

Using Bill Pay with your Bank or Credit Union

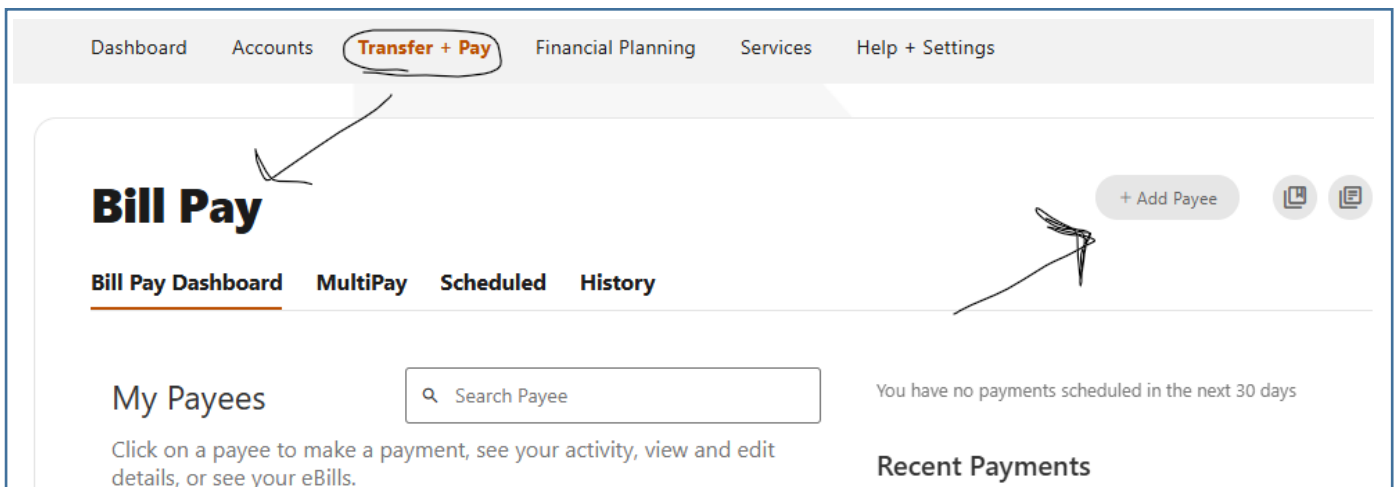
(This example is for Verve Credit Union - yours may be slightly different)

1. Enrollment:

- Log in to your Bank or Credit Union online banking.
- Navigate to the "Transfer + Pay" menu and select "Bill Pay".
- Agree to the terms and conditions to enroll.

2. Adding a Payee:

- Within Bill Pay, you can either select an existing payee or add a new one.
- To add a new payee, you will generally navigate to Transfer + Pay and under that you will see Transfers or Bill Pay – Select Bill Pay – then Select Add Payee



Add a Payee

I am paying a...

- ☒ Business
- ☐ Person

Next

Cancel

- Select Business Account if there is an option / and select Next

Once you have the Payee set up – you will see it under Bill Pay / Dashboard / My Payees:
Select “Christ Our Savior Lutheran Church and it will open up for Making a Payment.

Bill Pay

+ Add Payee



Bill Pay Dashboard **MultiPay** **Scheduled** **History**

My Payees

🔍 Search Payee

You have no payments scheduled in the next 30 days

Click on a payee to make a payment, see your activity, view and edit details, or see your eBills.

Recent Payments

20 JUN	CHRIST OUR SAVIOR LUTH...	\$
22 MAY	CHRIST OUR SAVIOR LUTH...	\$

[See all activity](#)

Christ Our Savior Lutheran Church

RECURRING PAYMENT

Scheduled to be paid \$

Last paid \$



3. Make a Payment (see photo below)

1. Navigate to “Make a Payment”
2. Select your checking / savings account to pay from
3. Enter the desired payment amount
4. Select Frequency – One Time for a single payment. For recurring / automatic payments you can select /Weekly / Every 2 weeks / Every 4 weeks / Monthly /Every Other Month/Quarterly/Every 6 months or Annually
5. Enter the Date /Start date for your payment or initial recurring payment to be processed
6. They allow up to 10 days for the check to be received by the Church.
7. The payment method will generally be Standard Check vs 2nd day air or Overnight.
8. Memo – Can include any message you would like to include. That may be your envelope number or a specific cause at the church.

Bill Pay

[Bill Pay Dashboard](#)[MultiPay](#)[Scheduled](#)[History](#)

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Last paid \$ on 22 MAY 2025

SCHEDULED PAYMENT Scheduled to be paid \$ on 22 JUL 2025

[Make a Payment](#)[Manage](#)[Activity](#)

To submit a payment, select a funding account from the dropdown, enter a valid amount and a valid business day that is not a holiday.

Pay From

Personal Checking / Savings

Amount

\$ Amount

Frequency

One Time

Start Date

6/23/2025

Delivery Method

Standard Check

Deliver by 6/30/2025

+ Add Memo (Could include Env # / where money should go)

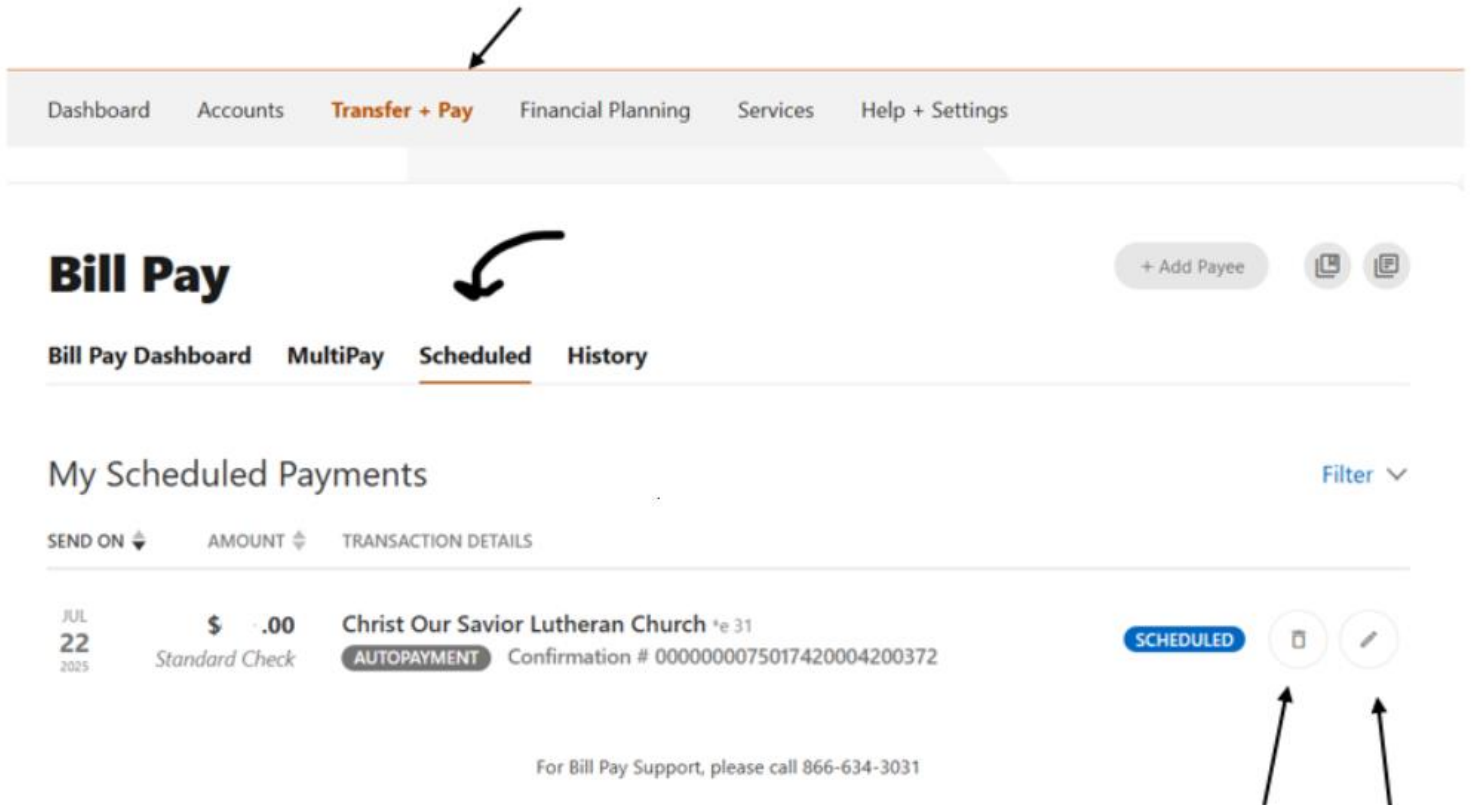
Funds are typically withdrawn from the funding account the day of send-on date.

Back

Submit Payment

4. Scheduled Payments:

- Once you have an automatic payment set up you can view it under “Scheduled”.
- You can click on the trash can to cancel an upcoming payment or ongoing series
- You can click on the pencil to make any changes to your scheduled payment



Once you have scheduled your payment you will receive an email confirmation. If you have a recurring payment set up, you will receive notification when a check is being sent.

If you have questions regarding this process you can call Linda Tedlie (920-410-0745) or Kathy Dutcher (920-235-2840) from church or your Bank / Credit Union for assistance.