

Bill Pay - Add a New Payee

This guide provides an overview of how to set up new electronic payments in Guardian Credit Union's digital banking services for both desktop and mobile users.

- 1 Log in to Digital Banking.
- 2 From the main screen, select "Bill Pay" (Mobile).
Open "Transfer & Pay" and select "Bill Pay" (Desktop).
- 3 Select "Add and Manage Payees"
- 4 For the next screen, select Business.
- 5 Start typing in the name of the business.
If the system cannot locate the business, the option to use the name typed in is given.
- 6 Enter the required account and payee information.
- 7 Choose which account you would like the funds to be drafted from to make the payment.
- 8 Complete MFA verification.
- 9 To make a payment, select "Make a Payment" from the Bill Pay tab.

