Setting up Bill Pay with Your Bank

1. Sign on to your online banking site
2. Locate the tab for "bill pay" or "transfer and pay"
3. Locate the sub tab "pay bills" or something similar
4. Locate the link or tab "add payee"
   a. Note: We(SASD) will not be in the searchable list. You will have to click the "add payee manually" link or tab
5. Type in the Payee name: San Andreas Sanitary District
6. Type in our address: P.O. Box 1630, San Andreas, CA 95249
7. Type in your account number
8. Click Save
9. A new screen should appear the account is set up now it's time to set up payments
10. On this next screen you can make a onetime payment or you can set up recurring payments
11. **Onetime Payment**
12. Enter amount you would like to pay
13. Enter the date you would like the payment to be sent
    a. Note: Please allow for **5 to 7 business days** for the payment to reach our office
14. Verify payment amount
15. Click Pay or Submit
16. **Recurring Payments**
17. After you set up SASD as your payee click on the tab or link "Recurring Payments"
18. Type in the amount you want to send each time
19. Select the frequency you want the payment to be sent
20. Select a start date for your first payment
21. Select an end date when you want the payments to stop
22. Click save