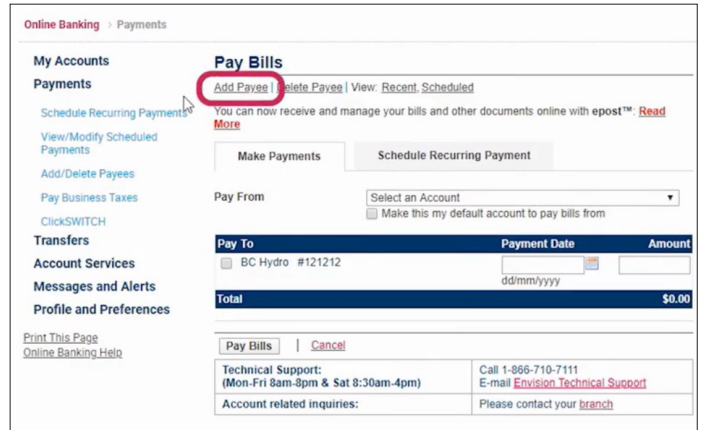


# ONLINE BANKING: ADD A PAYEE

## STEP-BY-STEP-GUIDE

If you don't see the payee you want to pay listed, follow these steps to add them as a payee:

1. Click on **Add Payee** on the top.



Online Banking > Payments

**My Accounts**

**Payments**

[Add Payee](#) | [Delete Payee](#) | View: [Recent](#) | [Scheduled](#)

Schedule Recurring Payments  
 View/Modify Scheduled Payments  
 Add/Delete Payees  
 Pay Business Taxes  
 ClickSWITCH

**Transfers**

**Account Services**

**Messages and Alerts**

**Profile and Preferences**

[Print This Page](#)  
[Online Banking Help](#)

**Pay Bills**

You can now receive and manage your bills and other documents online with epost™. [Read More](#)

[Make Payments](#)   [Schedule Recurring Payment](#)

Pay From:   Make this my default account to pay bills from

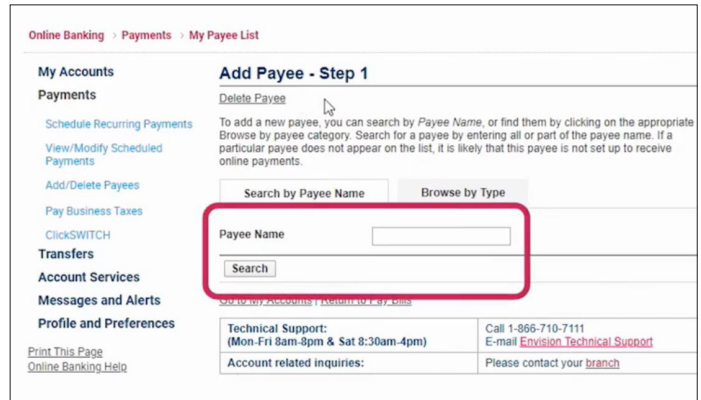
Pay To	Payment Date	Amount
<input type="checkbox"/> BC Hydro #121212	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
<b>Total</b>		<b>\$0.00</b>

[Pay Bills](#) | [Cancel](#)

Technical Support: (Mon-Fri 8am-8pm & Sat 8:30am-4pm)   Call 1-866-710-7111  
 E-mail [Envision Technical Support](#)

Account related inquiries:   Please contact your [branch](#)

2. To find the payee, you can either type their name into the search bar and click **Search**, or click on **Browse by Type** to see a variety of payee categories.



Online Banking > Payments > My Payee List

**My Accounts**

**Payments**

[Schedule Recurring Payments](#)  
[View/Modify Scheduled Payments](#)  
[Add/Delete Payees](#)  
[Pay Business Taxes](#)  
[ClickSWITCH](#)

**Transfers**

**Account Services**

**Messages and Alerts**

**Profile and Preferences**

[Print This Page](#)  
[Online Banking Help](#)

**Add Payee - Step 1**

[Delete Payee](#)

To add a new payee, you can search by Payee Name, or find them by clicking on the appropriate Browse by payee category. Search for a payee by entering all or part of the payee name. If a particular payee does not appear on the list, it is likely that this payee is not set up to receive online payments.

[Search by Payee Name](#)   [Browse by Type](#)

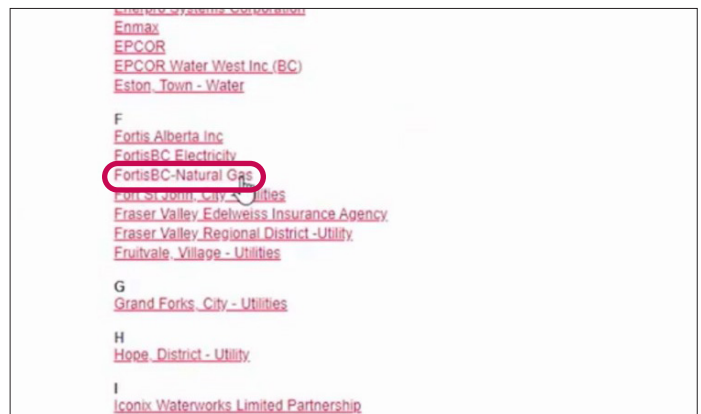
Payee Name:

[Search](#)

Technical Support: (Mon-Fri 8am-8pm & Sat 8:30am-4pm)   Call 1-866-710-7111  
 E-mail [Envision Technical Support](#)

Account related inquiries:   Please contact your [branch](#)

3. Once you have found your payee click on the company.



[Enmax](#)  
[EPCOR](#)  
[EPCOR Water West Inc. \(BC\)](#)  
[Eston\\_Town - Water](#)

**F**

[Fortis Alberta Inc](#)  
[FortisBC Electricity](#)  
[FortisBC-Natural Gas](#)  
[Fraser Valley City - Utilities](#)  
[Fraser Valley Edehweiss Insurance Agency](#)  
[Fraser Valley Regional District -Utility](#)  
[Fruitvale\\_Village - Utilities](#)

**G**

[Grand Forks\\_City - Utilities](#)

**H**

[Hope\\_District - Utility](#)

**I**

[Iconix Waterworks Limited Partnership](#)

4. Enter your **Account Number** for that company. If you don't have it handy, it can likely be found on your bill. Double check that the number is correct and press **Submit**.

5. You should then see the **Add Payee – Receipt** to confirm the addition.

6. Go back to the main payments screen where you will find your new payee added to the **Pay To** list.

Pay To	Payment Date	Amount
<input type="checkbox"/> BC Hydro #121212	dd/mm/yyyy	
<input type="checkbox"/> FortisBC-Natural Gas #234567	dd/mm/yyyy	
<b>Total</b>		<b>\$0.00</b>

More step-by-step instructions and guides for ATM, online and mobile banking can be found at [valleyfirst.com/HowTo](http://valleyfirst.com/HowTo)

Your security is our priority. For details on what we are doing to keep you safe and steps you can take to protect yourself, visit [valleyfirst.com/security](http://valleyfirst.com/security)