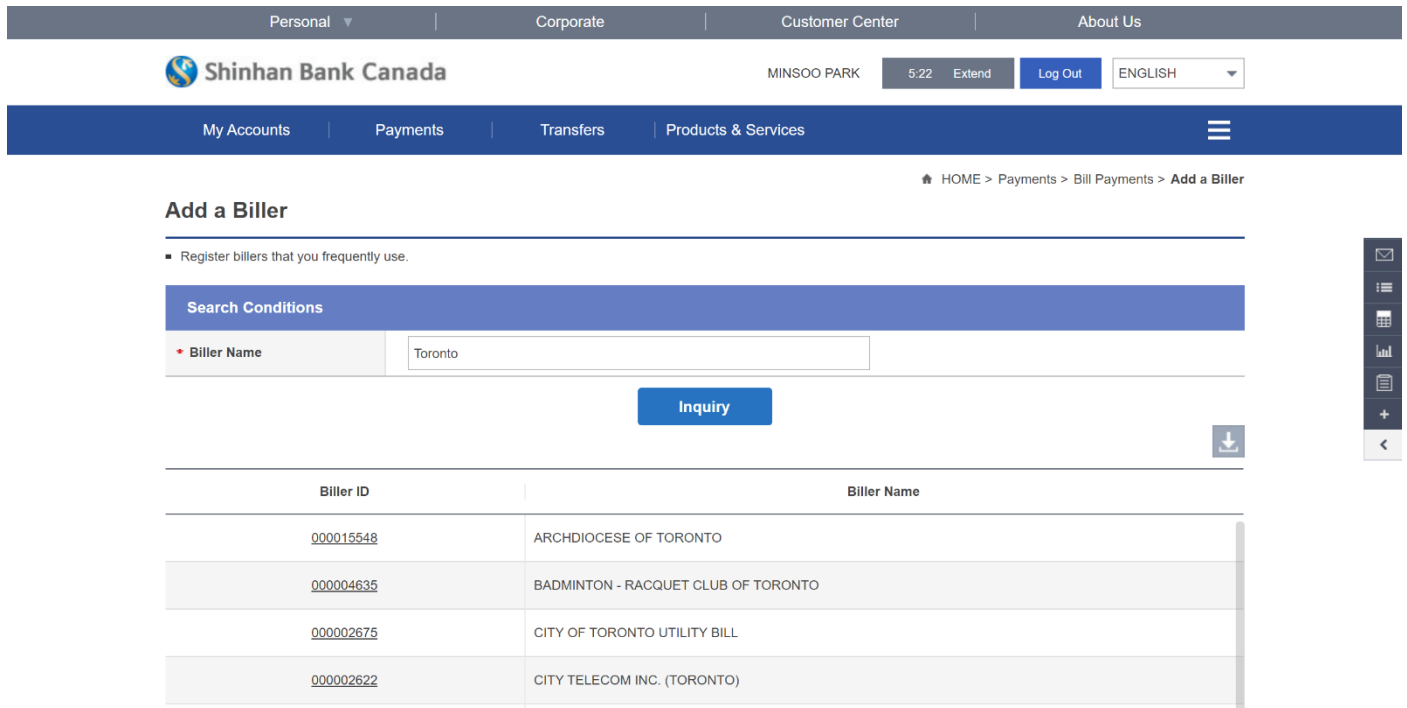# How to Add a Biller

Menu: Payments > Bill Payments > Add a Biller
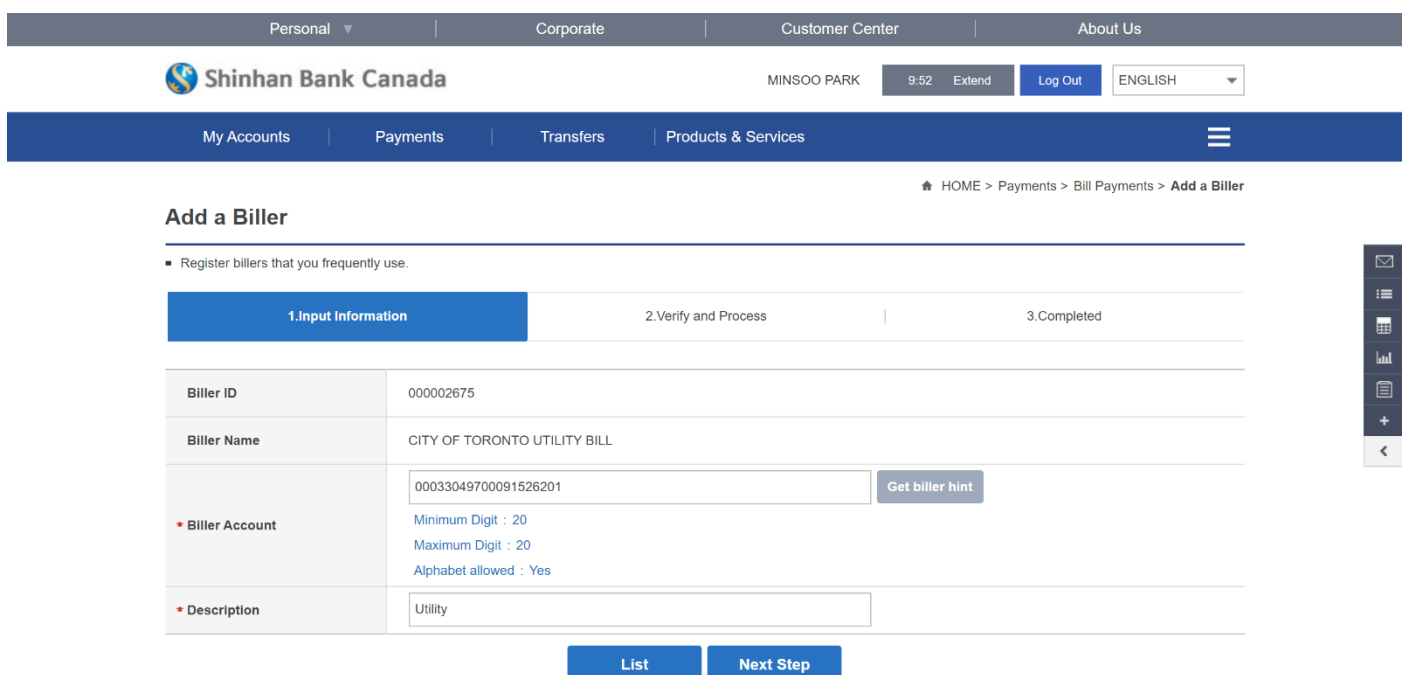
If you haven't paid this bill before, you will need to start by adding a biller as following

- **Step 1:** Search a biller by name and select the biller ID to add a biller

- **Step 2:** After selecting a biller, enter the biller account information and description for your reference

■ **Step 3:** Verify your biller information and choose "Next Step" if all the information is correct

■ **Step 4:** Complete adding a biller

How to Delete a Registered Biller
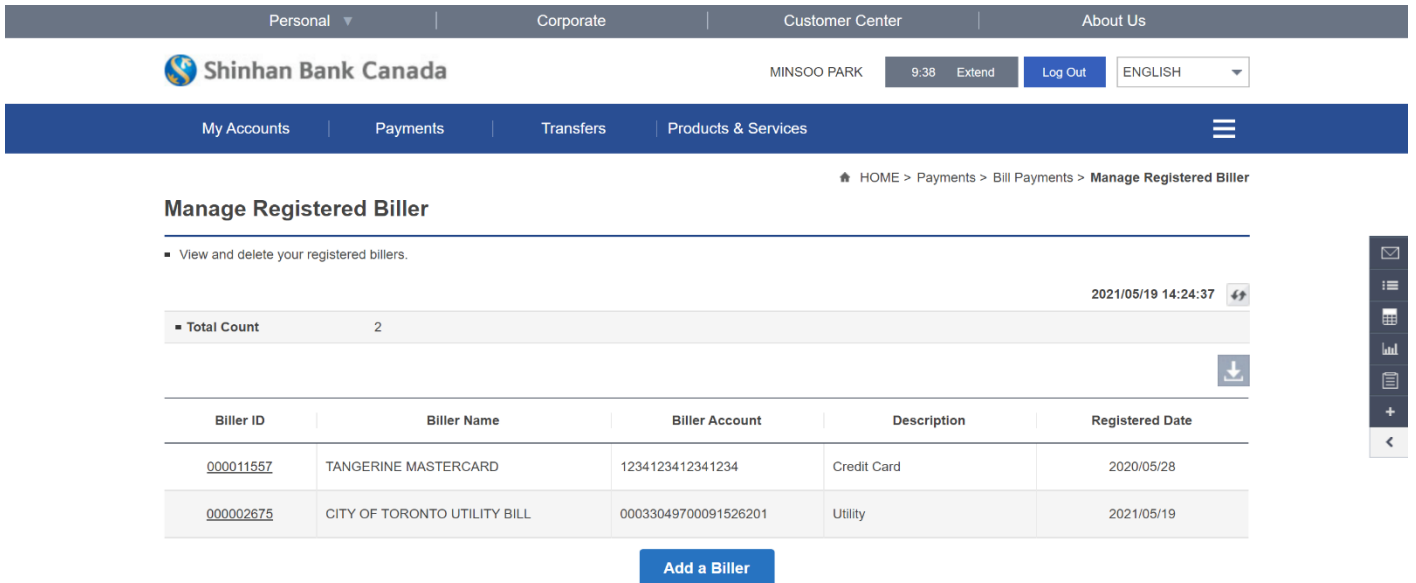
Menu: Payments > Bill Payments > Manage Registered Biller

■ **Step 1:** Select a biller that you want to delete

■ **Step 2:** Review the registered information and click "Delete" button

How to Pay Bills

Menu: Payments > Bill Payments > Pay Bills

■ **Step 1:** Select a biller you want to proceed with the bill payment

■ **Step 2:** Select a withdrawal account, enter the transfer amount, select the transfer date and click "Next Step"

! To ensure timely payment of bills, make sure to schedule your payment 2~3 day prior to the due date of the bill.

■ **Step 3:** Verify the entered information.

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Pay Bills

1.Input Information	**2.Verify and Process**	3.Completed

Biller ID	000002675
Biller Name	CITY OF TORONTO UTILITY BILL
Billing Account Number	00033049700091526201
Bill Payment Detail	Utility

Withdrawal Detail

Withdrawal Account	700-000-143883
Transfer Amount	CAD 0.01

One Time Transfer

Transfer Date	2021/05/20

To ensure timely payment of bills, make sure to schedule your payment 2-3 days before the bill's due date for billers to process your payment. Online transactions will take the same amount of time to process as transactions made at branches.

4-digit code on Cell 11th of your security card.	Enter 4 characters	▦ ❓

Previous step   **Next Step**

How to Pay Multiple Bills

Menu: Payments > Bill Payments > Pay Multiple Bills

■ **Step 1:** Select several billers you want to pay, if the biller is not yet registered use "Add a Biller" to add biller first

■ **Step 2:** Select a Debit Account, enter the payment amount for each billers, select the payment date and then click "Verify" button.

■ **Step 3:** Verify the payment information.

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Pay Multiple Bills

1.Input Information	2.Verify and Process	3.Completed
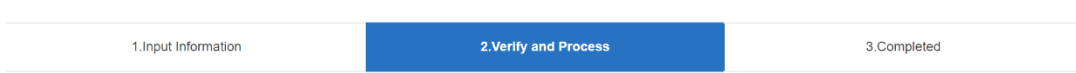
Debit Information

Debit Account	700-000-123456

Information of Payment

Verification result	Biller Name	Billing Account Number	Payment Amount	Payment Date	Delete
Successfully Completed.	TANGERINE MASTERCARD	1234123412341234	1.00	2021/05/20	
Successfully Completed.	CITY OF TORONTO UTILITY BILL	00033049700091526201	1.00	2021/05/20	

4-digit code on Cell 6th of your security card.	Enter 4 characters	?

Previous step   **Pay**
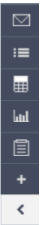
How to Check Bill Payment Results

Menu: Payments > Bill Payments > View Bill Payment

- **Step 1:** Select an account and inquiry period, then click "Inquiry" button.

  * If your bill payment is previously scheduled, then click "Scheduled Bill Payment" button. (See Step 2)

- **Step 2:** Select an account and inquiry period, then click "Inquiry" button.