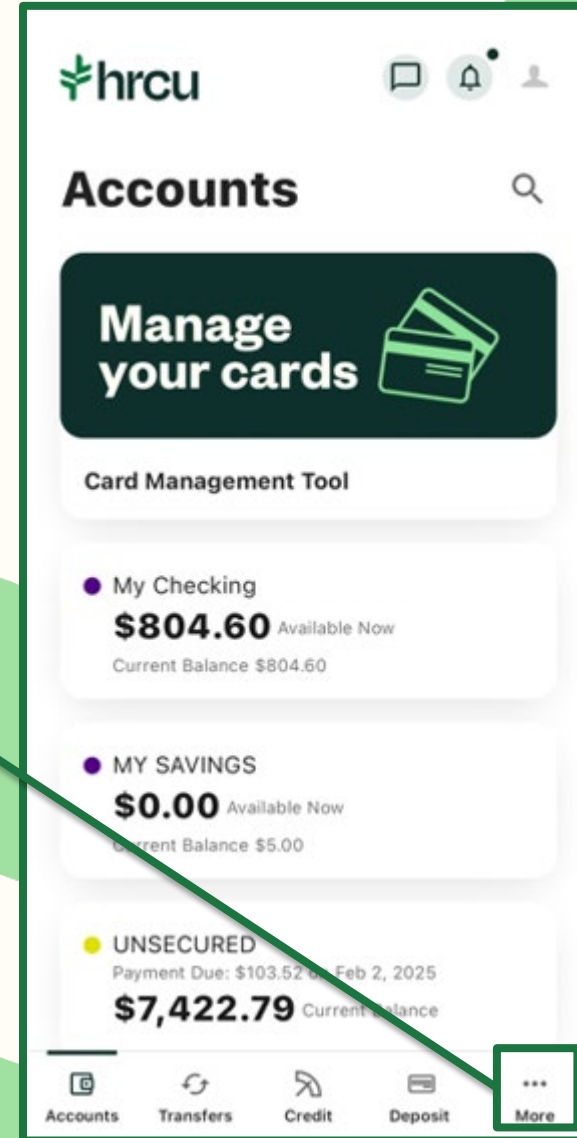




Adding a Bill Pay Payee



After logging into your HRCU Mobile App, you should see a Snapshot of your account, as shown here. To Add a Bill Pay Payee, we will need to click on the More button at the bottom right.





Click on the Transfer & Pay tab, followed by Bill Pay.

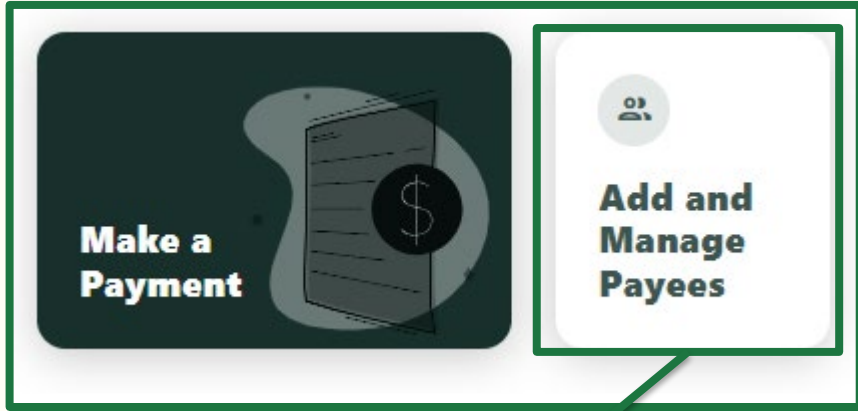
A screenshot of the hrcu mobile app's navigation menu. The menu is displayed in a white box with a green border. At the top left is the hrcu logo, and at the top right are a notification bell icon and a user profile icon. Below these is a "Log out" button. The main menu items are: "Accounts" with a dropdown arrow, "Transfer & Pay" with a dropdown arrow (highlighted with a green box), "Bill Pay" (highlighted with a green box), "Transfers", and "Add an External Account". Below these is a "Card Management" section, followed by "Financial Planning" with a dropdown arrow, "Apply" with a dropdown arrow, and "Settings & Live Chat" with a dropdown arrow. At the bottom, there is a "UTILITIES" section with a "Chat With Us" button. The bottom navigation bar contains five icons: "Accounts", "Transfers", "Credit", "Deposit", and "More". A green arrow points from the "Bill Pay" item in the menu to the text box on the left.



After reading the Bill Pay Disclosure, please click Agree.

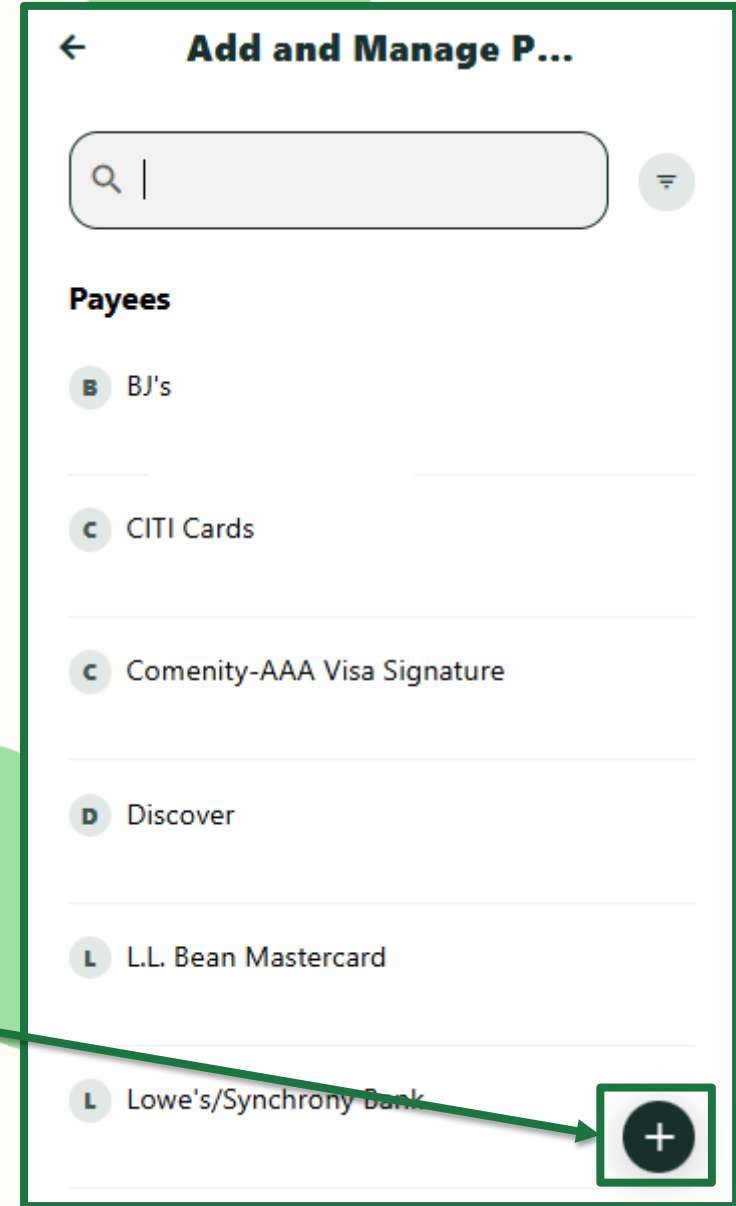
Please Note: As stated in the Bill Pay Disclosure, For active users the Bill Pay Service is free of charge. If a Bill Pay User has not utilized the Bill Pay Service in sixty (60) days, the account will be subject to a \$5.00 Inactive User fee.

A screenshot of a mobile application interface titled "Disclosure". At the top left is a back arrow icon, and at the top right is the title "Disclosure". The main content area contains the following text: "items, please refer to the current Personal and Business Service Fee Schedule; <https://www.hrcu.org/privacy/fees/>". Below this is the "Amendment:" section, which states: "The Credit Union has the right to change this agreement at any time by a notice mailed to you at the last address shown for the account on the Credit Union's records, by posting notice in Credit Union branches, or as otherwise permitted by law." The "Termination:" section follows, stating: "The Credit Union has the right to terminate this agreement at any time. You may terminate this agreement by written notice to: Holy Rosary Credit Union, PO Box 2078, Rochester, NH 03867. The Credit Union is not responsible for any fixed payment made before the Credit Union has a reasonable opportunity to act on your termination notice. You remain obligated for any payments made by the Credit Union on your behalf." At the bottom of the disclosure area is a dark green rounded rectangular button with the word "Agree" in white text. Below the button is a navigation bar with five icons and labels: "Accounts" (with a camera icon), "Transfers" (with a circular arrow icon), "Credit" (with a document icon), "Deposit" (with a checkmark icon), and "More" (with a three-dot menu icon).



Click on the Add and Manage Payees button

Then click the Add button at the bottom right



Add a Payee

Business Personal

Business Financial Information

Name of Business

Zip Code

Funding Account

Business Account Number

Business Account Number

Enter again for confirmation

On this screen you can choose to add a Business or a Personal Payee. The payee will then have a check written and sent via the mail to the recipient.

Add a Payee

Business Personal

Payee Financial Information

Name

Funding Account

Payment Method

Please Note: The estimated arrival date is just an estimated time. Please allow an appropriate amount of time for the payment to be delivered as it will not be an instant payment.

Add a Payee

Business Personal

Business Financial Information

Name of Business

Zip Code

Funding Account

Business Account Number

Business Account Number

Enter again for confirmation

After filling out the required information you will receive a text/call confirmation. Follow the on screen prompts to complete the process.

Add a Payee

Business Personal

Payee Financial Information

Name

Funding Account

Payment Method