BILL PAY
How To Download Payments and Payees

1. **Log into online banking app > go to "Bill Pay"**

2. **Click the drop down "I want to" and choose "View Payments"**

I want to

📠 Pay Bills

📷 Pay with Picture

🖥 View Payments

👤 Pay a Person

⚙ Update my Preferences

➔ Log Off
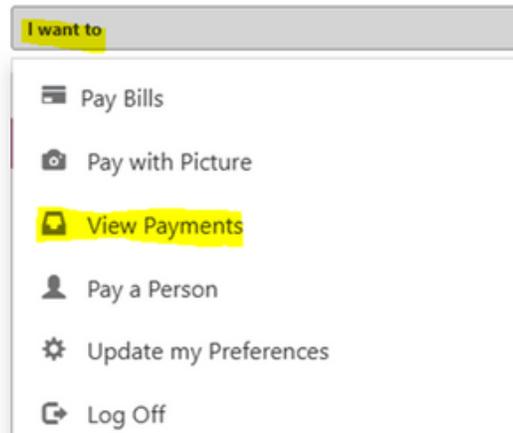
3. **Click the "Recent Payment Tab"**

Scheduled   Recent

| Send On | Estimated Deliv... | Amount | Pay From | Method | Type | Recurring | Memo |
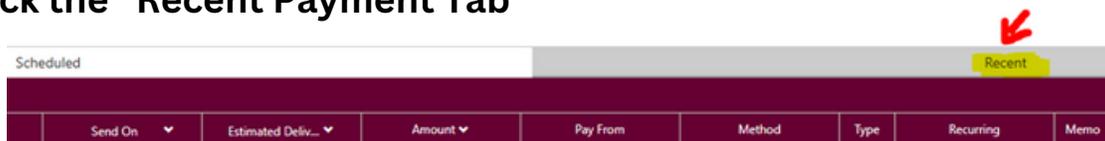
4. **Click "Export" at the top right corner.**   ⤴ Export

5. **Fill out the export options. We recommend the following options:**
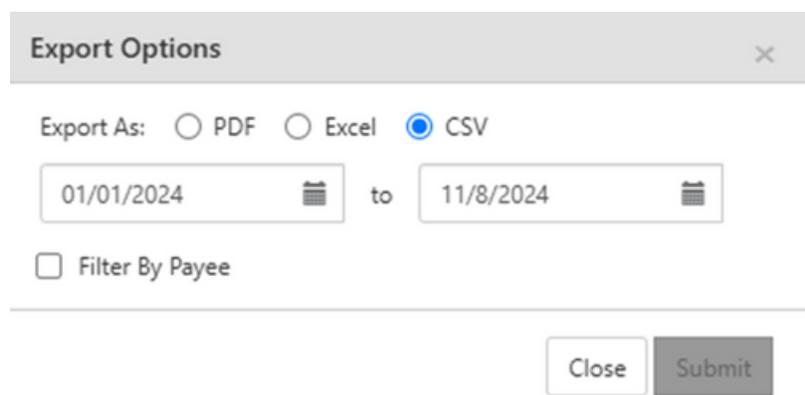
Export Options   ×

Export As: ○ PDF   ○ Excel   ● CSV

01/01/2024 📅   to   11/8/2024 📅

☐ Filter By Payee

Close   Submit

6. **Click "Submit" and download the file.**

This will give you all the information for any payments you have made during this time period including name, address, account number of the payees.

Security
—State Bank.