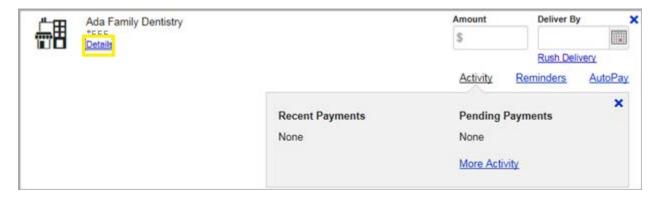
## **How to Collect Your Payee Information**

- 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**



Step 4: Click Details



- 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 Hide 5555555 Change \*Address 1 PO Box 158 Address 2 \*City Ada \*State MI \*ZIP Code 49301 0158 \*Phone Number 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:

