ACCESS-A-Bill is a **FREE** service available to all our ACCESS Online Banking customers. To get started log into ACCESS Online, click on the Bill Payment tab, and sign up! Then it's as easy as **1-2-3!**

1. Choose the bill you want to pay.

2. Enter the person or business name to add the payee. Fill in the requested information from your bill and click the add payee button.

3. Choose how much you want to pay and when. In the calendar you will see the Send on date in green and the Deliver by date in red. If you need to send an expedited payment you also have that option, for a small fee.

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3 Simple Steps and you're done!

1

2

3

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