First Carolina Bank
Bill Pay User Guide
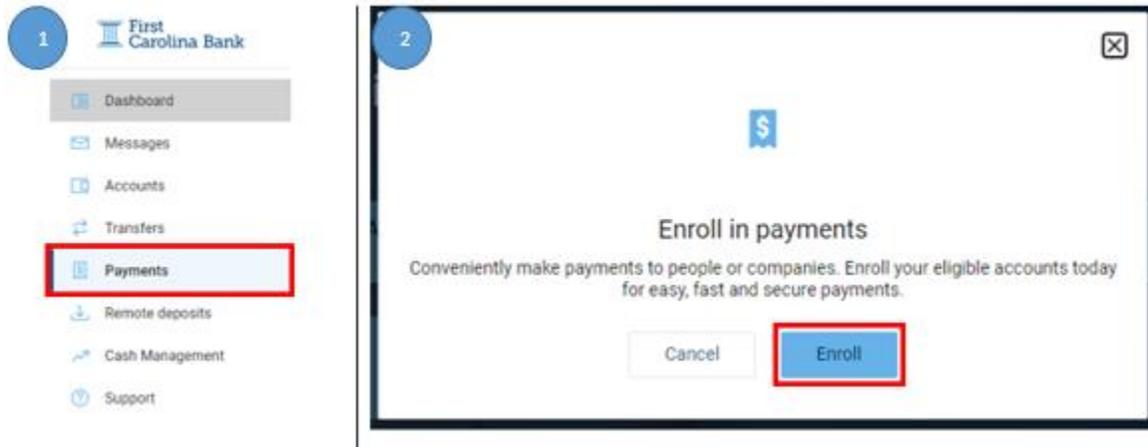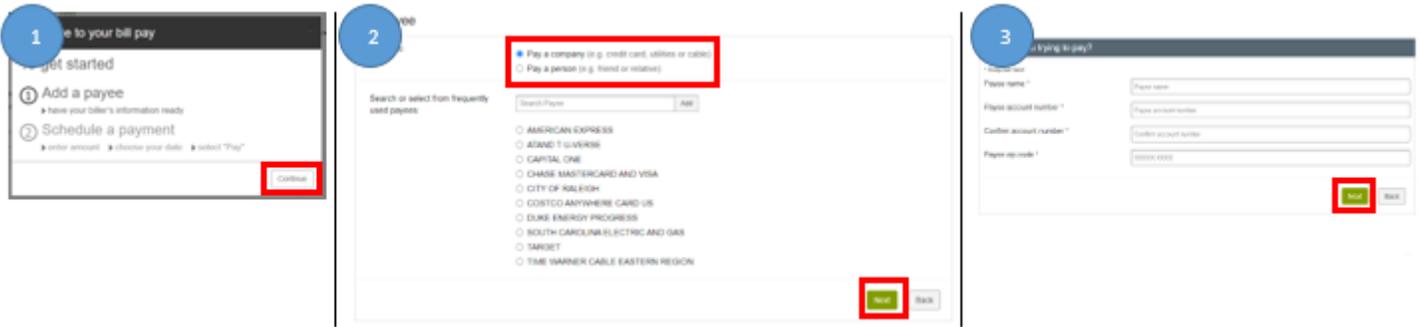
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Enrolling in Bill Pay

Select **Payments** from the menu on the left, then **Enroll**.


Adding First Payee

Once enrolled, select **Continue** to begin adding your first payee. Choose either **Pay a company** or **Pay a person** and select **Next**. Enter required payee information and select **Next.** Confirm information and select **Submit.** Note: Add Payment Categories as needed.
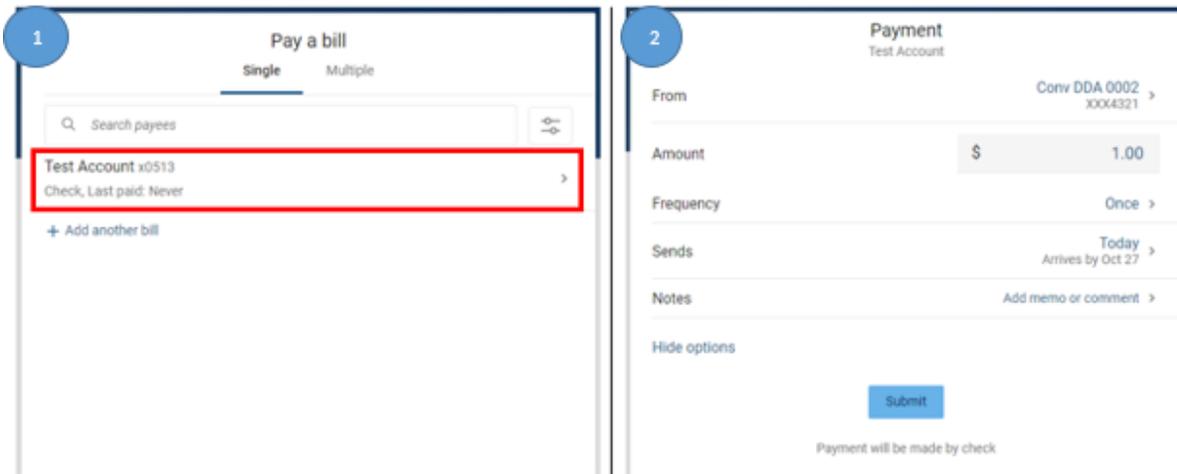
Adding Additional Payees

Access Bill Pay by selecting **Payments** from the menu on the left. Select **+New Payee,** then **Add a bill** or **Add a person** and complete requested information.
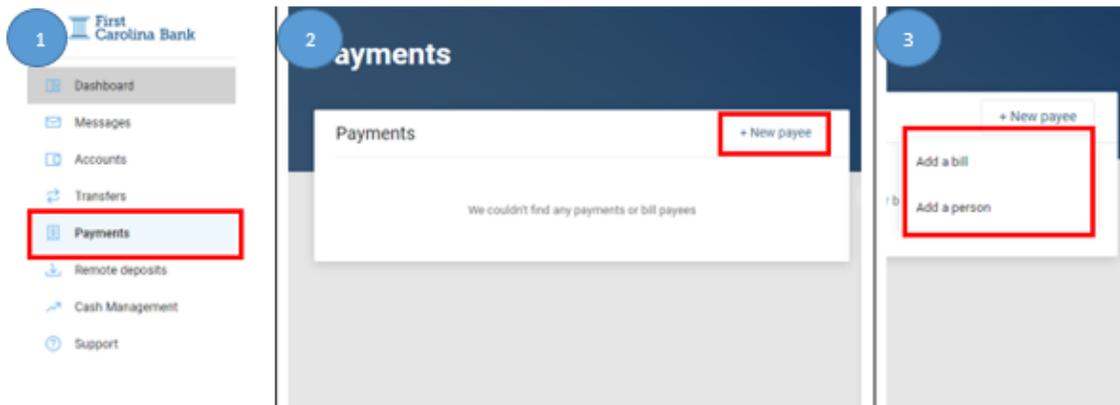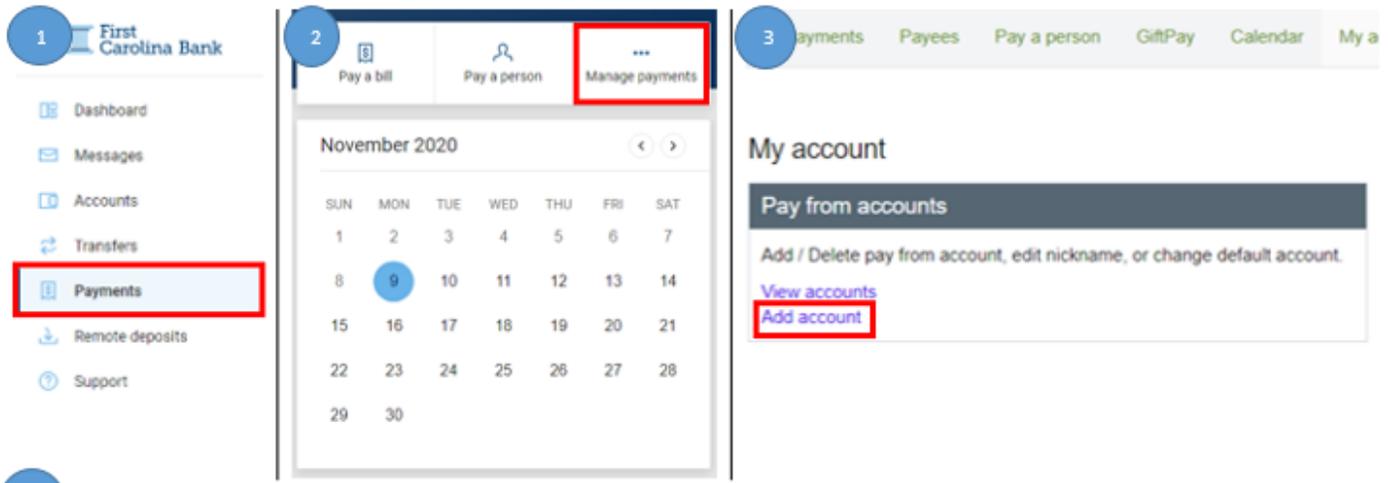

Scheduling Payments

Choosing either **Pay a bill or Pay a Person,** select the payee(s) funds will be sent to. Choose the account that will be debited and enter the amount. Select **More Options** to schedule a reoccurring payment or future payment or add a note/memo to the payment. Select **Submit**. Note: If payee is not listed within the iPay Bill Pay database, payments will be sent via check.

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Adding Additional "Pay From" Accounts

Under the **Payments** tab on the left menu, select **Manage Payments.** Under **My Account**, select **Add account**. Complete the required information and select **Next.** Confirm information and select **Submit**. You will receive a confirmation message reading, "You have successfully submitted your request to pay bills from the account listed below. Please allow up to three business days for processing.