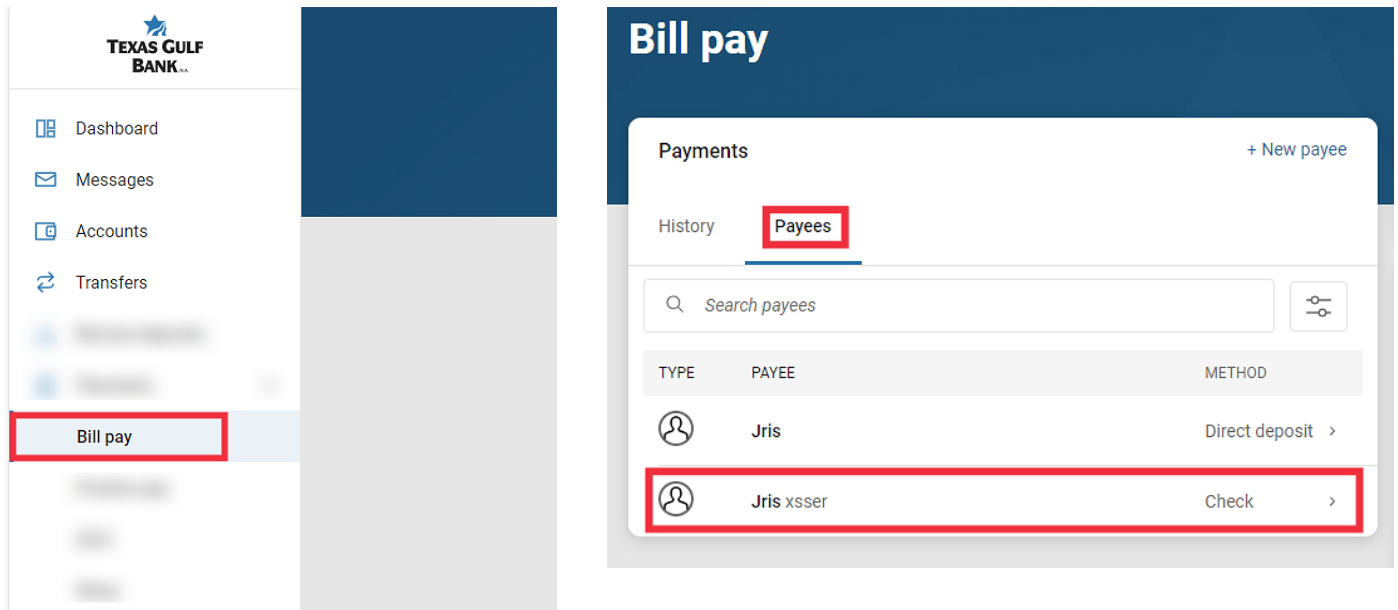


## How to Edit/Delete Payees and Payments in Bill Pay

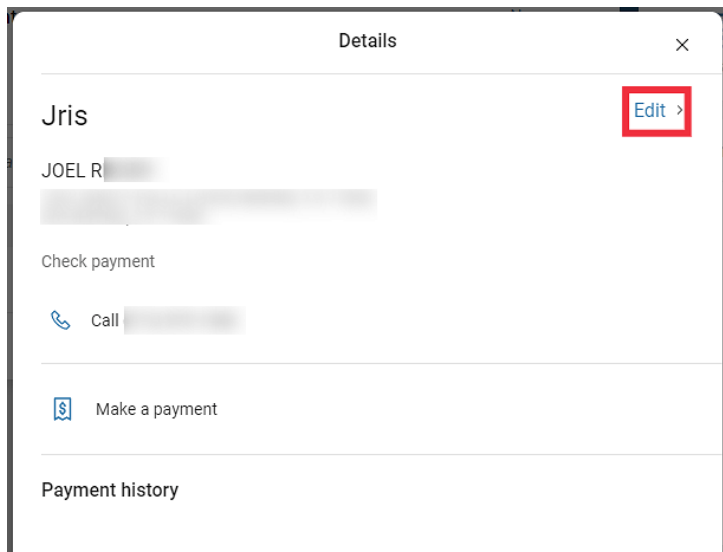
Log into online banking at <https://my.texasgulfbank.com/login>

**To edit or delete a payee:** On the left, click on **Bill Pay**. From the Bill Pay screen, click on **Payees**. Then, select the **Payee** you wish to edit or delete.

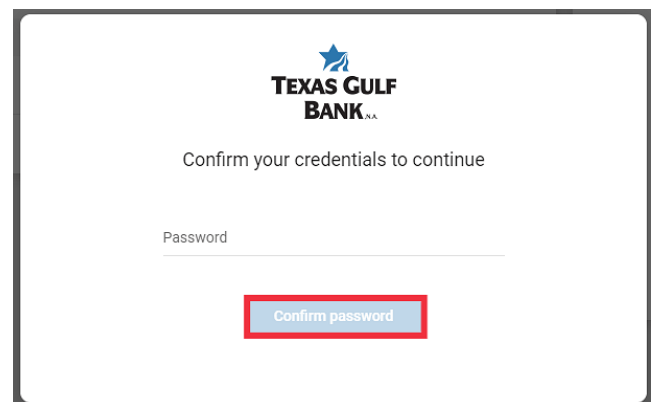


The screenshot shows the Texas Gulf Bank online banking interface. On the left sidebar, the 'Bill pay' option is highlighted with a red box. The main content area is titled 'Bill pay' and contains a 'Payments' section with a '+ New payee' link. Below this, there are tabs for 'History' and 'Payees', with 'Payees' selected and highlighted with a red box. A search bar labeled 'Search payees' is present. Below the search bar is a table with columns 'TYPE', 'PAYEE', and 'METHOD'. The table lists two payees: 'Jris' with 'Direct deposit' as the method, and 'Jris xsser' with 'Check' as the method. The 'Jris xsser' row is highlighted with a red box.

Once on the Details screen for that payee, click on **Edit** in the upper right corner. Then, **confirm your credentials to continue**.



The screenshot shows the 'Details' screen for the 'Jris' payee. The name 'Jris' is at the top, followed by 'JOEL R'. Below this, there are options for 'Check payment' and 'Call'. At the bottom, there is a 'Make a payment' button and a 'Payment history' link. An 'Edit >' button is located in the upper right corner of the details section, highlighted with a red box.



The screenshot shows the 'Confirm your credentials to continue' screen. It features the Texas Gulf Bank logo at the top, followed by the text 'Confirm your credentials to continue'. Below this is a 'Password' field. At the bottom, there is a 'Confirm password' button highlighted with a red box.

On this screen you will have the ability to make any changes if needed then click **Save**. If needing to delete the payee, click on the **Trash Can Icon** in the upper right corner. The delete payee screen will appear. Click **Delete**.

<

Edit payee

Check



First name

JOEL

Last name

R

Nickname (optional)

Jris

Phone number

Payee address

Street line 1

Street line 2 (optional)

City

State

Zip

Default pay from account

Primary Checking

If you have more than one account with bill pay enabled, you may select a different account to use with this payee.

Save Changes



Delete payee

Are you sure you want to delete JOEL RISSER?

Cancel

Delete

**To edit or delete a payment:** From the main bill pay screen click on **History**. Select the payment you wish to make the changes to. The details of the payment will populate. Click **Edit**.

Payments

+ New payee

History

Payees

Q Search payments

| DATE   | PAYEE | STATUS    | AMOUNT   |
|--------|-------|-----------|----------|
| SEP 26 | Jris  | Scheduled | \$1.00 > |

Scheduled

X

Jris

\$1.00

Edit >

Standard delivery, electronically

Send on

Sep 26

Estimated arrival

Sep 27

From

Primary Checking

?

Attach to a conversation

On this screen you will have the ability to make any changes if needed then click **Save**. If needing to delete the payment, click on the **Trash Can Icon** in the upper right corner. The stop payment screen will appear. Click **Yes**.

<

Edit payment

Jris



From

Primary Checking

x0082

Amount

\$

1.00

Sends

Today

Arrives by tomorrow

Notes

Add comment

Save

Payment will be made electronically



Stop payment

Are you sure you want to stop this payment?

Cancel

Yes

A confirmation the payment has been stopped. Click **OK**. The status will also be updated on the Payments screen.



Payment stopped

Ok

Payments

+ New payee

History

Payees

Q Search payments

| DATE   | PAYEE | STATUS                                                                                        | AMOUNT   |
|--------|-------|-----------------------------------------------------------------------------------------------|----------|
| SEP 26 | Jris  |  Stopped | \$1.00 > |