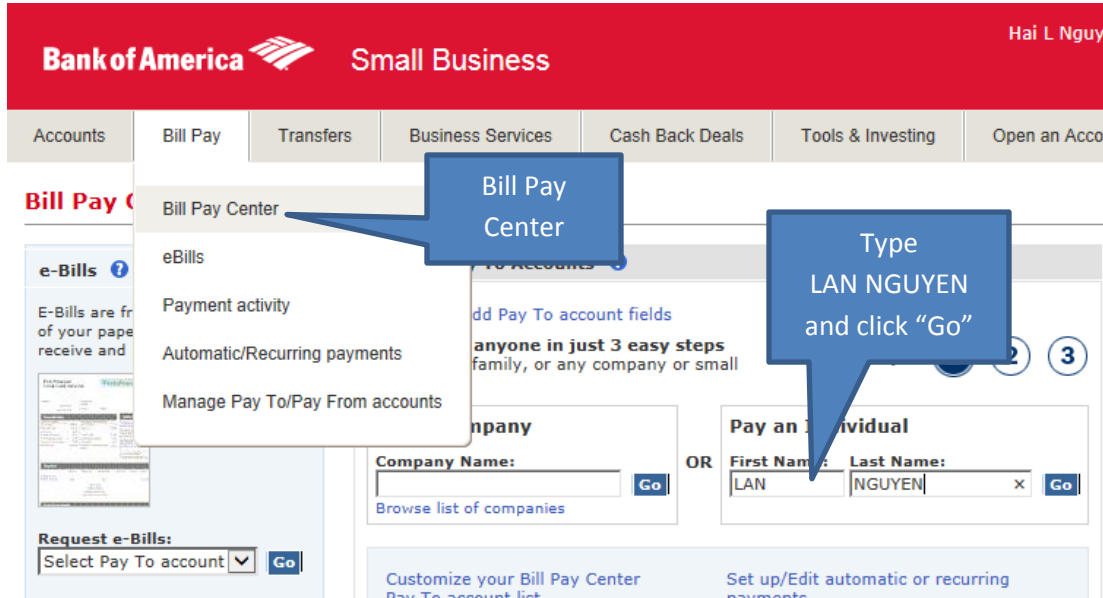


How to setup PayBill to somebody via Bank Of America

Step 1: add payee to your account: Go to Menu, click on Bill Pay > Bill Pay Center, and type name of the payee



In next screen, type and address, telephone of the payee as below

Enter Information

To add a Pay To account, enter the following information and click **Continue**. Steps: 1 2 3

Asterisks (*) indicate required information

*Pay To Account Name: lan nguyen
Enter as appears on a bill

Nickname: Henry (Sealion)
Create a description of the Pay To account

Identifying Information: Sealion Design
Enter identifying information such as a name, address, or invoice number.

*Pay To Account Address 1: 4803 Keywood Lane
Where the payment will be sent

Pay To Account Address 2:

*Pay To Account City/State/ZIP Code: Santa Ana CA 92703

Pay To Account Phone Number: 714-454-5049
xxx-xxx-xxxx

SafePass®
Mobile: Select **Send SafePass Code** to send a text message of the code to your mobile device.
Send SafePass Code

Continue **Cancel**

Step 2 – Make payment to a payee. After successfully adding payee, You can back to Bill Pay Center > Choose the payee and amount to pay. Bank Of America will mail a check (paper check) to the payee address. You will have to pay stamp !!

How to setup recurring payment to a payee

If you want to pay on recurring basis, you can choose option "Automatic Recurring Payment" as below

On menu, click **Bill Pay > Automatic/Recurring Payments**. Then choose payee name under "Set up a recurring payment plan". Then click **Go**. You will see a screen similar as below. Then just choose date and amount to pay....

Pay City of Santa Ana [Select a different Pay To account](#)
To: Water Service -4760

To set up your recurring payment, provide the following information and click **Set Up Payment**.

Pay From Account

Pay From:

Amount

Payment Amount: \$

All payments are the same amount
 The amount of the last payment should be \$

[Add memo](#)

Frequency and Duration

Deliver First Payment On:

Send Payments:

Until I change or cancel this payment

Until a total of **payments have been sent**

Until, but not after

Email alerts

Changes to your primary email address will apply to any alerts and Online Banking communications.

Email address

Changes made to these alerts will be reflected in the **Alerts and Reminders** page and will apply to all payments for this Pay To account.

Choose date of each payment