



## MIDLAND CREDIT UNION

### How to sign up for Online Billpay

1. Log into Homebanking like normal.
2. Select the "Bill Pay" tab.
3. The member will need to 'accept' Disclosure Agreement for bill pay if they have never accessed online bill pay before.
4. Complete Account Setup then submit and confirm submit.
5. Click the Payment Preferences button.
6. Complete Billpay preferences and then click save preferences.
7. Add Payee List. You need to ensure you have all your account information handy to complete this step.

Fill out all information for registration. The next day they should be able to use the service.

Not all transactions will be sent electronically. Some may be a mailed check. Midland Credit Union does not control if your vendor payments are set up with an electronic provider. After you pay your first set of bills, go back to your Payee List and review Payment Type. This will tell you if it was sent electronic or sent by check.