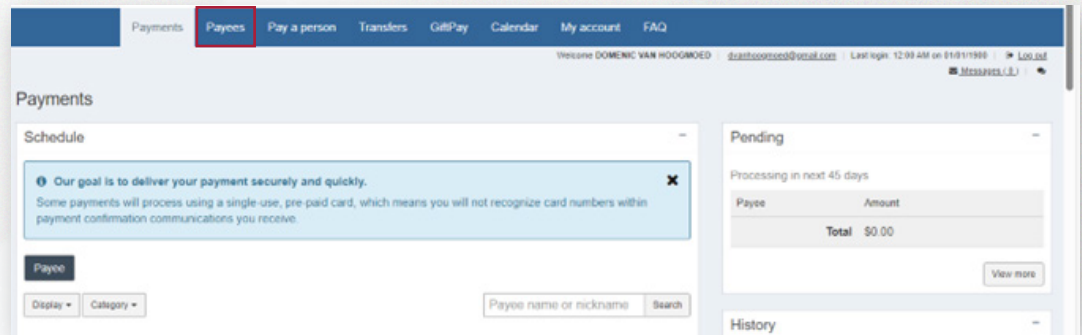
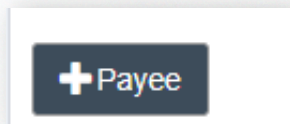


How to Add a Payee on iPay

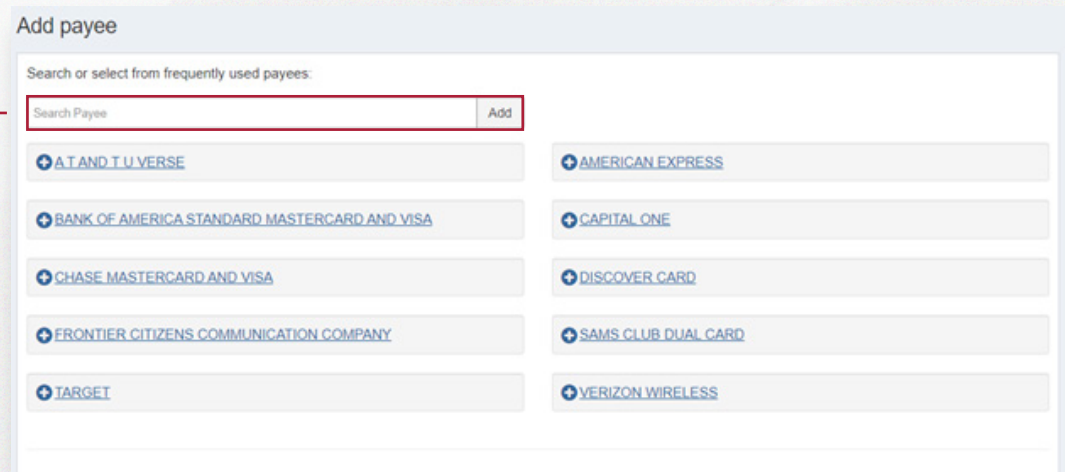
01. After login -
click on Payees tab



02. Then click on
+Payee



03. You can then use
the search field to
find your payee if
not already listed
on the screen



04. You would then
fill in the requested
information about
your payee and hit
submit.

A screenshot of the form for adding a payee. The form is titled 'CAPITAL ONE' and 'P O BOX 85147, RICHMOND, VA, 23285-5147'. There are two required fields: 'Payee account number *' and 'Confirm account number *', each with a text input box. A 'Back' button is visible at the bottom left.

05. Once the Payee is added, you may then schedule payments.