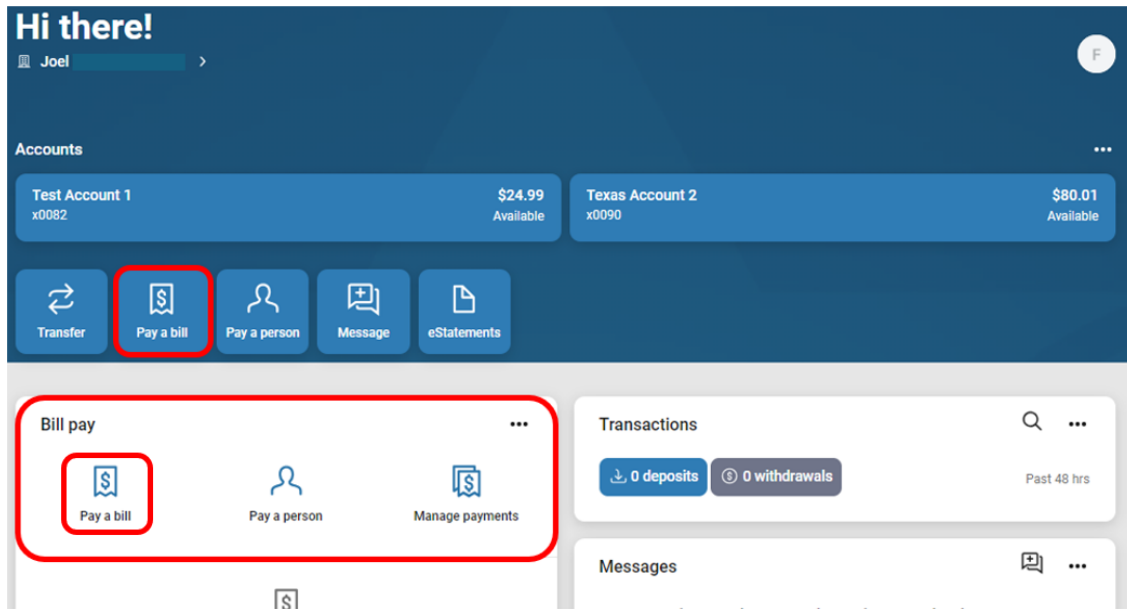


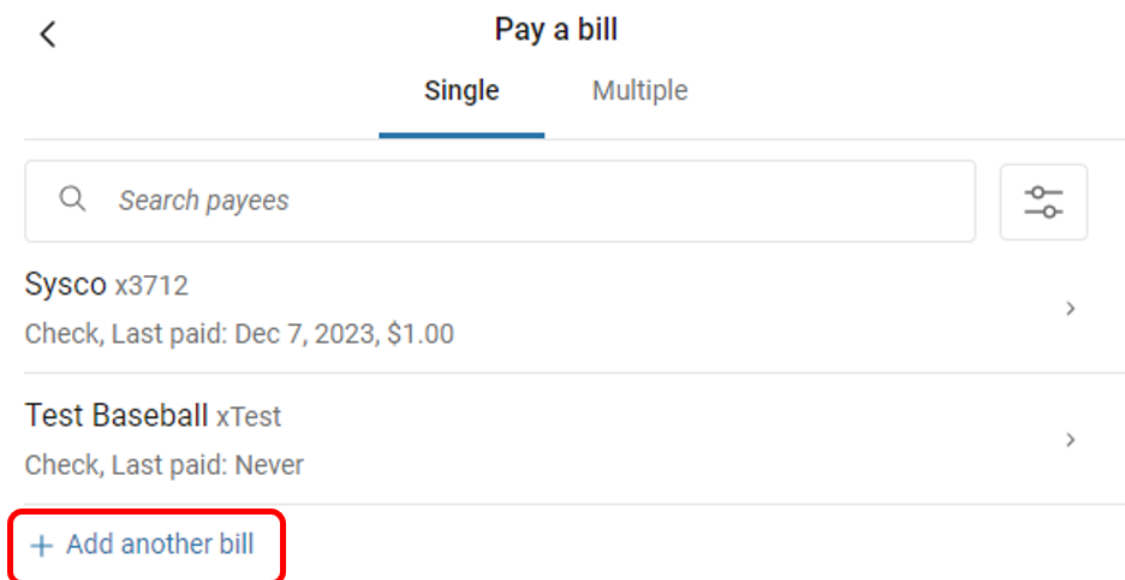
## How to Pay a Company using Bill Pay

Log into online banking at <https://my.texasgulfbank.com/login>

Pay a company by either **selecting the Pay a Bill tile** or by scrolling to the Bill Pay section of online banking and **select Pay a Bill**.



The Pay a bill screen will display. This is where new company can be added. To create a new company to pay, select **+ Add another bill**.



Fill in the boxes on this page with the payee's information. Then press the **Submit** button.

< Add a bill

---

Payee name

Payee nickname (optional)

Phone number

Account number

Name on bill (optional)

**Payee address**



Street line 1

Street line 2 (optional)

City State Zip

Submit

Confirm adding the payee by **re-entering your credentials**.



Confirm your credentials to continue

Password

|

---

Confirm password

A confirmation that your payee has been added. Now that the payee has been added, click the **Pay this bill** button to make a payment.



**Si Environmental LLC has been added**

Add another bill

Pay this bill

I'm done

On this screen, enter the amount you would like to pay. Below the submit button, how the payment will be sent, and the arrival date will be displayed. To see more options, click on **More options**.

< **Payment**  
Si Environmental LLC

From Primary Checking  
x0082

---

Amount

---

**More options**

Submit

**Sends today by check, arrives by Jul 16**

\*\*Pay a Company payments will be sent by check or electronically, depending on whether the company accepts electronic bill payments. iPay (not the customer) determines whether "Pay a Company" payments are sent via check or electronically. If a payment is sent by check, the funds will not be debited from the account until the payee has negotiated the check.

Options to select the frequency, when to send the payment, and to add memo notes or comments can be done by **clicking on the options you would like to change on the right side of the screen.**

< **Payment**  
Si Environmental LLC

From Primary Checking  
x0082

---

Amount \$

---

Frequency **Once** >

---

Sends **Today** >  
Arrives by Jul 16

---

Notes **Add memo or comment** >

Hide options

**Submit**

Payment will be made by check

Once the payment options are selected and the payment amount is entered, click the **Submit** button to send the payment.

< **Payment**  
Si Environmental LLC

From Primary Checking  
x0082

---

Amount \$

---

Frequency **Once** >

---

Sends **Today** >  
Arrives by Jul 16

---

Notes **Add memo or comment** >

Hide options

**Submit**

Payment will be made by check

A confirmation that the Bill pay has been submitted will display. Click on the **Done** button to return to the list of payees.



Payment submitted

Si Environmental LLC

**\$1.00**

Standard delivery, by check

Send on  
● Jul 10  
Estimated arrival  
○ Jul 16

From Primary Checking

Done

The new payee will be on the list of established payees for future payments.

< **Pay a bill**

Single Multiple

Search payees

**Si Environmental LLC x1800**  
Check, Scheduled: Jul 10, \$1.00 >

Sysco x3712  
Check, Last paid: Dec 7, 2023, \$1.00 >

Test Baseball xTest  
Check, Last paid: Never >

+ Add another bill