

## Managing Default Funding Accounts in Bill Pay

### What is a funding account?

A funding account is debited when making a payment using Bill Pay.

The “My funding account(s)” page displays the list of accounts that have been added as funding accounts. If you have more than one funding account, you can choose which account you would like as a default. When making payments, the default account will automatically be used unless otherwise specified when the payment is scheduled. Any Bill Pay fees will be deducted from the default funding account.

**My Bills & People I Pay** 0 hidden ▾ Need to pay someone new?

Sort by:  ▾ Find:

<b>FIB *1111</b> Scheduled: \$1.00 on 12/28/18 <a href="#">Options</a>   <a href="#">History</a>	<input type="text" value="\$0.00"/> <input type="text" value="mm/dd/yy"/> <input type="button" value="Pay"/>	<input type="button" value="+ Memo"/>
<div style="border: 1px solid red; padding: 2px;">From: <a href="#">BASIC business *5658 \$0.55</a> ▾</div>		

### How do I change or edit my default funding account?

1. Once you have logged in to Online Banking, click on **Pay Bills** in the navigation bar.



My Accounts   My Credit Cards   My Mortgage   Move Money   Pay Bills   Manage Money   More...

2. Select **Manage funding account(s)** in the bottom right corner.

### My Bills & People I Pay

0 hidden Need to pay someone new?  Add

Sort by: Name (Nickname) ▾ Find:

**FIB \*1111**  
Scheduled: \$1.00 on 12/28/18  
[Options](#)

\$0.00  Pay

**FIBC \*2222**  
[Options](#)

\$0.00  Pay

Pay All Bills on this page? Click on Pay All Button to proceed. Total: \$0.00 Pay All

### My Payments

[View payment history](#)

Search

**Scheduled payments** Print

Click to edit and to cancel

Date	Payee	Amount	Action
12/28	FIB	\$1.00	
<b>Total</b>		<b>\$1.00</b>	

0

7	8	9	/	C
4	5	6	x	
1	2	3	-	=
±	0	.	+	

**I want to...**

Manage funding account(s)

[Read bill pay messages](#)

[Get help](#)

[Contact us](#)

3. Click **Change** to edit the Default account for payments.

### My funding account(s)

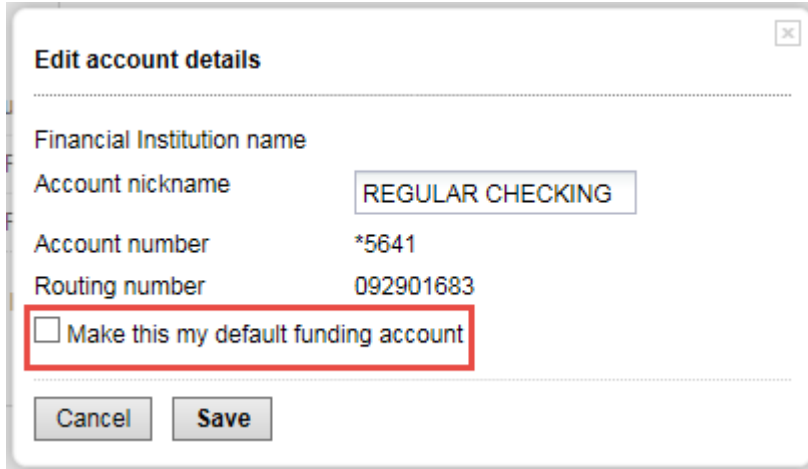
BASIC business *5658	\$0.55	<a href="#">Edit</a>	
REGULAR CHEC... *5641	\$0.50	<a href="#">Edit</a>   <a href="#">Delete</a>	
REGULAR CHEC... *6967	\$0.58	<a href="#">Edit</a>   <a href="#">Delete</a>	

Default account for payments: **BASIC business \*5658** Change ▾

REGULAR CHECKING \*5641

REGULAR CHECKING \*6967

*Note:* You can also click **Edit** next to the account you would like to be the default. Once you have checked **Make this my default funding account**, click **Save**.



**Edit account details** ✕

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Financial Institution name

Account nickname

Account number \*5641

Routing number 092901683

Make this my default funding account

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If you have questions or would like to add additional funding accounts, please call the Client Contact Center at 1-855-342-3400, Mon-Fri, 7:30 a.m. - 7 p.m. MST and Sat 10 a.m. – 2 p.m. MST.