

## Switch Your Bill Payments (Debits)

*Follow along these simple steps to setting up your free Online Bill Payments.*

- 1 To register, log into Online Banking by visiting harborstone.com, click on **Sign Up Today** and follow the instructions on the screen to register.
- 2 Once logged into your Online Banking, select the **Bill Payment** tab at the right hand side of the **Account Summary** tab. Review and accept the **Electronic Fund Transfer Disclosure**.
- 3 Allow Bill Payment 1 to 2 business days to validate your checking account. Once this time has passed, you may click on the **Funding Account** link under **Bill Payment** tab to verify Bill Payment has been validated.
- 4 Start setting up your payees by selecting **Make Payments** and **Pay Someone New**. Use your most current invoices and statements to enter the payment address and account number information for all of the payees you wish to pay.
- 5 After setting up your payees, click on the **Make Payments** link and enter the amount and date in which you need the bill to be sent.
- 6 You may print the confirmation screen that includes the summary of your payment and the confirmation number.