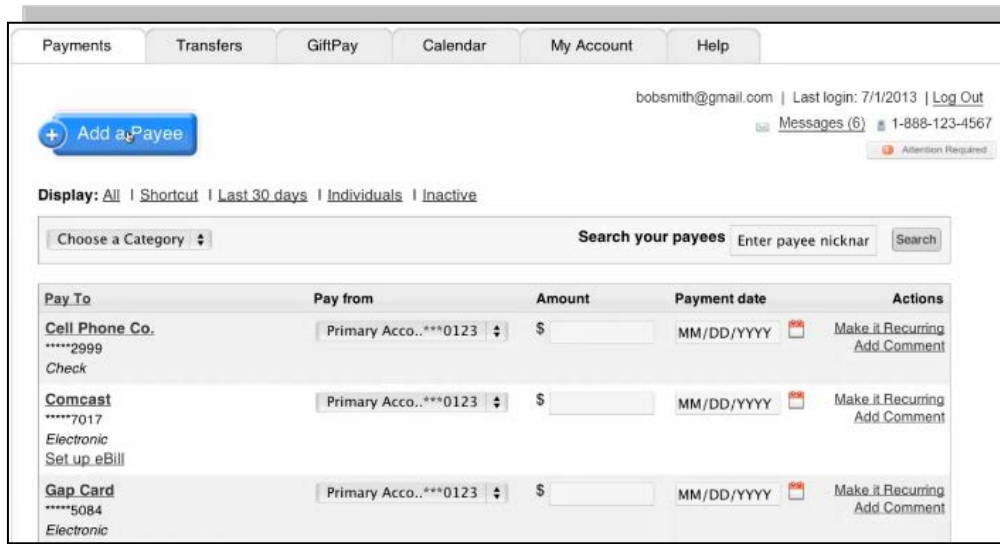


## Add a new Payee

- If you need to **add a new payee**, just select the “Add a Payee” button at the top of your Bill Pay dashboard.
- For more information about **adding payees and scheduling payments**, go to the “Help” tab or call us at **866-696-3570** and we will help you get started.



The screenshot shows the Altra Bill Pay dashboard with the following elements:

- Navigation tabs: Payments, Transfers, GiftPay, Calendar, My Account, Help
- User information: bobsmith@gmail.com | Last login: 7/1/2013 | Log Out
- Messages: Messages (6) | 1-888-123-4567
- Attention Required notification
- Display filters: All | Shortcut | Last 30 days | Individuals | Inactive
- Search bar: Choose a Category | Search your payees | Enter payee nicknar | Search
- Table of existing payees:

Pay To	Pay from	Amount	Payment date	Actions
<b>Cell Phone Co.</b> *****2999 Check	Primary Accto..***0123	\$	MM/DD/YYYY	<a href="#">Make it Recurring</a> <a href="#">Add Comment</a>
<b>Comcast</b> *****7017 Electronic Set up eBill	Primary Accto..***0123	\$	MM/DD/YYYY	<a href="#">Make it Recurring</a> <a href="#">Add Comment</a>
<b>Gap Card</b> *****5084 Electronic	Primary Accto..***0123	\$	MM/DD/YYYY	<a href="#">Make it Recurring</a> <a href="#">Add Comment</a>