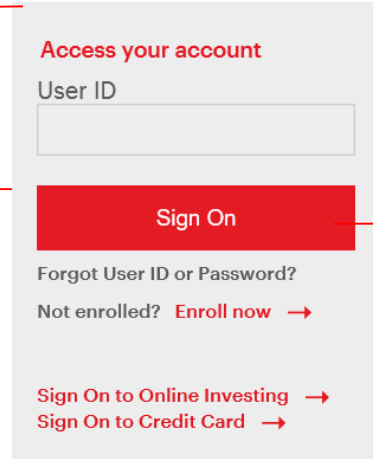
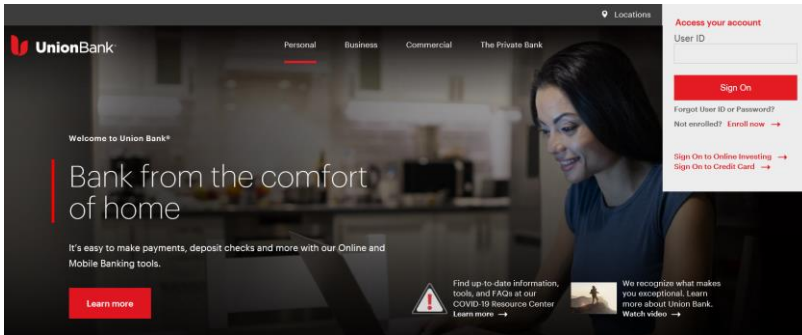


# Bill Pay Setup Guide

Check or check equivalent will be mailed to payee.  
No bank information needed.

## STEP 01/08

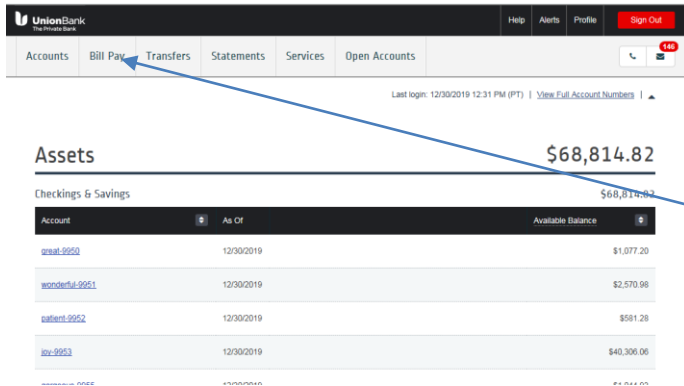
From Union Bank's homepage, Click [Online Banking Sign On].



Click here.

## STEP 02/08

Sign into Union Bank's Online Banking Page then Click [Bill Pay].



Click here.

## STEP 03/08

### Choose [Manage Payee]

UnionBank  
The Private Bank

Help Alerts Profile Sign Out

Accounts Bill Pay Transfers Statements Services Open Accounts

Manage Payees Make Payments Recurring & Auto Payments (55) Scheduled Payments (1) History

To arrange your payees in preferred order, select the Reorder Payees button. Please select the order you wish your payees to appear by default. When you are finished making changes, select "Done Reordering."

Reorder Payees Type a Payee Name View Full Account Number/Reference Add New Payee

Order	Payee	Account Number/Reference	Category	eBills
1	CITY OF SAN DIEGO	XXXXXX4055		Not Available
2	Rennae	XXXXXX6496		Not Available
3	Verizon	XXXXXX3-08		Not Available
4	happiness	XXXXXX8231		Not Available

Click here.

## STEP 04/08

### Enter Payee Name.

#### Add Payee

**Note!** Payees may be individuals, businesses, or merchants with a United States address. We strongly advise against using Bill Pay to pay your taxes.

Enter Payee name. Payees may be individuals, businesses or merchants with a United States address. We strongly advise against using Bill Pay to pay your taxes.

Recipient's name

Add Payee

Union Bank loans and lines of credit

Payee Name

Jason Clark

Click [Continue].

Cancel

Continue

Ex: If you are paying rent to your landlord, enter your landlord's name.

## STEP 05/08

### Enter Payee's Mailing Address.

#### Add Payee

Name  
Jason Clark

Address  
50 Pointe Dr. #300

Address 2

City  
Brea

State  
CA

Zip Code  
92821

Phone Number  
714 985 2136

Back Continue

Please enter correct address. This is where the check or check equivalent will be delivered.

Click [Continue].

## STEP 06/08

### Enter Account number/Reference number/Invoice number (client number)

#### Add Payee

Payee Name	Address
Jason Clark	50 Pointe Dr. , Brea, CA, 92821

Account Number / Reference  
1234567

Re-enter Account Number / Reference  
1234567

Nickname  
Rent

Category  
Optional

Back Save

Account number/Reference DOES NOT mean payee's bank acct#. This number is to identify who the payer is. Ex. Invoice#, Lease#, Apt# etc..

Special characters (symbols) cannot be used.

Click [SAVE].

## STEP 07/08

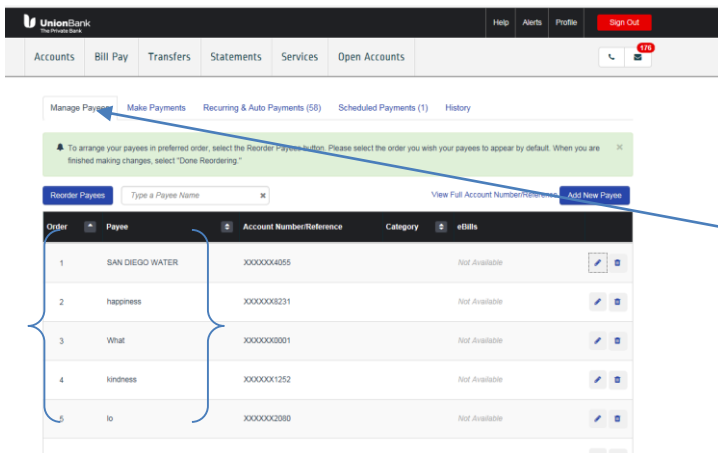
Payee added.



Completed.

## STEP 08/08

Added Payee can be viewed under "Manage Payee".



Click [Manage Payee] .

Note: Delivery time for check or check equivalent differs based on delivery method.

- electronic payment (delivery expected in 2 business days)
- check payment (delivery may take up to 7 business days)

Business day means Monday through Friday, excluding Federal holidays