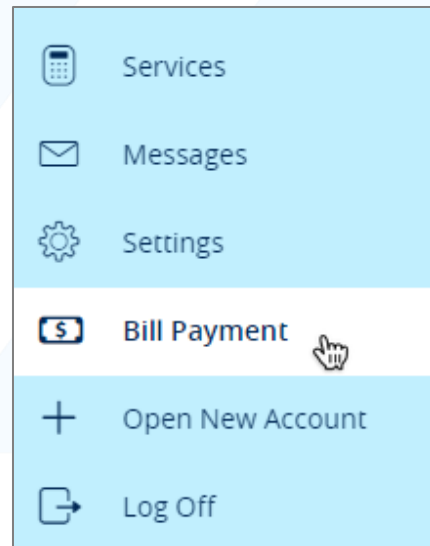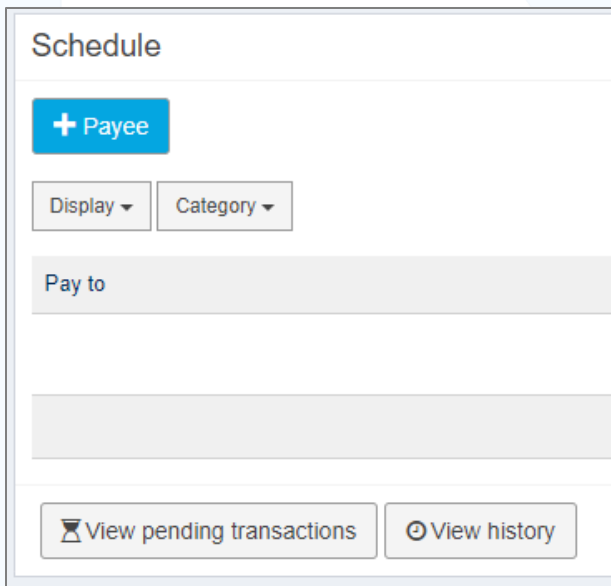# Bill Pay

Bill Pay allows you to pay and manage bills through our online banking platform. You can set up payees, establish recurring payments, or a one-time payment. You can also view payment activity from one location to help streamline the billing process.

To access bill pay, tap "Bill Payment" on the blue left navigation bar of your online banking home screen.

Bill Pay will open in a new tab of your internet browser.

If you are not already there, from the top blue navigation bar, click the blue "Payments" button to get started with Bill Pay.
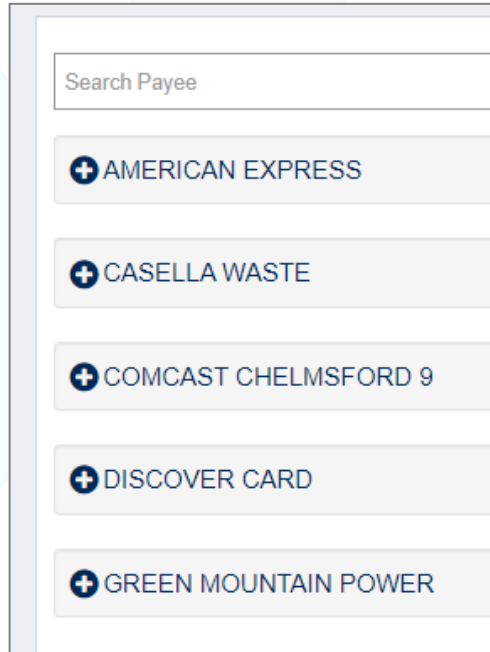

This payments tab gives you an overview of all the payments you have set up or scheduled. At the bottom you can click to view historical data or pending transactions.

Using the buttons at the top, you can search for and filter through your payments.
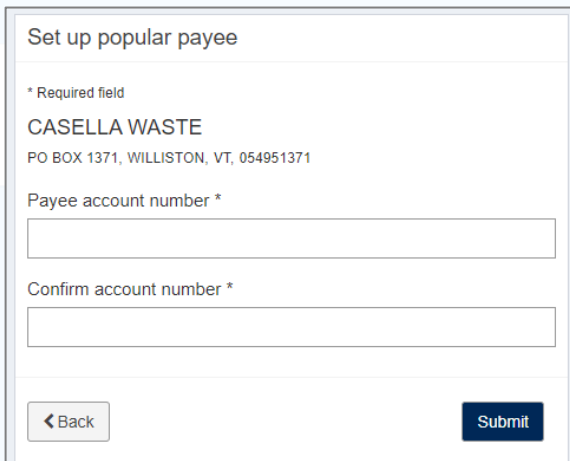
To add a new Payee, either click the blue "+ Payee" button in the "Payments" tab, or click "Payees" from the top navigation bar and click "+ Payee."

A list of frequently used payees will be available for you to select from. You can search for a specific company at the top of the list.

Search Payee
⊕ AMERICAN EXPRESS
⊕ CASELLA WASTE
⊕ COMCAST CHELMSFORD 9
⊕ DISCOVER CARD
⊕ GREEN MOUNTAIN POWER

Set up popular payee

* Required field

CASELLA WASTE
PO BOX 1371, WILLISTON, VT, 054951371

Payee account number *

[   ]

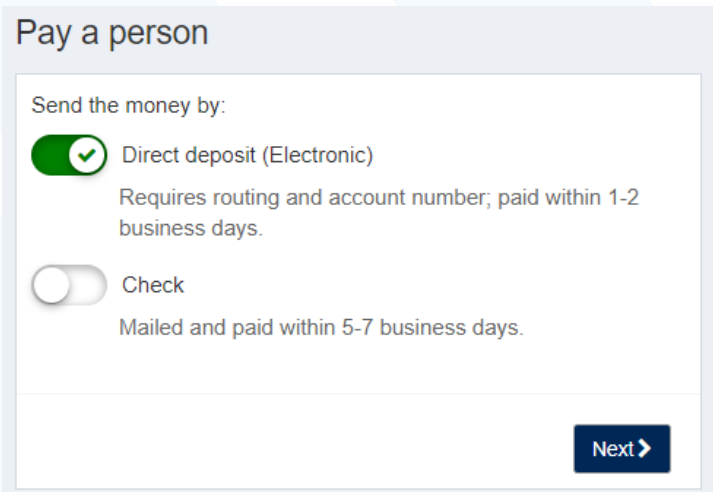Confirm account number *

[   ]

‹ Back   Submit

Clicking on a payee directs you to a new screen where you can enter and confirm the unique account number you have with the company. This is usually found on your physical or digital monthly statement.

Pay a person

Send the money by:

✓ Direct deposit (Electronic)
Requires routing and account number; paid within 1-2 business days.

○ Check
Mailed and paid within 5-7 business days.

Next ›

Bill Pay can also send money to an individual, such as a friend or relative. Click "Pay a person" at the top to get started.

You can choose between mailing a physical check or direct deposit as seen on the right.

Bank of Burlington – Bill Pay Overview

Payee first name *

Payee last name *

Payee phone number*

Payee account number *

Confirm account number *

Payee routing number *

Confirm routing number *

Payee account type *

Checking

Payee nickname *

Default pay from *

Primary Account

Category

Unassigned

+ Add new category

‹ Back   Next ›

Paying an individual with direct deposit requires you to enter the information seen on the left, including their bank account details.

If you selected to pay with a check by mail, you will need their mailing address instead of their bank details.

Both options also let you choose a nickname for the payee so you can remember who they are with a glance.

The payee system also includes a category system so can organize your bill payments into easily identifiable groupings. Default ones include phone, utilities, insurance, etc. or you can add categories of your own.