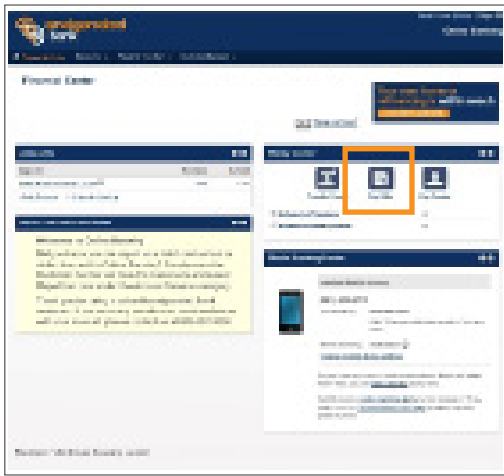


Bill Pay Enrollment Quick Reference Guide





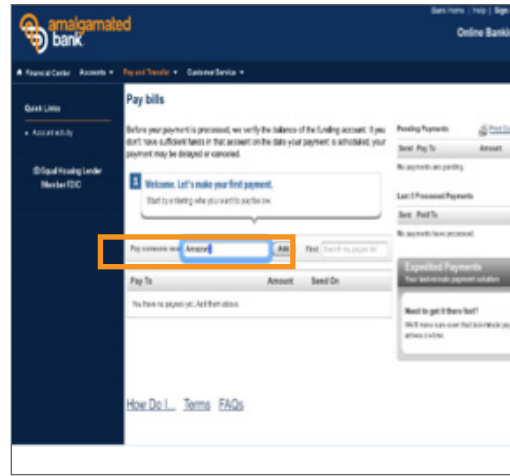
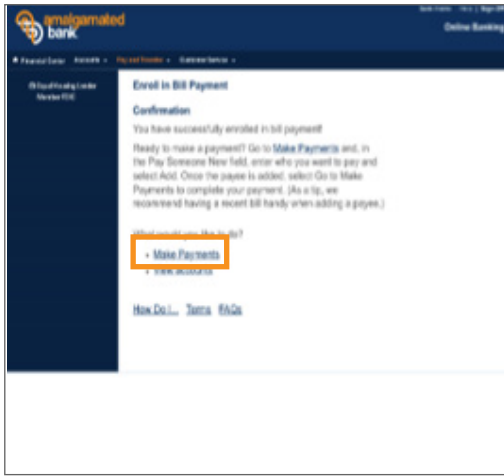
STEP 1 Sign on to your online banking and select the “Pay Bills” icon. A “Pay Bills” pop up will appear. To continue select “Get Started.”



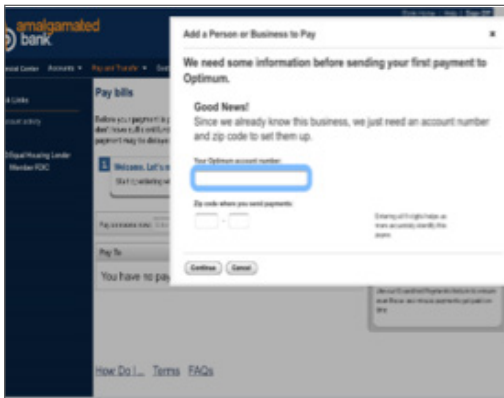
STEP 2 Read and acknowledge Amalgamated Bank’s electronic Records Disclosure and Online Banking Services Agreement. Click on “Enroll now” to continue.

STEP 3 Your eligible accounts will appear under “Use for Bill Payments.” Select “Enroll” to continue. (Note: your default account is used to pay most of your bills online.)



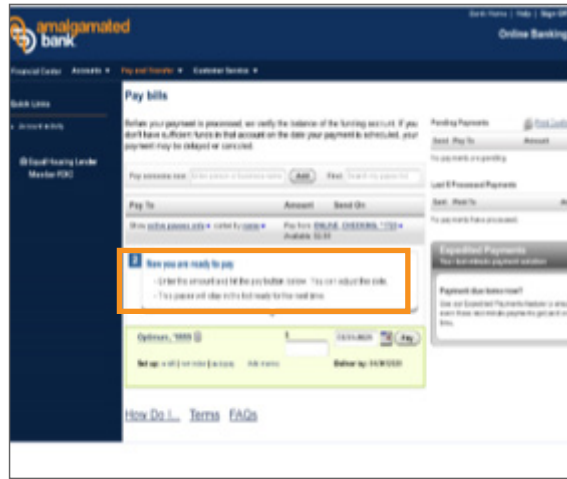


STEP 4 You will receive a notification that you have successfully enrolled in bill payment. Select “Make Payments” and you are now ready to add payees. Enter your payees and select the add icon.



STEP 5 When the payee is recognized you will need to add account number and zip code. If the payee is not recognized you will need to add the account number, full address and phone number. Click “Continue.”





STEP 6 You will receive a notification that you have successfully saved the payee. Click on “Go to Make Payments.” Setup is complete. To begin making payments, enter the amount and select a date.



For any questions please call Amalgamated Support at 800-662-0860. Support is available M-F from 8:00 am - 8:00pm and Saturday from 9:00 am – 2:00pm ET or use our Live Chat Tool.

