GETTING STARTED

STEP 01/04
Log In

To get started, log in to your account on Chase.com.

STEP 02/04
Setting Up your Payees

On the My Accounts page, scroll over the “Payments & Transfers” tab at the top of the page. You’ll need to set up your Payees, which are the companies or people that you’ll send payments to. Click “Add a Payee”.

STEP 03/04
Add a Payee

Enter the payee’s name, zip code, and account number in the “Search Payee” tab, and click “Next” Select your payee of choice, and click “Next” to review your entry. If we are unable to find a match for your payee search, you’ll be prompted to enter their address.

STEP 04/04
Verification and Confirmation Page

On the Verification page, be sure that the payee information is correct, and then click “Add Payee”. After the confirmation page appears, you’re ready to pay bills and schedule repeating payments.
**PAYING A BILL**

**STEP 01/04**

**Navigate to the Pay Bills Page**

Once logged in, **scroll over to the “Payments & Transfers” tab... Hover over “Pay Bills,” and then click “Pay Bills.”**

**STEP 02/04**

**Select a Payee**

If you want to make a payment on a Chase card or loan, **select “Make a payment” next to that desired payee.** To make a payment on a non-Chase account, **click in the amount field next to that payee.**

**STEP 03/04**

**Payment Detail**

Here, you’ll **enter the payment amount, delivery date, and the account that you want to make the payment from.** You can either pay one payee at a time or several at once. When you’re done, **click “Verify Payments” at the bottom of your list.**

**STEP 04/04**

**Verification and Confirmation Page**

On the Verification Page, confirm all payment information is correct, and **click “Schedule Payment”...** You’ll see a confirmation with your scheduled payments and transaction numbers for your reference. You can view your payment activity, pending or past, at anytime. **Click “Return to My Accounts”, to return to the My Accounts page.**
REPEATING PAYMENTS

STEP 01/04
Repeating & Automatic Payments

For your convenience, you can set up repeating payments if you have any recurring bills with the same amount, like a mortgage. First, scroll over the “Payments & Transfers” tab. Click on “Repeating & Automatic Payments” from the menu.

STEP 02/04
Select a Payee

Select a payee from the dropdown menu and click “Next”.

STEP 03/04
Enter Payment Information

Enter the amount... And choose which account you want to pay it from. Scroll down to choose the frequency in which you send the payment. Select the date you want your first payment to be delivered by. Lastly, enter the duration for how long you’d like the repeating payments to occur. Selecting “No Ending Date” will keep the schedule active, until you choose to change it. Click “Next” to verify your repeating payment information.

STEP 04/04
Verification and Confirmation Page

Once you’re satisfied with your payment selections, click “Set Up Repeating Payment” on the Verification page. Your automated payments are all set up.