iPay Business Bill Pay How to Make a Payment

Before you can make a payment, you must first add the person or company you wish to pay. To learn more, visit the "How to set up a payee" section.

Once you've added a payee, go to the "Payments" tab.

You can choose to make a "Single Payment." This is a one-time payment.

 Schedule a New Payment For a Bill For a Bill 	Transaction History	Speed up your payment scheduling! We can pre-load your bills based on payment histo
For a notvioual For a Tax Payment Edit a Scheduled Payment	Calendar	View your message center
	Calefinal	
Scheduled Transactions		

You can choose to make a "**Recurring Payment.**" This is a consistent payment that recurs on a regular basis, such as an insurance payment or an office lease.

Single Payment	Recurring Payment	Wiew your message center
Scheduled Transactions	Schedule a New Series <u>For a Bill</u> <u>For an Individual</u> <u>Edit a Scheduled Payment</u> Transaction History	
	Calendar	

Once you select the type of payment, choose a payee from your Payee List, or add a new payee.

Then select:

- The account you want to pay from
- The amount of the payment
- The date of the payment

For recurring payments, you can also select the payment frequency and the series end date.