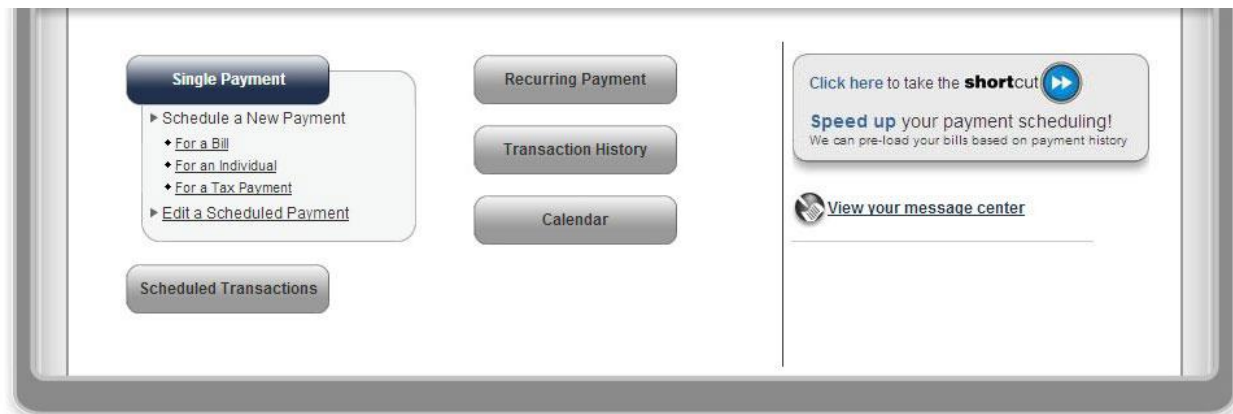


How to Make a Payment

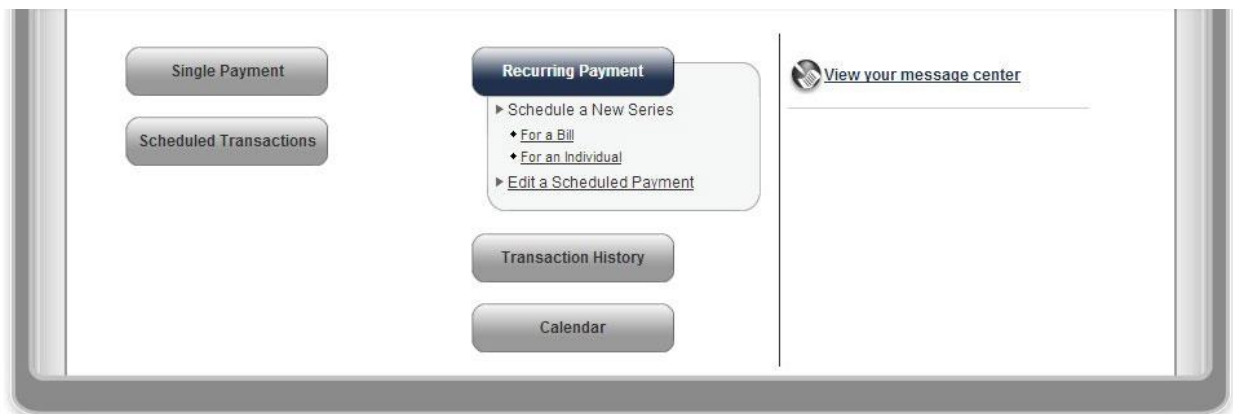
Before you can make a payment, you must first add the person or company you wish to pay. To learn more, visit the "How to set up a payee" section.

Once you've added a payee, go to the "Payments" tab.

You can choose to make a **"Single Payment."** This is a one-time payment.



You can choose to make a **"Recurring Payment."** This is a consistent payment that recurs on a regular basis, such as an insurance payment or an office lease.



Once you select the type of payment, choose a payee from your Payee List, or add a new payee.

Then select:

- The account you want to pay from
- The amount of the payment
- The date of the payment

For recurring payments, you can also select the payment frequency and the series end date.