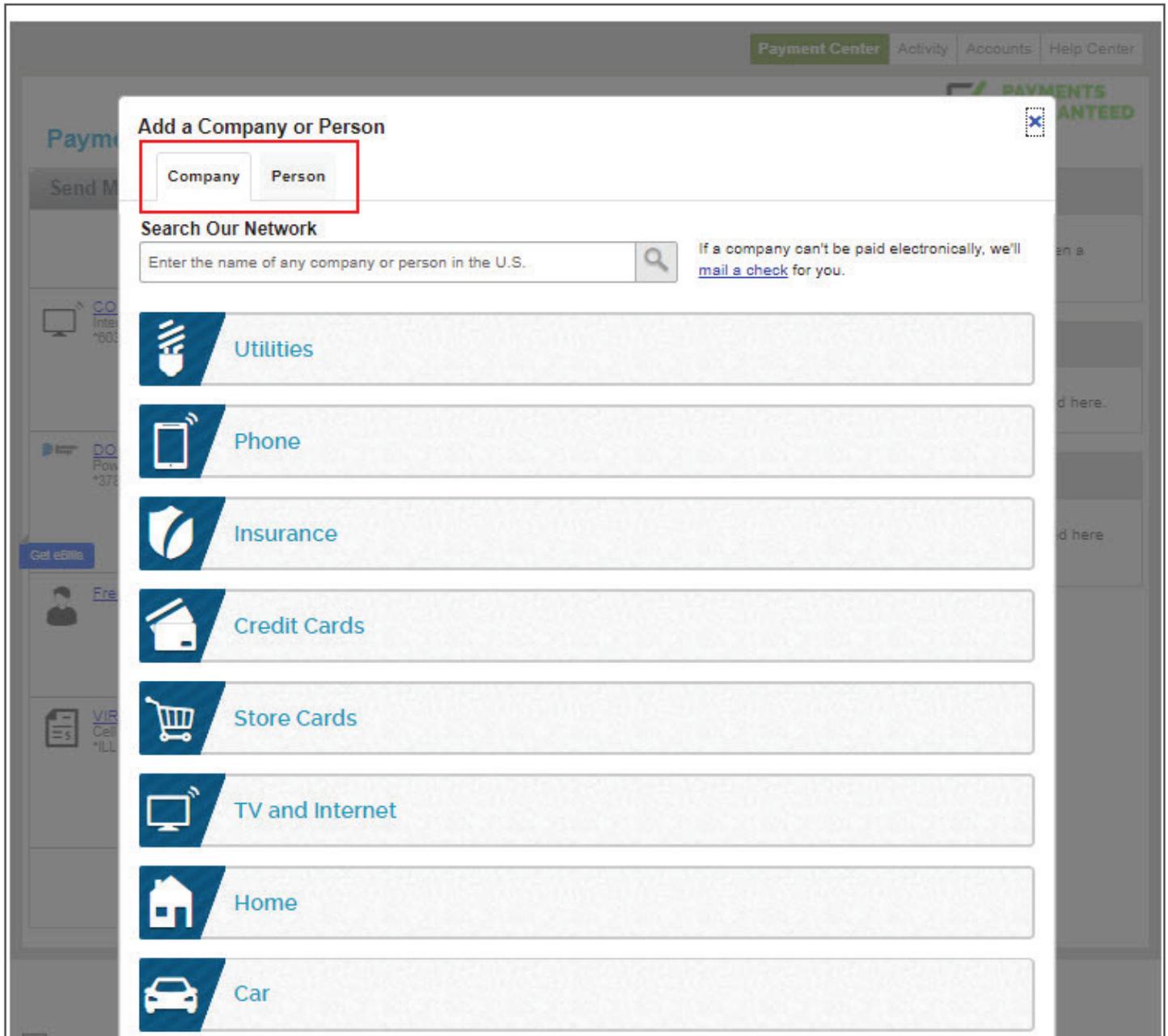


When you add a new bill, select the “Add a Company or Person” button.

The screenshot displays the 'Payment Center' interface. At the top right, there are navigation tabs for 'Payment Center', 'Activity', 'Accounts', and 'Help Center'. A 'PAYMENTS GUARANTEED' logo is also present. The main section is titled 'Send Money' and features a prominent green button labeled 'Add a Company or Person', which is highlighted with a red rectangular box and a mouse cursor. Below this button, there are four bill entries, each with a dropdown menu set to 'CHECK NICK \*4755', a dollar sign, and a calendar icon. The entries are: 'COMCAST - RIC... Internet bill \*6038', 'DOMINION VIRG... Power company \*3788', 'Fred Jones', and 'VIRGINIA CREDI... Cell Bill \*1LLS'. Each entry has links for 'Activity', 'Reminders', and 'AutoPay'. The 'Fred Jones' and 'VIRGINIA CREDI...' entries also have a 'Rush Delivery' link. A 'Get eBills' button is located to the left of the 'Fred Jones' entry. At the bottom right of the main section is a 'Send Money' button. On the right side of the interface, there are three sections: 'Reminders' (with a description: 'Reminders help you track when a payment is due.'), 'Pending Payments' (with a description: 'Scheduled payments are listed here.'), and 'Recent Payments' (with a description: 'Completed payments are listed here for 45 days.').

From here you can select whether you are paying a company or a person.



If you are paying a company, select the category. For example if you are paying your electric bill, select “Utilities.”

**Add a Company or Person**

Company Person

**Search Our Network**

Enter the name of any company or person in the U.S.

If a company can't be paid electronically, we'll [mail a check](#) for you.

**Utilities**

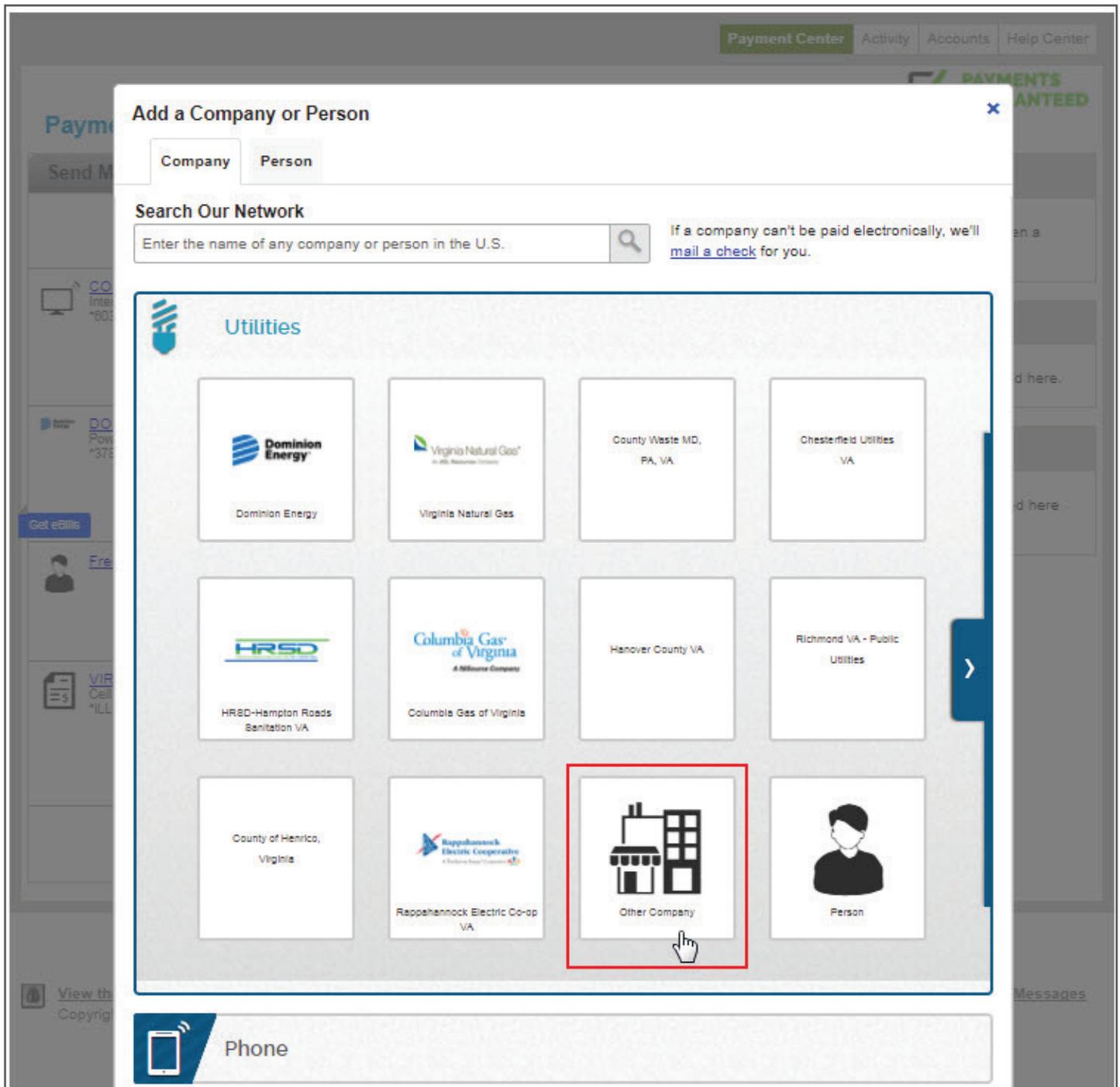
- Dominion Energy
- Virginia Natural Gas
- County Waste MD, PA, VA
- Chesterfield Utilities VA
- HRSD
- Columbia Gas of Virginia
- Hanover County VA
- Richmond VA - Public Utilities
- County of Henrico, Virginia
- Rappahannock Electric Cooperative
- Other Company
- Person

Phone

If your bill is listed, select the icon and then proceed to fill out the account information. Once finished, select “Add.”

The screenshot shows a web interface for adding a payee. A modal dialog titled "Add a Company or Person" is centered on the screen. It has two tabs: "Company" (selected) and "Person". On the left side of the dialog, there is a box containing the Dominion Energy logo and the text "Dominion Energy Virginia". To the right of this box are two input fields: "Dominion Energy Virginia Account Number" and "Confirm Account Number". Below these fields is a label "Nickname" with a blue underline. At the bottom of the dialog are two buttons: "Add" and "Cancel". The background of the page is dimmed, showing a "Payment Center" header with links for "Activity", "Accounts", and "Help Center". Below the header, there are sections for "Send Money" and "Get eBills". The "Get eBills" section shows a user profile for "Fred Jones" and a "CHECK NICK \*4755" dropdown menu. To the right, there is a message: "Completed payments are listed here for 45 days." and a "Rush Delivery" link.

If you don't see your billing company, you can select "Other Company."



If you select, “Other company,” type your billing information into the Bill Pay system. This information is found on your bill. Click “Add” when finished.

The screenshot shows a web interface for adding a payee. At the top right, there are navigation tabs: "Payment Center", "Activity", "Accounts", and "Help Center". A modal window titled "Add a Company or Person" is open, featuring two tabs: "Company" (selected) and "Person". On the left side of the modal, there is an icon of a factory and building labeled "Other Company". The form fields on the right include: "Company Name" (text input), "Account Number" (text input), "Nickname" (text input), "Address Line 1" (text input), "Address Line 2" (text input), "City" (text input), "State" (dropdown menu with "State" selected), "ZIP Code" (two text input fields separated by a hyphen), "Phone Number" (three text input fields separated by hyphens), "Mobile Number (Optional)" (three text input fields separated by hyphens), and "Email Address (Optional)" (text input). At the bottom of the modal are "Add" and "Cancel" buttons.

If you are paying an individual, select the “Person” tab at the top. Fill out the information and select “Add” when finished. When you pay a person through Bill Pay, a physical check is mailed to their address.

**Add a Company or Person**

Company **Person**

 Person

**First and Last Name**

**Nickname**

**Address Line 1**

**Address Line 2**

**City**

**State**  
State ▾

**ZIP Code**  
 -

**Phone Number**  
  -

**Mobile Number** (Optional)  
  -

**Email Address** (Optional)

[Cancel](#)

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