

Add a Payee in Memberdirect



Step 1: Log into online banking

Step 2: Click on Payments tab on left hand side of the screen

Step 3: Click on Add Payee

Pay Bills

[Add Payee](#) | [Delete Payee](#) | View: [Recent](#), [Scheduled](#), [Pending Approval](#)

Select the account you wish to pay your bill(s) from. Click on the **Pay** box for the bill(s) you wish to pay. Select a **Payment Date** (today or a date in the future) for each bill. Or, select **Schedule a Recurring Payment** to create a regularly recurring payment.

Payments made after approximately 10:30 PM may not be settled until the next business day. Vendor settlement times vary, to ensure your payments are received before the due date we recommend you process your payments at least 3 days prior to the due date.

Online Banking > My Accounts

My Accounts

[View Account Activity](#)

[View e-Statements](#)

[View e-Documents](#)

Payments

Transfers

Business Services

Account Services

Profile and Preferences

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Partner Links

[Investia](#)

Step 4: Search for Cambridge Mercantile Corporation

Add Payee - Step 1

[Delete Payee](#)

Search for a new payee by name or browse by type.

Payee Name

[Go to My Accounts](#) | [Return to Pay Bills](#)

Step 5: Select Cambridge Mercantile Corporation

Add Payee - Step 2

[Delete Payee](#)

Add a payee by clicking on the payee name.

C
[Cambridge Mercantile Corporation](#)

Step 6: Add in Account Number

Add Payee - Step 3

[Delete Payee](#)

Payee

Account Number

| [Cancel](#)

Below is the rule for account numbers for Cambridge Mercantile Corporation, if accounts are not properly formatted set up will not work.

Account Number Format »

Step 7: Click Submit. Payee has now successfully been added