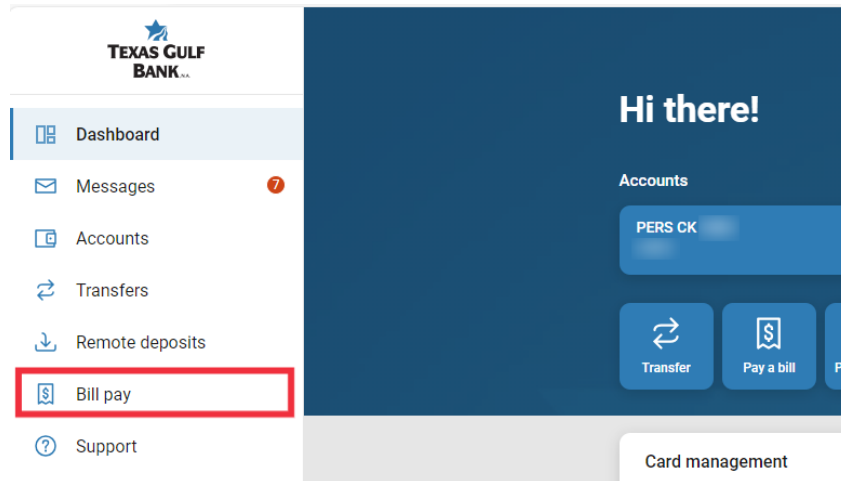


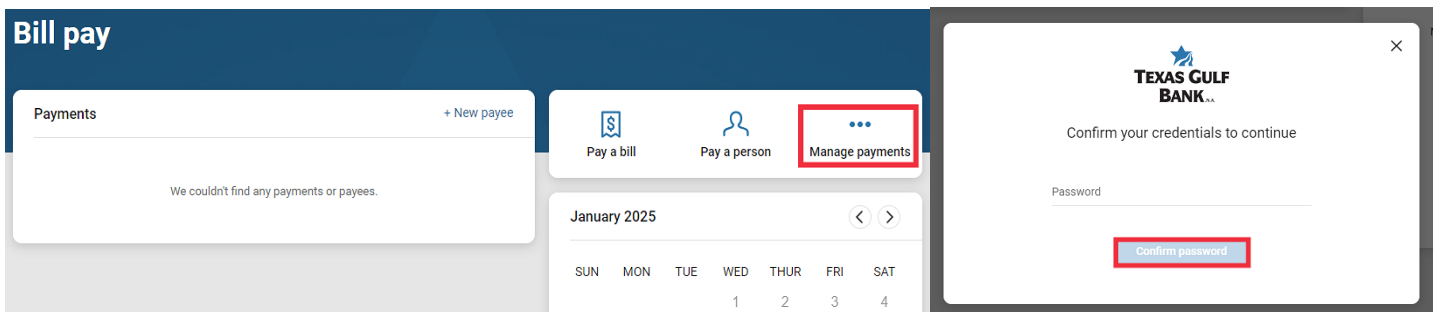
How to Add an Account on Bill Pay (Business)

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

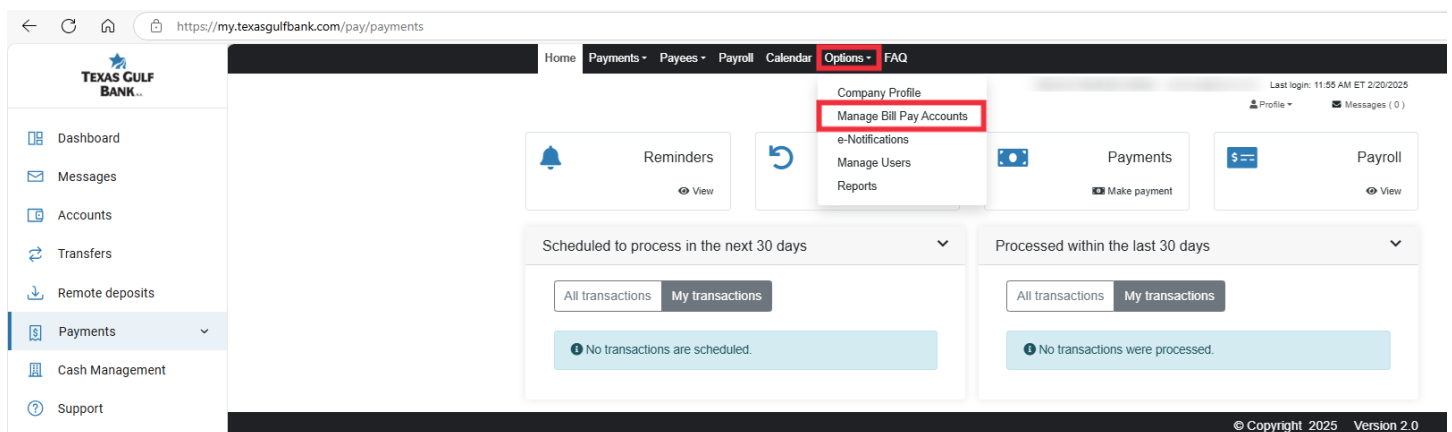
Click on **Bill Pay** from the menu options on the left.



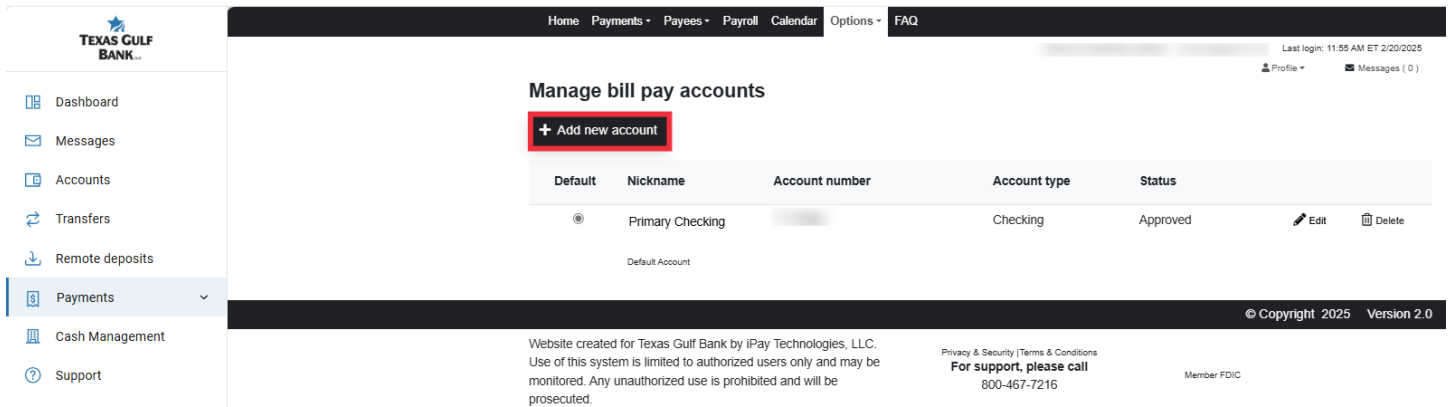
Click on **Manage Payments**. Re-enter your credentials.



Once on the Bill Pay main page, go to **Options** located on the menu at the top, then click on **Manage Bill Pay Accounts**.



Once on the Manage bill pay accounts screen, click on **+ Add new account**.

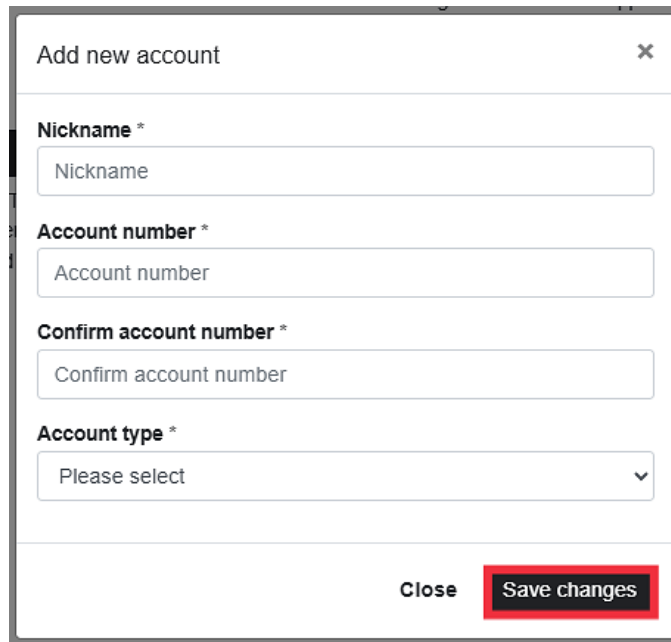


The screenshot shows the 'Manage bill pay accounts' interface. On the left is a sidebar with navigation links: Dashboard, Messages, Accounts, Transfers, Remote deposits, Payments (selected), Cash Management, and Support. The main content area has a top navigation bar with links: Home, Payments, Payees, Payroll, Calendar, Options, and FAQ. Below this, the 'Manage bill pay accounts' section features a '+ Add new account' button highlighted with a red box. A table below the button lists existing accounts:

Default	Nickname	Account number	Account type	Status	
☒	Primary Checking	[Redacted]	Checking	Approved	Edit Delete
Default Account					

At the bottom of the page, there is a footer with copyright information and a version number: © Copyright 2025 Version 2.0.

Fill in the account information of the account being added. Then click **Save changes**.

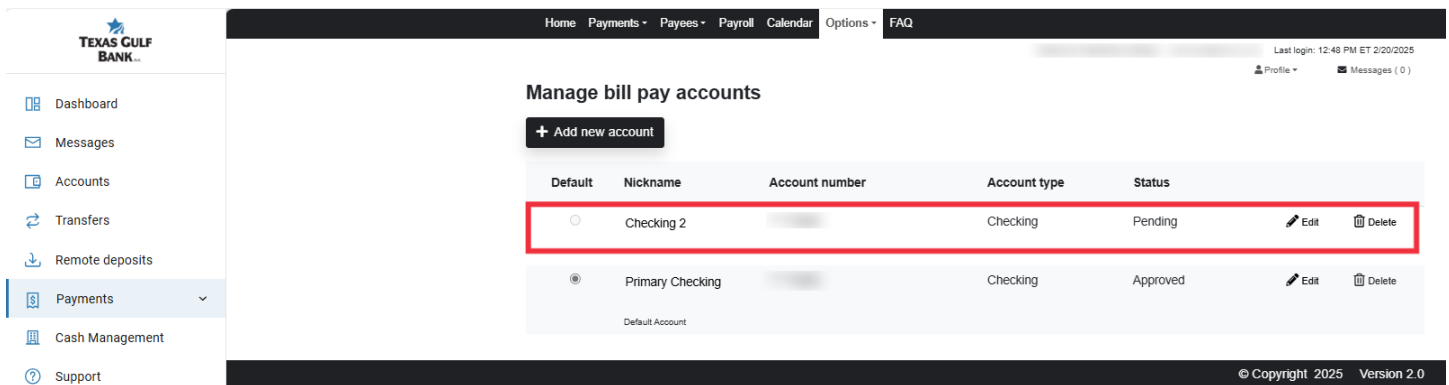


The 'Add new account' modal form contains the following fields:

- Nickname ***: Text input field.
- Account number ***: Text input field.
- Confirm account number ***: Text input field.
- Account type ***: Dropdown menu with 'Please select' as the current selection.

At the bottom right of the form, there are two buttons: 'Close' and 'Save changes' (highlighted with a red box).

The account will now appear on the Manage bill pay accounts screen.



The screenshot shows the 'Manage bill pay accounts' interface after a new account has been added. The table now includes a new entry, 'Checking 2', which is highlighted with a red box:

Default	Nickname	Account number	Account type	Status	
☐	Checking 2	[Redacted]	Checking	Pending	Edit Delete
☒	Primary Checking	[Redacted]	Checking	Approved	Edit Delete
Default Account					

The footer remains the same: © Copyright 2025 Version 2.0.

Accounts added will not be immediate. It can take up to 3 business days for processing