



HOW TO SIGN UP FOR BILL PAY ONLINE

1

LOG IN TO YOUR ONLINE BANKING WEBSITE

If you already do online banking - piece of cake! If you don't, you will need to create an account online with your bank - follow the prompts on your banking website to create an acct.

2

GO TO 'BILL PAY' OR 'PAY BILLS'

Every bank is a little different, but find an icon that allows you to pay a bill or pay a creditor.

3

ADD THE CHURCH AS A 'PAYEE'

Choose 'Pay a Company' or 'Pay a Bill' and add 'Grace Brethren Church of Norwalk' as a new payee. If it asks for an account number, use your existing envelope # or use '0'.

4

SET-UP PAYMENT REQUEST

You can set up a One-Time payment request or a recurring payment (monthly, weekly, bi-weekly, etc..)

THANKS FOR TAKING THE STEPS TO GIVE

IF YOU HAVE PROBLEMS SETTING THIS UP ONLINE, CALL YOUR BANK AND THEY WILL WALK YOU THROUGH IT OVER THE PHONE.