

# Setting up SCCR as a Payee for Online Banking

First- Log Into your Online Banking

Login ID

Access Code (PAC)


[Login](#)

On the left side of the screen click Payments, that will bring You to the Next page which will say Pay Bills. Click Add Payee

**My Accounts**

- [View Account Activity](#)
- [Rename Accounts](#)
- [View e-Statements](#)
- [Statement Preferences](#)

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**Payments** 

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**Transfers**

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**Business Services**

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**Account Services**

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**Messages and Alerts**

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**Profile and Preferences**

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**About Online Banking**

**Pay Bills**

[Add Payee](#) [Delete Payee](#) | [View](#) .

It will ask you to search for a Payee, Type in South Central Cancer Resource. Once you find it in the next page, Click on it, bringing you to Step 3.

Enter your account number. Your Account Number is your 10 digit Phone number including Your Area Code. Click Submit and You have successfully added SCCR As a Payee.

## Add Payee - Step 3

[Delete Payee](#)

Payee **South Central Cancer Resource**

Account Number

[Submit](#) | [Cancel](#)

# Setting up Monthly and Reoccurring Donations

Log onto online banking, on the left side  
Bar click Payments.

## My Accounts

- View Account Activity
- Rename Accounts
- View e-Statements
- Statement Preferences

## Payments



## Transfers

## Business Services

## Account Services

## Messages and Alerts

## Profile and Preferences

## About Online Banking

In the middle of the page,  
Click the tab "Schedule Recurring  
Payment" Fill in the appropriate  
Fields.

## Schedule Recurring Payment

[Add Payee](#) | [Delete Payee](#) | View: [Recent](#), [Scheduled](#), [Pending Approval](#)

Complete the fields below to create a regularly recurring bill payment.

**Vendor settlement times vary, to ensure your payments are received before the due date we recommend you process your payments at least 3 business days prior to the due date.**

Make Payments

Schedule Recurring Payment

Pay From	Select an Account <input type="text"/>
	<input type="checkbox"/> Make this my default account to pay bills from
Pay To	South Central Cancer Resource <input type="text"/>
Amount	25.00 <input type="text"/>
Start Date	01/05/2017 <input type="text"/>
	dd/mm/yyyy
Payment Frequency	Payment recurs Monthly <input type="text"/>
End Date	01/05/2020 <input type="text"/>
	dd/mm/yyyy

You can pick what day it comes  
Out of your account and if you  
Would like it to happen Monthly  
Or bi-weekly. You can also put an  
End date. Click Schedule, and  
You have now set up Monthly  
Donations.

Schedule

Cancel