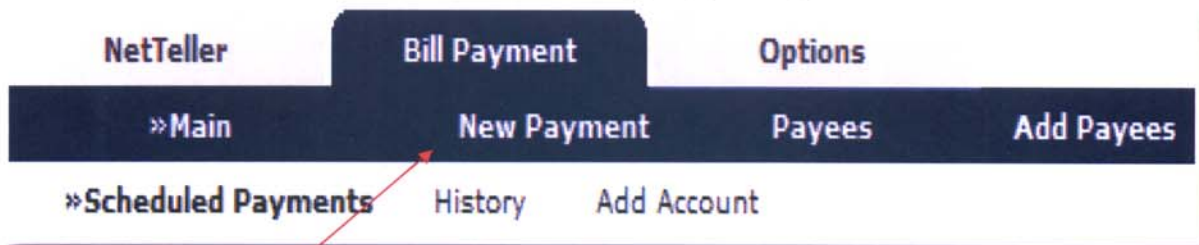
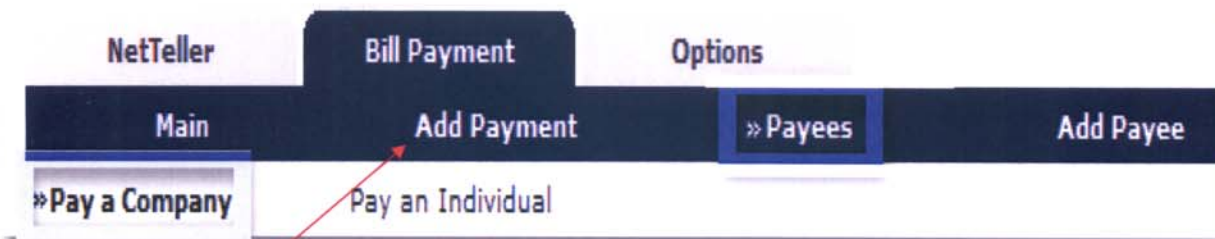


Change a one time payment to a recurring payment



1. Choose New Payment:



2. Choose Add Payment:

Pay from account:

Payee:

Amount: .

Memo:

Alert when payment is processed:

Frequency:

Payment Date:

Payment Description:

3. Choose Payee from drop down box:

4. Choose Frequency.

Choices are One-Time, Weekly, Bi-Weekly, Monthly, Semi-Monthly, Quarterly, Annual, Semi-Annual.