### Bill Pay Set Up Instructions... CHASE Bank

Pay & transfer

Pay bills & QuickPay with Zelle®

### Click on Pay & Transfer and then click on Pay Bills

Accounts	Investments	Pay & tra	nsfer	
Pay bills & Qu	uickPay with Zelle <sup>®</sup>	Рау	Request & split	Payment activity
Payment	:s due (0)			
Recipient list Pay multiple bills   Check at least 2 recipient boxes to pay multiple bills at once. Pay multiple bills				Iltiple bills
Q Search	for a recipient		⊗ ⊕ Add	l new recipient

### Click on Add new recipient



Pay a company

Choose from over 40,000 businesses and send most payments with 1 day electronic delivery.

#### Click on Pay a company

#### Add a payee •

Pay all your bills in one place. Tell us your payee's name and we'll prefill as much info as possible. Please have your bill ready to fill out the payee's account number and ZIP code.

Q Tell us your payee name

Don't see your payee on the list? Add them >

The church name won't be on the list... but type out the name...

### Add a payee •

Pay all your bills in one place. Tell us your payee's name and we'll prefill as much info as possible. Please have your bill ready to fill out the payee's account number and ZIP code.

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Search suggestions

X

Add "Bishop Creek Community Church " as a payee

Click Add "Bishop Creek Community Church" as a payee...

#### Tell us your payee's ZIP code

Payee name	Bishop Creek Communit	y Church		
Payee ZIP code	93514	٩٧		
	5 digits	+4 (optional)		
	We use the ZIP code to help us find your payee.	<u> </u>		

Tell us your account number as it appears on your statement or bill. If you don't have one, we'll ask for additional account info.

Account number			
	If your payee is a credit card company, tell us the number on your card.		
Confirm account number			
	Don't have an account number?		
	Cancel	Next	

## Type in the zip code 93514 and then click the box next to "Don't have an account number?"

Tell us your account number as it appears on your statement or bill. If you don't have one, we'll ask for additional account info.

Account number				
	lf your payee is a credit card com your card.	npany, tell us the number on		
Confirm account number				
	Don't have an account number?			
	Tell us info your payee can u example: your billing addres	use to identify your account (for ss or type of service).		
Additional account info	Tithes and Offerings - Larsons			
	Cancel	Next		

Click the box next to "Don't have an account number?" and in the Additional account info type in what you'd like... include your name... ie: Tithes and offerings – Larsons (They won't let you use symbols like &) Tell us the following info to set up your new payee.

Payee name		Bishop Creek Community Church			
		Paying a person? Try	/ Chase Q	uickPay $^{ extsf{8}}$ with Zelle $^{ extsf{8}}$ $>$	
Nickname (option	al)	BCCC			
Pay-to addre	ess	PO Box 1763			
		Street address or P.0	D. Box		
Address line 2 (option	al)				
C	ity	Bishop			
Sta	ite	California	$\sim$	]	
ZIP code		93514			
Phone number (option	al)	5 digits 760-872-718	8	+4 (optional)	
Account number					
	Enter it	t as it appears on your	statement	or bill.	
Confirm account number					
	<b>V</b> 1	don't have an acco	unt numl	ber with this payee.	
	Since more	you don't have an a information.	account r	number, this gives your payee	
Enter a message to your payee:		nes and Offering	s - Larso	ons	
		Cancel		Next	

Type in the church address and phone number, make sure there is a checkmark next to "I don't have an account number with this payee," and put something (including your name) in the area that says, "Enter a message to your payee:"

#### Please check your address format.

Choose the address y	ou'd like us to use.
Recommended	O You told us
PO BOX 1763 BISHOP CA 93515-1763	PO Box 1763 Bishop CA 93514
(lenel)	

# They want it in this format... click it and click Save

Save

### Does everything look OK?

Go back

Payee name	Bishop Creek Community Church		
Nickname	None		
Pay-to address	PO BOX 1763 BISHOP, CA 93515-1763		
Phone number	760-872-7188		
Message	Tithes and Offerings - Larson		
Delivery method	5 business day paper check		

#### More Payee Settings

Pay-from account	Joint Checking (1987)	$\sim$	
Bill pay group (optional)	Ungrouped		
Cancel	Back		Add payee

### Check it over to make sure it is correct and click Add Payee. Click to pay now...

#### Delivery time

● In 5 business days (Paper check with Chase Online <sup>®M</sup>	Bill Pay)	(Chase C	u <b>tes</b> QuickPay® with <b>Żelle</b> j
Cancel			Pay this bill
Send on	Deliver by		
03/31/2020	04/07/2	020	***
Cutoff time is 8 PM ET for 5 busi	iness day paper	r check.	
Memo(optional)			
Tithes and Offerings	L		

Your check will include this note.

Choose which account to use, type in the amount you'd like to give, choose the date to send it, and type in your name and whatever you'd like into the Memo area. Pay this bill.