

While enrolling in Personal Online Banking, if you did not indicate your preference to enroll in Online Bill Pay, you must contact your local branch or the Customer Care Center. Then, follow all steps outlined within this section. If you are already enrolled in Online Bill Pay, reference page 2, beginning with step 4, for instructions on how to schedule and pay bills.

## Enrollment Steps

1. Login to Personal Online Banking
2. Select "Make Payments"
3. Select "Enroll Now"
4. Enter payee information
5. Click "Add"
6. Enter requested payee information
7. Receive confirmation of payee setup
8. Schedule payments

### Step 1

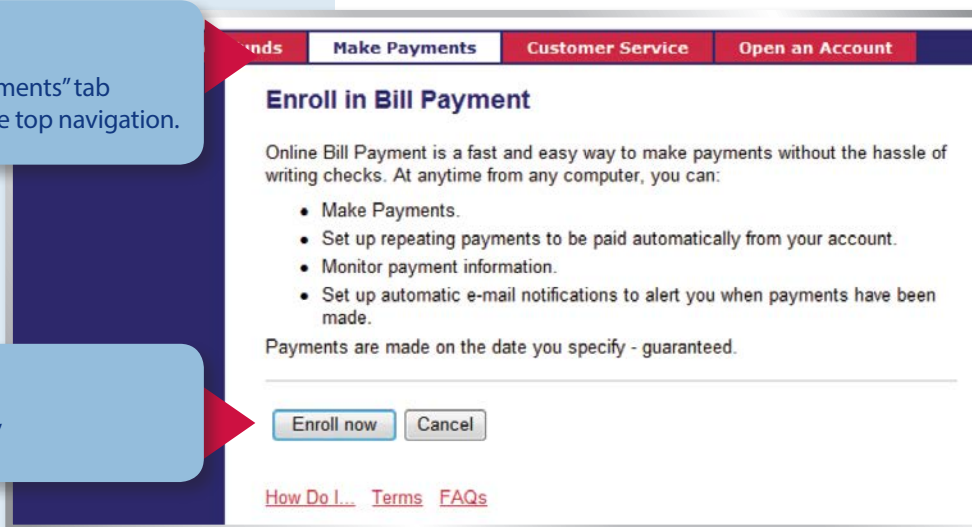
Log in to Personal Online Banking.

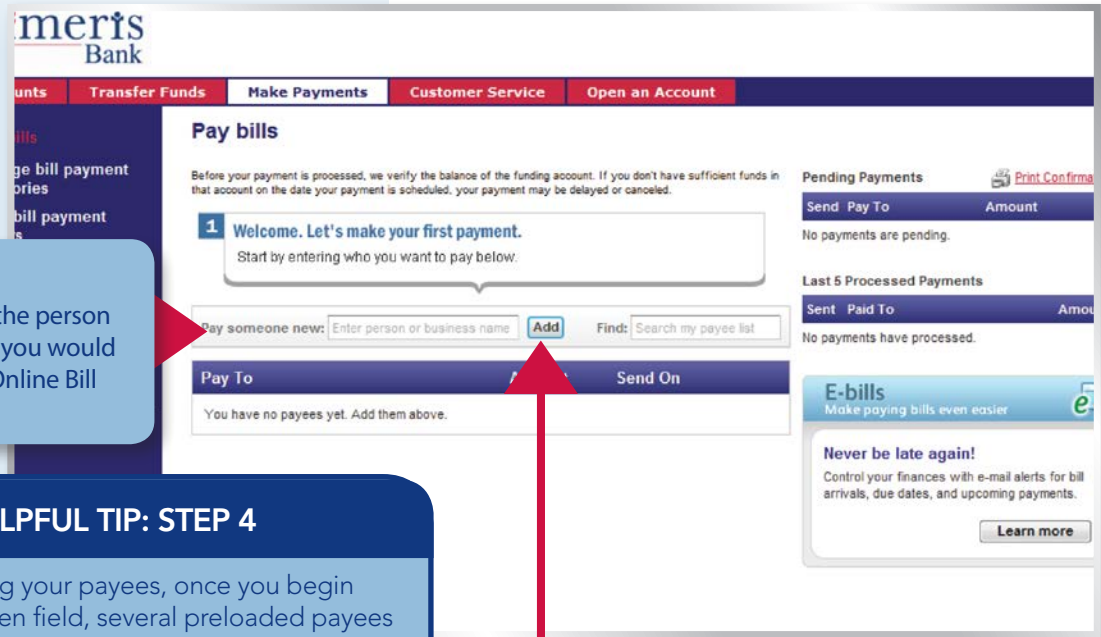
### Step 2

Select "Make Payments" tab located within the top navigation.

### Step 3

Click "Enroll now."





### Step 4

Start by entering the person or business name you would like to pay using Online Bill Pay.

### HELPFUL TIP: STEP 4

To help in finding your payees, once you begin typing in the open field, several preloaded payees will appear. If you do not see your payee in the list, continue typing the entire name of the person or business.

### Step 5

Click "Add."

### Step 6

Enter all requested information.

### HELPFUL TIP: STEP 6

If payee is found within our system, you will be prompted to just enter the account number and Zip code to complete their setup.

### Step 7

Click "Continue."

### Add a Person or Business to Pay

We need some information before sending your first payment to Jane Doe.

Account number (if you have one):

Address:

City:  State:  Zip code:  -

Phone (optional):  
 -  -

Entering all 9 digits helps us more accurately identify this payee.  
  
 If you ask us to investigate a payment issue, we'll use this number to contact the payee.

### Step 7

You will receive a confirmation page indicating the successful establishment of your payee within Online Bill Pay.



**Ameris Bank**

Accounts | Transfer Funds | **Make Payments** | Customer Service | Open an Account

**Pay bills**

Before your payment is processed, we verify the balance of the funding account. If you don't have sufficient funds in that account on the date your payment is scheduled, your payment may be delayed or canceled.

Pay someone new:  Enter person or business name  Find:  Search my payee list

Pay To	Amount	Send On
Show <b>active payees only</b> sorted by <b>name</b>	Pay from: <b>ACCESS CHECKING</b> Available: \$799.22	
<b>John Doe</b> <input type="checkbox"/>	\$ <input type="text"/>	06/13/2014 <input type="button" value="Pay"/>
Set up: <a href="#">reminder</a>   <a href="#">autopay</a> <a href="#">Add memo</a>		Deliver by: 06/19/2014

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### Step 8

From the "Pay Bills" homepage, you can pay your payees by entering the amount, scheduling the date, and clicking "Pay." From this web page, you can also schedule reminders or place payments on auto payment.

## HELPFUL TIP: STEP 8

All established payees will remain in your history list for the next time you process an Online Bill Payment.