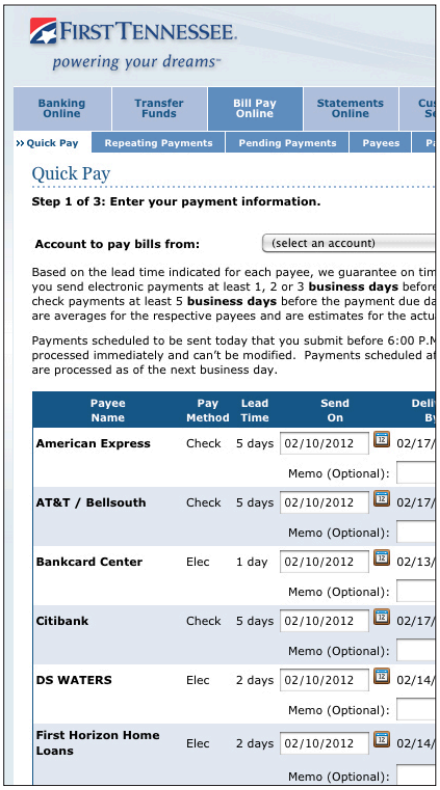
Setting up and using Bill Pay Online

One of the best ways to simplify the chore of paying bills is to use First Tennessee's Bill Pay Online. Once you set up the instructions for who and when to pay, we take care of the rest.

How to Set Up Bill Pay

Getting started is easy. Just grab your paper bills, so you'll have the information necessary to create your payees online.

1. Log in to Banking Online
2. Click Bill Pay Online at the top of the home screen.
3. Select Payees, then Add a Payee.
4. Enter the Payee name, zip code, and your account number for the payee you want to add. Make sure all fields are filled out. Then click Search.
5. If you are adding a person or a company without an account number, you can use your name or phone number as the account number.
6. Once each of your payees is set up in this manner, you can choose Repeating Payments or Quick Pay, depending on your payment needs.



How to Use Bill Pay

Getting started is easy. Just grab your paper bills, so you'll have the information necessary to create your payees online.

1. In Banking Online, click Bill Pay Online at the top of the home screen.
2. Next you will need to decide whether you want to make a one-time "Quick Pay" or set up a "Repeating Payment". Both selections are listed in the sub-navigation at the top of the page.
3. For a Quick Pay, you simply select the account you want to use, click the payee you want to pay, and then enter the amount and date you want the payment made.
4. Creating a Repeating Payment follows the same process, except you will choose a recurring interval of time on which payments will be made to a specific payee from a selected account.
5. Once your payment information is entered, click submit and we will take care of the rest.

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