

## How to: Set Up Bill Pay in DimeOnline.

**Step One:** Log in to your Dime Bank account.

**Step Two:** On the bottom navigation bar, click “Pay My Bills”.

**Step Three:** If you haven’t already, please agree to the Terms of Service by checking off “I Accept”, then clicking “Continue”.

**Step Four:** To add a vendor, click the “Add New Payee” button.

**Step Five:** Enter in the information for the company or person receiving your payment, then click “Add”.

**Step Six:** You will receive an email confirmation confirming you have added a contact to online bill pay. Now you’re ready to make a payment!

**Step Seven:** On your Pay Bills screen, select the Company or Person you’d like to send payment to. Enter in the account you’d like the payment to come from, the amount you’d like to pay them, and the delivery date of the bill.

**Step Eight:** Click the “Pay” button.

**Step Nine:** Review the payment information and click “Done” or click “Set Up Autopay” to create a recurring payment.

*Thank you for watching!*