


Add Billers (Formerly referred to as “Payees”)

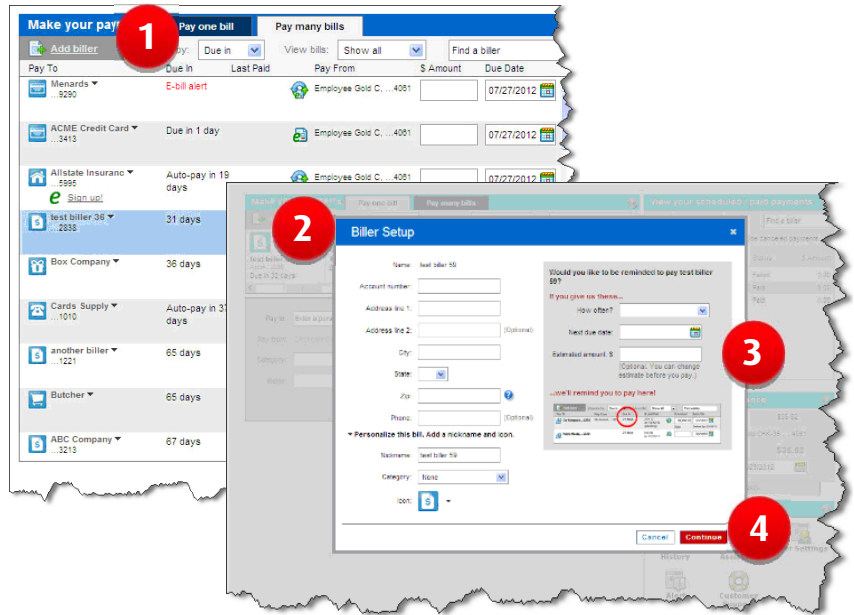
A biller is any company or individual that you want to send money. To add a biller, you will need the biller's name, address, and account number (if applicable).

 Account information and bill payments are not only secure they're backed by our BMO Harris Bill Pay Service Guarantee. For more information on how you are protected by our BMO Harris Online Guarantees please visit bmoharris.com/security.

From the Payment Center, you can:

1. Click on the **Add biller** icon from the **Make your payments** area.
2. The **Biller Setup** window appears; Enter the biller information.
3. If you would like a reminder for this biller, enter the **Frequency**, **Due Date** and **Amount**.
4. Click **Continue**.

Review your confirmation and click **Close**.



The screenshot shows the 'Make your payments' area with a list of billers. A red circle '1' highlights the 'Add biller' icon. A red circle '2' highlights the 'Biller Setup' window, which contains fields for Name, Account number, Address line 1, Address line 2, City, State, Zip, and Phone. A red circle '3' highlights the 'Would you like to be reminded to pay this biller?' dialog box, which includes a 'How often?' dropdown, a 'Next due date' field, and an 'Estimated amount' field. A red circle '4' highlights the 'Continue' button at the bottom of the 'Biller Setup' window.



Biller versus Payee

Within M&I Online Bill Pay, “Billers” were referred to as “Payees”.

