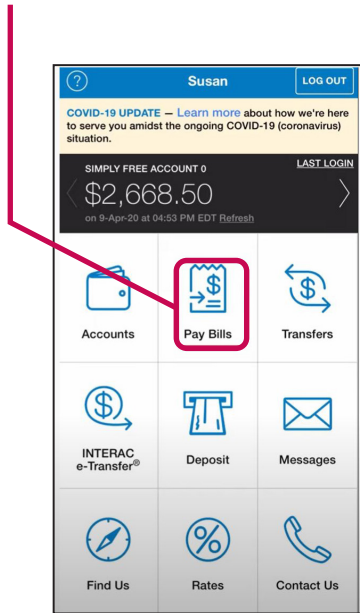


MOBILE BANKING: ADD A PAYEE

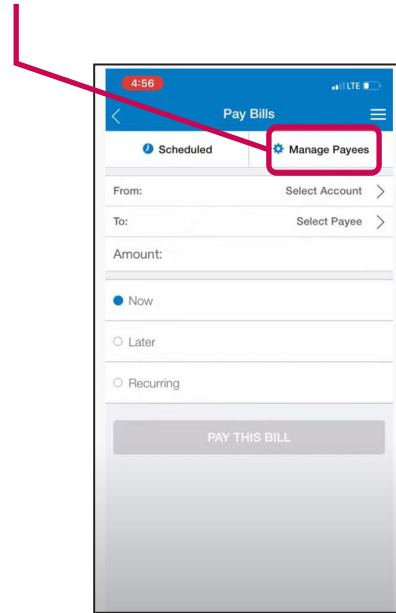
STEP-BY-STEP-GUIDE

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

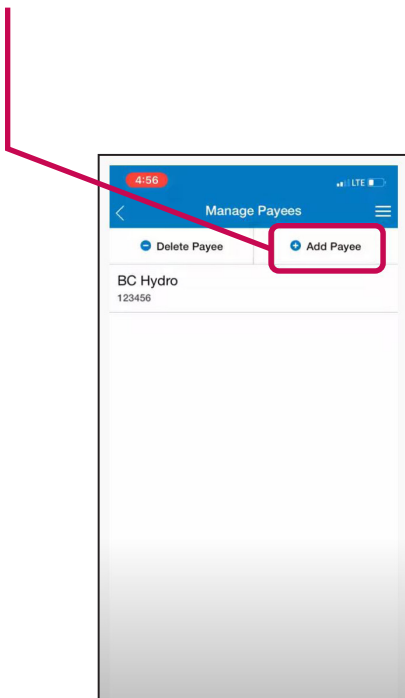
1. Tap **Pay Bills**.



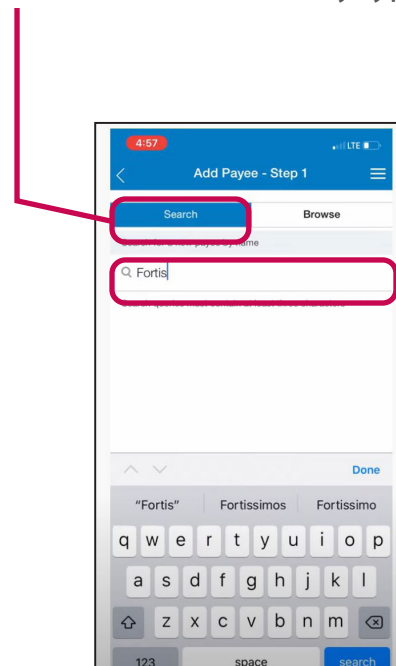
2. Tap **Manage Payees**.



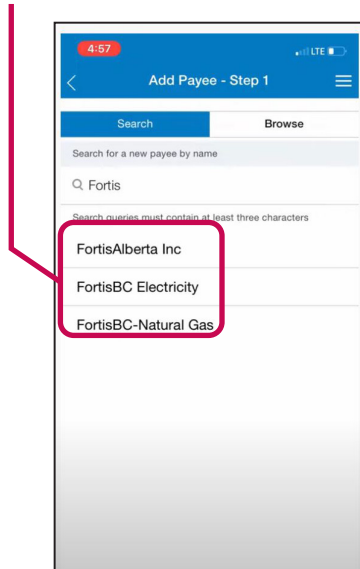
3. Tap **Add Payee**.



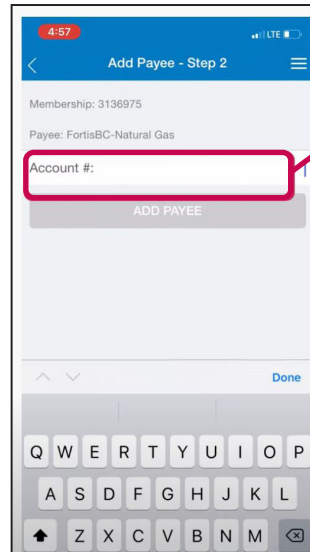
4. You can either type in the payee name in the **Search** bar or **Browse** by type.



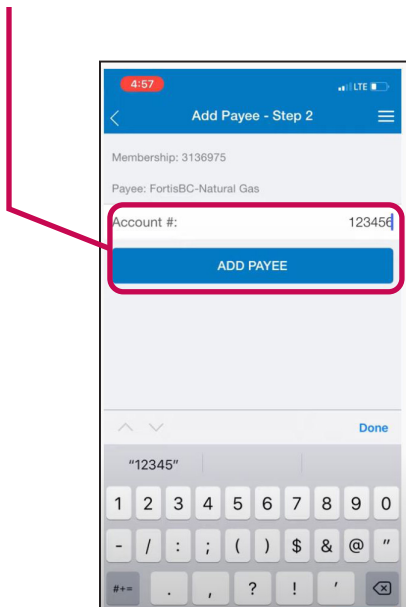
5. Once you have found your payee tap on the company.



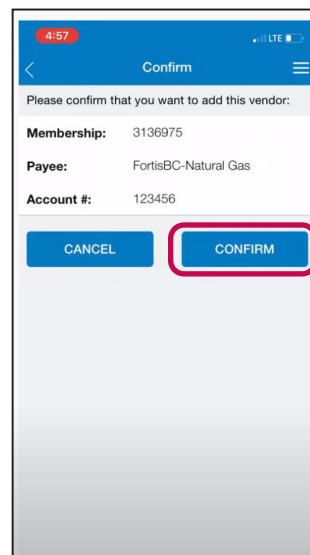
6. Enter your **Account #** for that company. If you don't have it handy, it can likely be found on your bill.



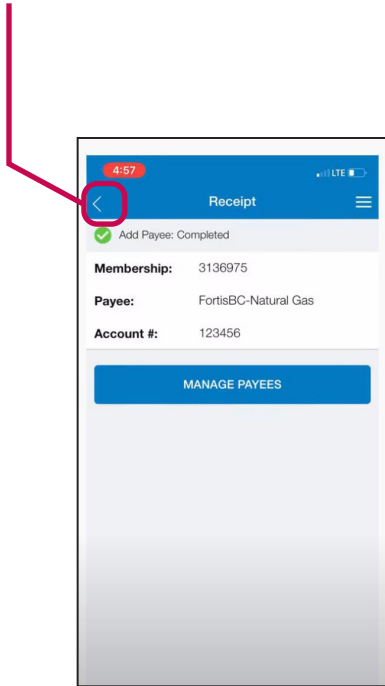
7. Make sure that you enter the correct **Account #** and then tap **ADD PAYEE**.



8. Double check the details and tap **CONFIRM** to add the payee.



9. Select the arrow in the top left-hand corner to go back to the **Pay Bills** screen and follow the previous instructions to pay that bill.



More step-by-step instructions and guides for ATM, online and mobile banking can be found at 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