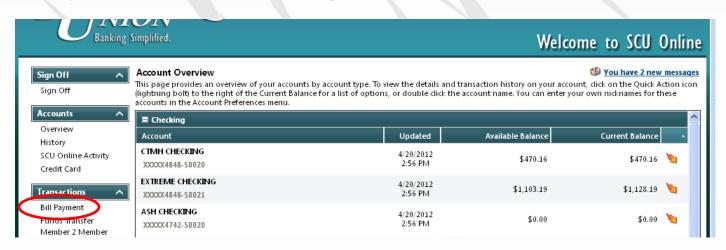# Add A Recurring Payment in Bill Pay
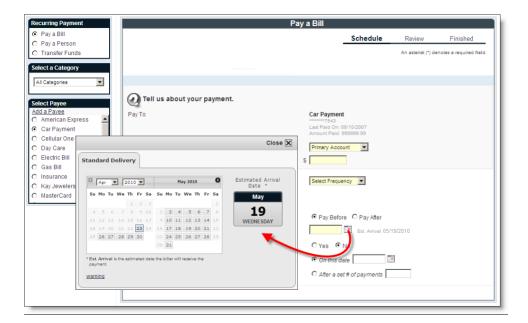
- **To access Bill Pay, simply click "Bill Payment" from the Navigation Menu inside SCU Online.**
  - Note: if this is your first time logging on to Bill Pay, you will have to accept the Online Services Agreement.

Your bill pay account allows you to schedule recurring payments to payees that you have added to your account. Follow these steps to schedule a recurring payment:

1. Select "Recurring Payment" under the "Payments" tab

2. Select "Pay a Bill" or "Pay a Person"

3. Select the payee of your choice. PLEASE NOTE: You may only schedule one recurring payment at a time, unlike the Single Payments option where you can schedule payment to multiple payees simultaneously.

4. Select a "Pay From" account

5. Enter a payment "Amount"

6. Select a recurring payment "Frequency"

7. Determine if you want your recurring payment to be "Pay Before" or "Pay After" if the
   payment falls on a weekend or holiday, which are non-processing days

8. Select the first process date

9. Determine if the payment series will end. If the series will end, enter an ending date or the number of payments to process before ending the series

10. Select Next

Recurring Payment - Review

After entering your recurring payment information you will be driven to the "Review" screen that is displayed below. This screen will display the following information:

- Pay To (this is the payee, listed by the nickname you gave it, that will be paid)
- Pay From (the account where the payment money will be debited from)
- Amount
- First Process Date
- Additional Items (Estimated Arrival Date, Series End, Frequency)

If this information is correct select Submit Payment to continue the recurring payment process.

	Pay a Bill				
				Schedule **Review** Finished	
Pay To	Pay From	Amount	First Process Date	Additional Items	
American Express *electronic*	Primary Checking	$100.00	4/15/2010	Est. Arrival: Comment: Series End: Frequency:	4/19/2010 Add After 60 payments Monthly on the 15th

Edit   Submit Payment

Recurring Payment - Finished

After submitting the recurring payment you will be issued a "Confirmation #" on the "Finished" screen that is displayed below.