

Online Banking Business User Guide

Add a Payment Method

A payment method is a set of payment instructions for ACH transactions. Once a payment method is added to a payee, that payee will then be eligible to receive payments related to that payment method.

On the **Payees Tab**, select the desired payee from the payee list. Scroll to the **Payment Methods section** and click **Add a Payment Method**. **Choose the Method of payment** from the drop-down menu. **Enter the required information** in the provided fields and click **Add Payment Method**. Use the pencil icon to Edit Payment Methods and use the trash icon to **Delete Payment Methods**.