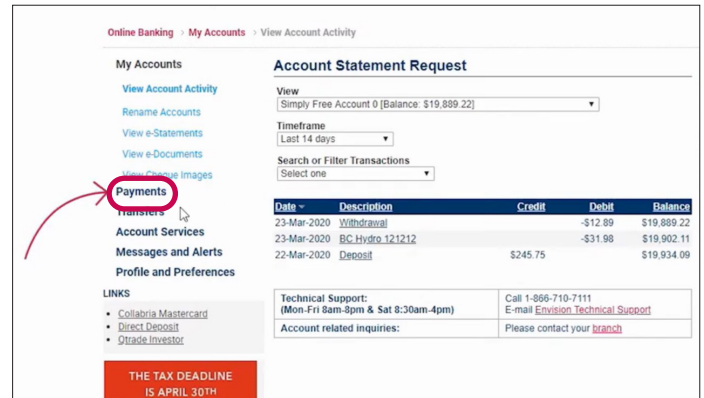


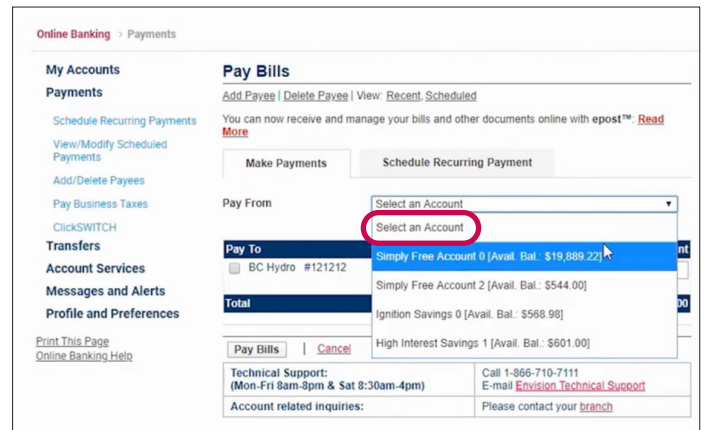
# ONLINE BANKING: PAY A BILL

## STEP-BY-STEP-GUIDE

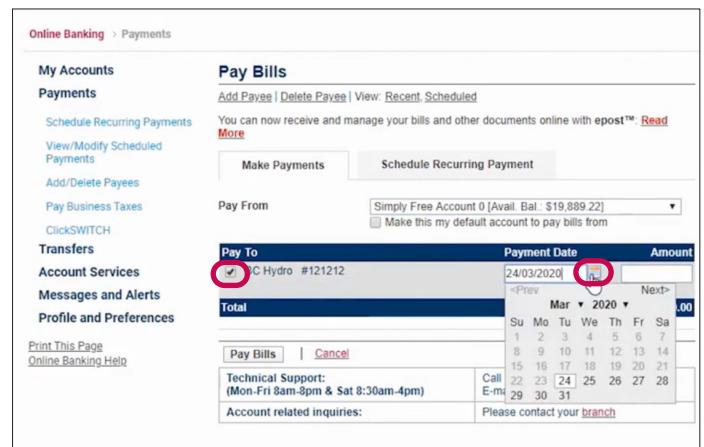
1. Click on **Payments** on the left-hand menu.



2. If the payee you are trying to pay is already on the Pay To list – scroll and click **Pay From** then select the account the payment should come from. Remember any bills paid from your Simply Free Account® are always free of charge.



3. Click the box to the left of the name and click the calendar icon to select when you'd like the payment to be made.



4. Enter the **Amount** to be paid and double check that all of the information is correct, then click **Pay Bills**.

Online Banking > Payments

**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**

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Online Banking Help

**Pay Bills**

Add Payee | Delete Payee | View: Recent, Scheduled

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

Make Payments | Schedule Recurring Payment

Pay From: Simply Free Account 0 [Avail. Bal.: \$19,889.22]  
 Make this my default account to pay bills from

Pay To	Payment Date	Amount
✓ BC Hydro #121212	24/03/2020 dd/mm/yyyy	45.51
<b>Total</b>		<b>\$45.51</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](#)

5. To finalize the transaction, click **Confirm**.

Online Banking > Payments

**My Accounts**

**Payments**

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ClickSWITCH

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**Messages and Alerts**

**Profile and Preferences**

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**Pay Bills - Confirm**

Note: Please be aware that there may be a delay by the receiving vendor in processing your payment. As a result, we suggest you pay your bill a few days ahead of the due date to reduce the chances of incurring late fees or charges.

Pay From: Simply Free Account 0

Pay To	Payment Date	Amount
BC Hydro #121212	24-Mar-2020	\$45.51

Confirm | Edit | Cancel

Confirm your payment

6. You should see the **Pay Bills - Receipt** to confirm the payment. Keep in mind that it can take up to 3 business days to process a bill payment, so make sure you allow enough time to avoid late payment penalties.

Online Banking > Payments

**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**

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Online Banking Help

**Pay Bills - Receipt**

Member Number	260554	Date	Tuesday, March 24, 2020
✓ Payment Status	Completed		
Pay From	Simply Free Account 0		
Pay To	BC Hydro #121212		
Payment Date	March 24, 2020		
Amount	\$45.51		
Confirmation Number	145206		

Go to My Accounts | Print Receipt | Pay Another Bill

Stay informed. [Get Alerts](#)

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E-mail [Envision Technical Support](#)

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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)