

# How to use Bill Pay on a Mobile Device

## Where to Pay Bills

- Log into Mobile Money using your current Internet Banking login.
- The Main Menu page is displayed. Select Pay Bills.

## Pay a Bill

- The Pay a Bill page is displayed. Select Make a Payment.
- The Select a Biller page is displayed. Select the appropriate payee.
- The Biller Information page is displayed. The “Do you want to pay this biller” message is displayed. Verify the information is accurate. Select Yes.
- The Enter Payment Information page is displayed.
- Select the account from the dropdown to debit for the payment
- Enter the Amount of the payment
- Enter the date of the payment in MMDDYY format
- Select Next
- The Confirm Payment page is displayed. The “Do you want to make this payment” message is displayed. Verify the payment information is accurate. Select Yes.
- The Payment Confirmation page is displayed. Select the Menu to return to the Main Menu.

## How to Change a Bill Payment

- The Pay a Bill page is displayed. Select Change or Cancel Payments.
- The Select a Payment page is displayed. Select the bill payment to change
- The Payment Details page is displayed. Select Change Pmt.
- The Enter Your Changes page is displayed. Make the necessary updates and select Next.
- The Confirm Changes page is displayed. The “Are you sure you want to change this payment” message is displayed. Verify the payment information is accurate. Select Yes.
- The Change Confirmation page is displayed.
- Select Menu to return to the Mail Menu.
- Select Log Out to close Mobile Money Web Browser.

## How to Cancel a Bill Payment

- The Pay a Bill page is displayed. Select Change or Cancel Payments.
- The Select a Payment page is displayed. Select the bill payment to cancel.
- The Payment Details page is displayed. Select Cancel Pmt.
- The Cancel Bill Payment page is displayed. The “Are you sure you want to cancel this payment message is displayed.” Select Yes.
- The Cancellation Confirmation page is displayed.
- Select Menu to return to the Main Menu.
- Select Log Out to close Mobile Money Web Browser.