

UTB.com Customer Service: 972-239-7000



How to use your upgraded online bill pay.

Your new payments dashboard is simpler and more convenient.

We have upgraded your online bill pay so the home page is now a payments dashboard. That means you can add payees and make payments in just a few clicks. Here's how it works.



How to add a payee

- 1. On the payments dashboard, select "Add a Payee" A
- 2. On the next screen, select "Pay a Company"
- 3. Enter the company's contact information and your account number
- 4. Click "Next," review payee information and click "Submit"

The payee will now appear in your payments dashboard.

Payments dashboard Payments Transfers GiftPay Calendar My Account Help + Add a Payee

How to make a payment

Make a one-time payment

- Find your payee on the payments dashboard
- 2. Enter the payment amount and date **A**
- 3. Click "Submit all payments" [3]

Set up a recurring payment

- 1. Find your payee on the payments dashboard
- 2. Select "Make it recurring" (
- On the next screen, choose the pay from account, payment date, frequency and first payment date
- 4. Click "Submit"

Payments dashboard

