



## Adding a Second Checking Account on Bill Pay

1. Firstly, log into Home Banking on either the mobile app or the online website. Then click on the “Menu” button and click on the “Transactions” tab. Please click on the option called “Bill Payment” that appears (figure A). *Keep in mind that if you are on the app, you can just click on the red “Bill Pay” option at the very bottom of the screen which will take you straight to the correct page (figure B).*

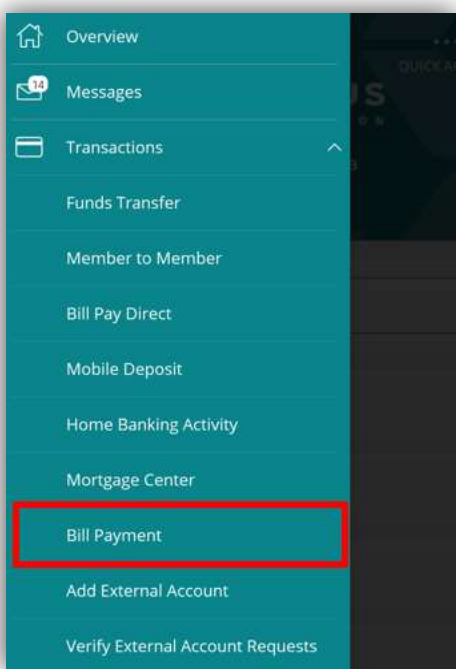


Figure A



Figure B

2. In order to add another checking account, you will need to visit the Bill Pay Site. When you are on the Bill Pay page, you will need to click on the gray button labelled “Options” that is to the right of the search bar and choose the “Bill Pay Site” button that appears (figure C).

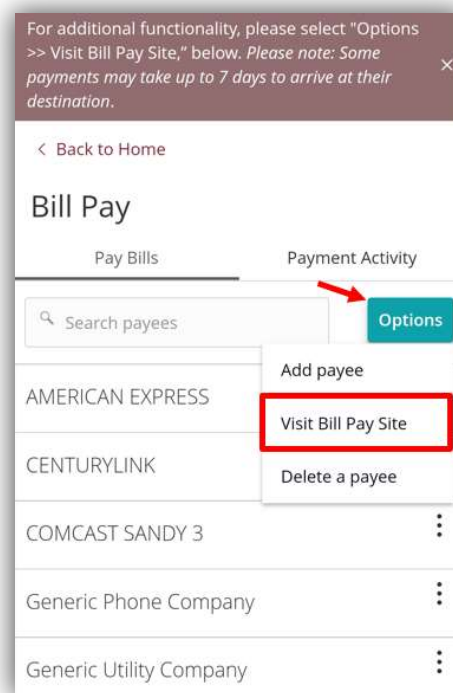


Figure C

3. If you are on a mobile device, once you are on the Bill Pay site, you will need to click on the three vertical lines to expand the menu and click on the “My account” button (figures D-E). If you are on a computer, the “My account” button should just be along the top menu bar.

Figure D

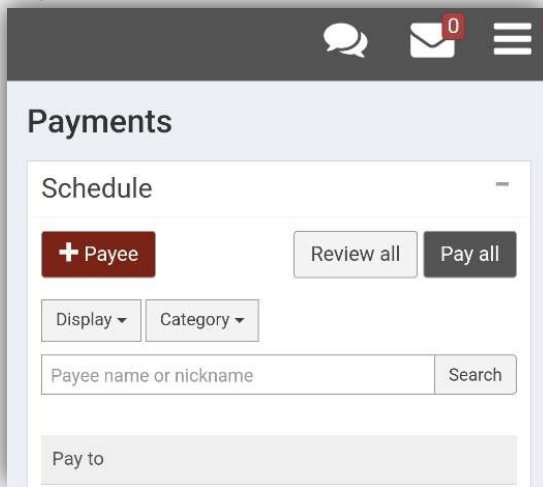


Figure E

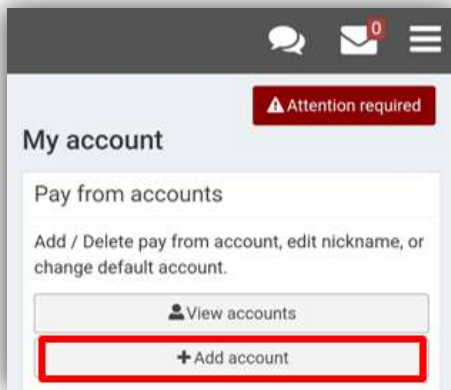
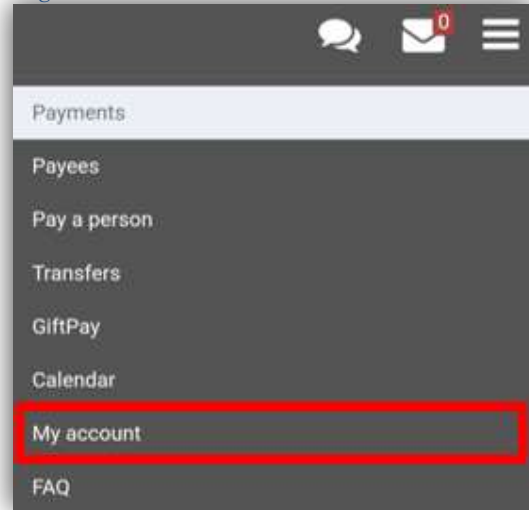


Figure F

5. You should be directed to a page that looks like the one in figure G. You will need to fill out the required information. Please make sure you are putting in one of two options for the account number: a) your member plus the share suffix or b) your twelve-digit MICR/Check number. For example, let's say you have the account number 123456. You could provide 1234560500 OR 751001234567. Please keep in mind that both of these numbers can be found on your Home Banking application.

Figure G

**PLEASE NOTE:** This guide is assuming that you have already enrolled into Bill Pay. If you have yet to enroll, you will need to enroll first before continuing with this guide. Also, please note that the pictures may vary slightly from what you see.

6. After you have entered the required information, you will need to hit the gray “Next >” button and you should see a page that asks you to review the information you inputted. Once you have verified that it is all correct, you will need to hit the “Submit” button.

7. Once you have done that, you should see a page similar to figure H. As it states, the account now has to be approved. Typically, this can take upwards of 3 business days. If you would like to expediate the process, you can reach out to our contact center at 801.260.7600 Monday-Friday from 8AM to 7PM or Saturdays from 9AM to 3PM and have a manager review the request.

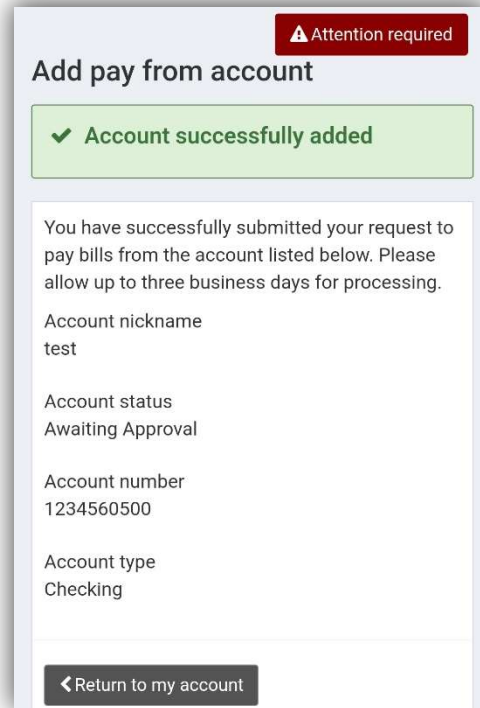


Figure H

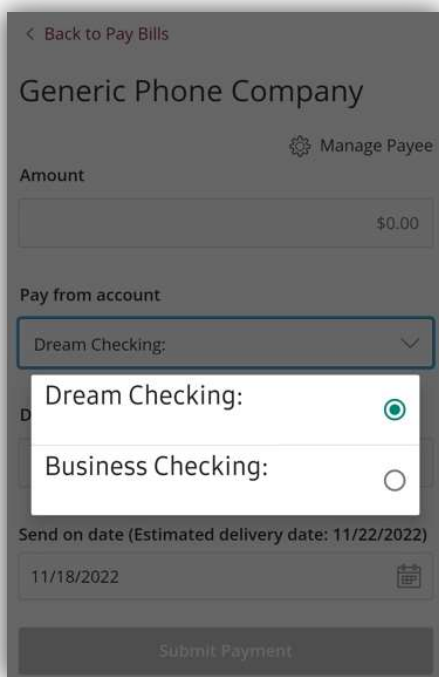


Figure I

8. After it has been approved, the second account should appear in both Home Banking and on the Bill Pay site as one of the options in the drop-down box when asked from which account to pay from (figure I).

**PLEASE NOTE:** This guide is assuming that you have already enrolled into Bill Pay. If you have yet to enroll, you will need to enroll first before continuing with this guide. Also, please note that the pictures may vary slightly from what you see.