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New Bill Pay Grouping

Payee Grouping allows you to categorize your billers in the **Pay Bills** section of the **Payment Center**.

- Up to 60 Payee Groups can be created. If you attempt to add additional groups beyond this maximum, you are prompted to delete one of the existing groups.

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Create a Group

1. Click the Add/Manage Groups link.
2. In the **Group Name** field, enter the group name, i.e. Credit Cards.
3. Click the **Add Group** button.

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Managing Payee Groups

Assigning a biller to a group

1. Click the Change Group drop down box.
2. Select the group name.

Once the biller(s) are assigned to the desired group(s), you will click the **Return to Payment Center** link or button.

Updating a group name

1. Click the Rename Group link.
2. Enter the new name.
3. Click the **Save Changes** link. To remove the group, click the **Delete Group** link

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