



THE FASTER, EASIER AND MORE SECURE WAY TO PAY BILLS.

## Step 1 **e**enroll in **e**Personal Banking

To use eBillPay, you will need to enroll in our ePersonal Internet banking product. Visit our website, [www.chemicalbankmi.com](http://www.chemicalbankmi.com), and click on ePersonal Banking found below the eLogin. Then select the “Enroll Now” link located under the login boxes. Follow the instructions for the two-step registration process to enroll.

## Step 2 **e**enroll in **e**BillPay

eBillPay enrollment is combined with the ePersonal registration process for new ePersonal Banking customers. Existing customers without eBillPay may click on eBillPay in the menu bar to register at any time.

## Step 3 Pay bills with **e**BillPay

Once you receive a Welcome Email from our eBanking team, go to [www.chemicalbankmi.com](http://www.chemicalbankmi.com), click on ePersonal Banking and follow the steps below:

1. Log in to your account with the User ID and Password you selected during registration after receiving your Welcome Email.
2. Next, click on “eBillPay” in the menu bar.
3. Enter the person or business name in the “Pay someone new” box. If the payee is already listed, they accept electronic payments (2 business day delivery). If you need to add the payee, the payment will go by check (5-7 business day delivery).
4. Once your payee has been added, you can begin making payments. Enter your payment amount and send date and click on “Pay.”

### **e**Personal Banking allows you to:

- View details of multiple accounts online building up to 18 months of history
- Transfer funds between accounts and pay loans
- View check images
- Set up balance alerts
- Export to Quicken/Money
- Order checks and Savings Bonds

### **e**BillPay Benefits:

#### More control over your finances

- Pay your bills when you want, 24 hours a day, 7 days a week
- You decide who to pay, how much and when

#### Conveniently manage your finances

- Pay anyone anytime, from your utilities to your landscaper
- Get organized- pay and manage all your bills on one site

#### Save time by paying all your bills in just minutes

- No more stamps or trips to the mailbox
- Have more time for family, friends, and doing what you enjoy most

## Need help?

Contact us at (866) 804-4592 or [eBanking@ChemicalBankMI.com](mailto:eBanking@ChemicalBankMI.com)



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