

## **General Automatic Deposit/Bill Pay Set Up Information**

The following is a general guideline for setting up online automatic bill pay at your bank. Banks vary, and every online banking interface is also going to be different.

For additional concerns about how to setup automatic bill pay, please contact your bank directly.

- 1) Log in to your online banking.
- 2) Select "Bill Pay."
- 3) Select "Add Payee or Bill."
- 4) Enter the applicable information for St. Aidan's Anglican Church. Our mailing address is P.O. Box 5925, Kansas City, MO 64171 and our office phone number is 816.605.5233.
- 5) In the account number field, please include your phone number.
- 6) Select "Recurring Payment." Enter the appropriate dollar amount and frequency.
- 7) Select "Finish" or "Add Bill."