

HOW TO PAY BILLS ONLINE

Sign Up For and Use Bill Pay

1. Sign up for and login to Online Banking on our website
2. When logged in, if you DON'T have a "Make Payments" tab at the top of the page
 - a. Click on the "Customer Service" tab at the top of the page
 - b. Under "Account Maintenance," click on "Change User Profile"
 - c. Click on "Your Link with Bill Payment" and then click "Submit"
 - d. This should cause a "Make Payments" tab to appear at the top of the page; see next steps below
3. When logged in, if you DO have a "Make Payments" tab at the top of the page
 - a. Click "Make Payments" tab on top of page
 - b. Review the disclosures and click "I Agree"
 - c. Choose the account you would like as "Default" and "Submit"
4. You are now ready to pay bills the easy way! Click on "Make Payments" and set up your first Payee to pay a bill.
5. Once you have completed the above steps on our website, you can also pay bills via smartphone. Login to the Dedham Savings Mobile App, click the "+" then "Pay Bills" to get started.
6. Note that the Bill Pay system will automatically know if your payment should be sent out electronically or as a paper check. If by check, the system will send the check for you. Your "Pay By" date for electronic payments will appear as 2 business days to deliver, for paper check payments, it will typically appear as up to 5 days away. The amount of your payment will come out of your account immediately upon scheduling the payment.

What Can You Use Bill Pay For?

- Pay a person or a business
- Schedule bills to pay now, in the future, or on a recurring basis
- View payee history
- Set up Alerts about your bills
- Download transactions to Quicken

Need More Help From An Expert?

Give us a call during business hours at 781.329.6700 or 800.462.1190.



www.dedhamsavings.com