

Bill Payment Basics

Initial Bill Payment Setup



**Mount Vernon Bank & Trust's
NEW ONLINE BANKING
allows you to pay bills
right from your device!**

**Follow these instructions for
INITIAL SET UP
of your personalized
bill payment system**

Bill Payments

Billpay Single Sign-on

Bill Payment → Go to Billpay

Bill Payment is used to single sign on to the bill pay application. This option only displays if your financial institution offers a bill payment solution.

**The following information only displays if your financial institution offers bill pay through Allied.*

Billpay Personal Info

Bill Payments → Personal Information

The Billpay Personal Info screen is used to modify the account owner's name and address. This information will be used when paying a bill.

Update Billpay Accounts

Bill Payments → Account Information

The Update Billpay Accounts screen is used to select accounts that should be available in billpay.

Bill Payments → Update Billpay Accounts → Edit Account Info

When *Edit Account Info* is selected, the Account Info screen displays for the associated account. Update information as needed and click **Submit**.

ACCOUNT INFO - 1

 