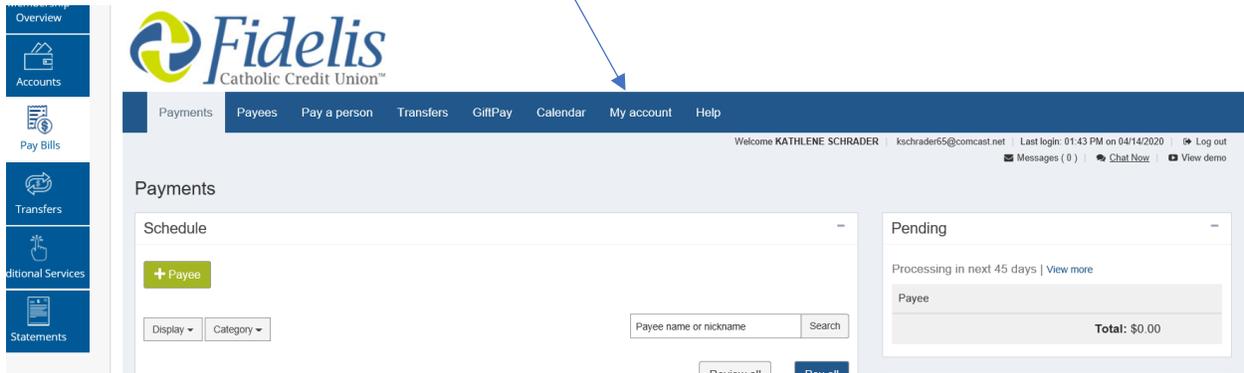


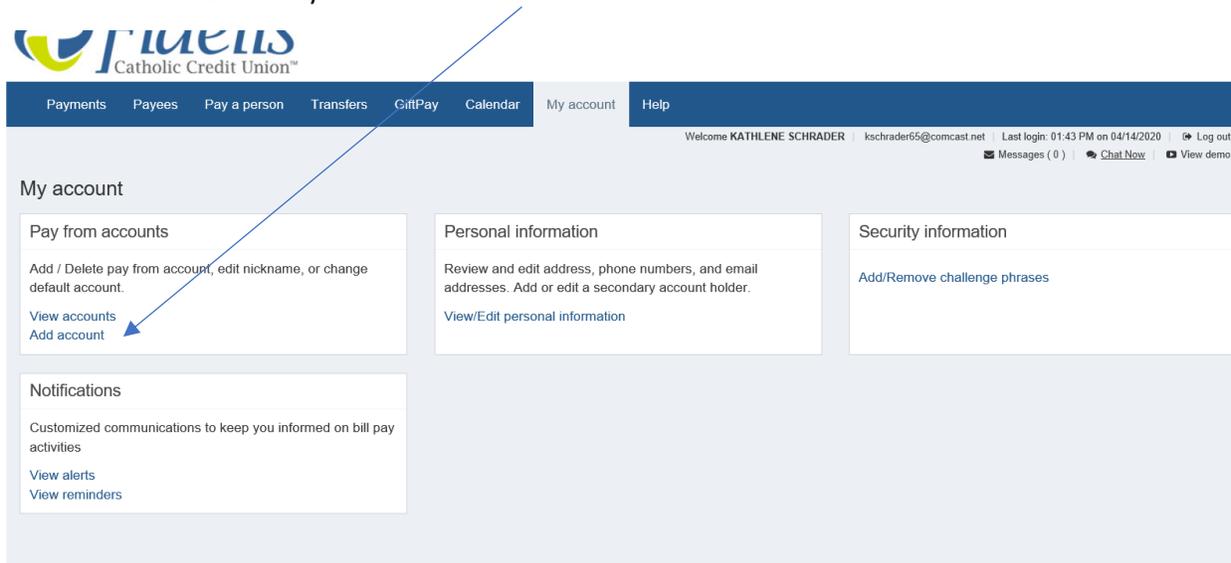
## Adding a checking account to Billpay

Go into Billpay and then click on My Account



The screenshot shows the Fidelis Catholic Credit Union Billpay interface. The top navigation bar includes links for Payments, Payees, Pay a person, Transfers, GiftPay, Calendar, My account, and Help. The user is logged in as KATHLENE SCHRADER. The main content area is titled 'Payments' and features a 'Schedule' section with a '+ Payee' button and a search bar for 'Payee name or nickname'. A 'Pending' section shows 'Processing in next 45 days' and a 'Total: \$0.00'. A left sidebar contains navigation options: Overview, Accounts, Pay Bills, Transfers, Additional Services, and Statements. A blue arrow points to the 'Accounts' icon in the sidebar, and another blue arrow points to the 'My account' link in the top navigation bar.

Click on Add Account in Pay from accounts



The screenshot shows the 'My account' page in the Fidelis Catholic Credit Union Billpay interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'My account' and is divided into three sections: 'Pay from accounts', 'Personal information', and 'Security information'. The 'Pay from accounts' section includes the text 'Add / Delete pay from account, edit nickname, or change default account.' and two links: 'View accounts' and 'Add account'. A blue arrow points to the 'Add account' link. The 'Personal information' section includes the text 'Review and edit address, phone numbers, and email addresses. Add or edit a secondary account holder.' and a link 'View/Edit personal information'. The 'Security information' section includes the text 'Add/Remove challenge phrases'. Below these sections is a 'Notifications' section with the text 'Customized communications to keep you informed on bill pay activities' and two links: 'View alerts' and 'View reminders'.

Fill in the fields using your Fidelis account number and click the drop down by Account type and select checking and hit next

Add pay from account

\* Required field

Account nickname \*

Account number \*

Confirm account number \*

Account type \*

Add pay from account

\* Required field

Account nickname \*

Account number \*

Confirm account number \*

Account type \*

Review information and click submit

Add pay from account

Account review

Account nickname                      Checking

Account number                        

Account type                              Checking

The last screen will say that it takes up to 3 business days but we approve these accounts 5 to 6 times a day so unless it's on a weekend, the account should be set up in under 24 hours. Usually the same business day.

Add pay from account

✓ Account successfully added

You have successfully submitted your request to pay bills from the account listed below. Please allow up to three business days for processing.

Account nickname	Checking
Account status	Awaiting Approval
Account number	263429
Account type	Checking

[Return to my account](#)