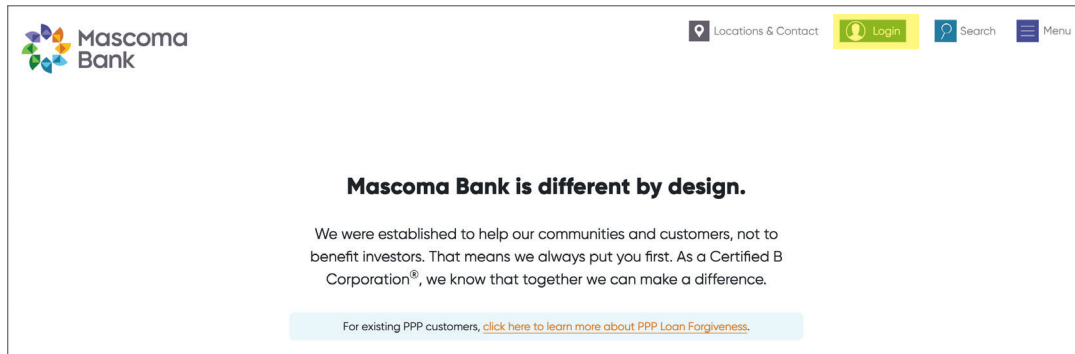


Add a new payee (recipient) to bill payer on Mascoma Bank Digital Banking

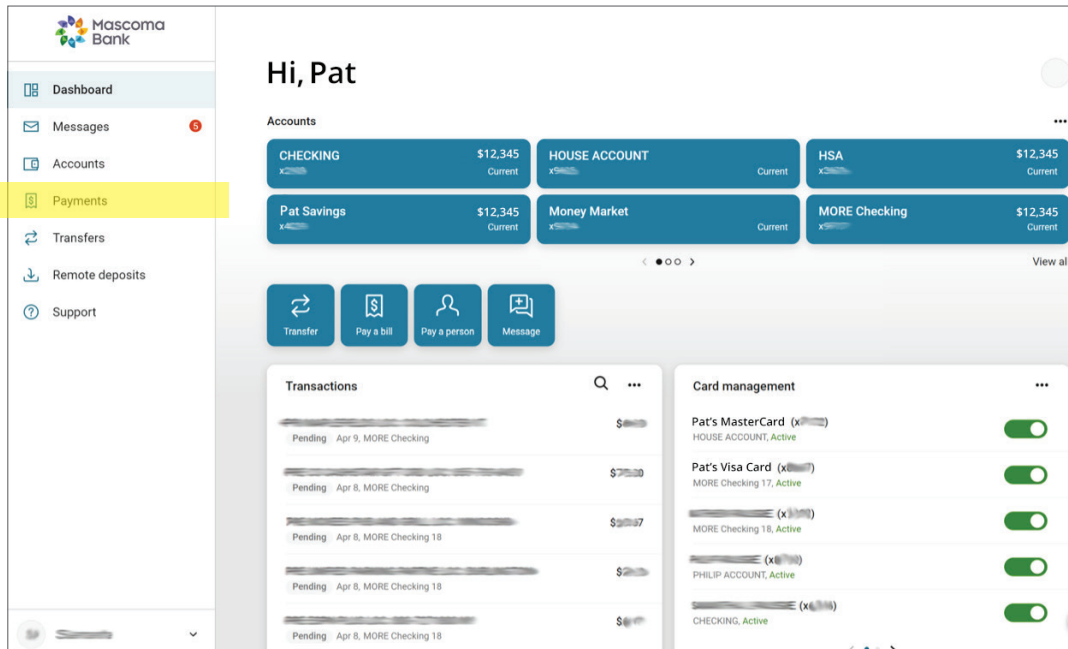
1

Visit MascomaBank.com and click the green [Login](#) button at the top of your screen.



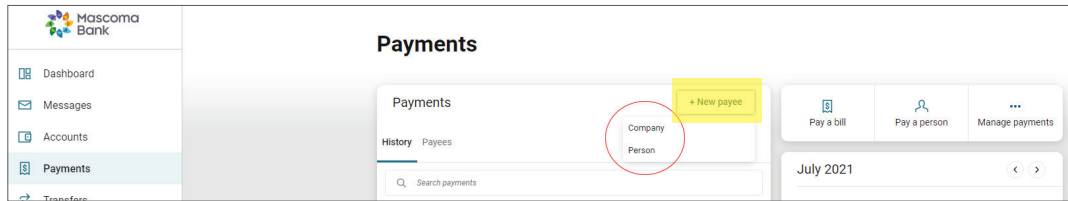
2

From the dashboard, select "Payments" from the menu.



3

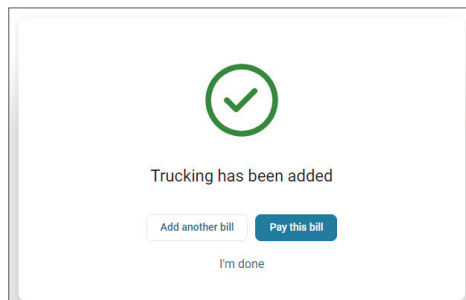
Click "+ New payee" in the upper right section of the Payments block and select either "Company" or "Person" from the dropdown menu.



4

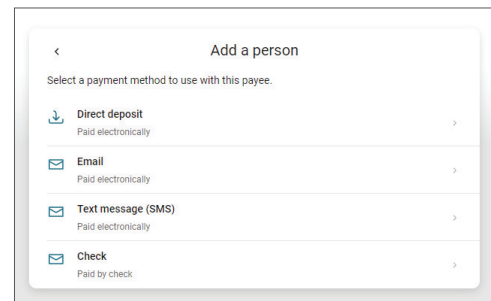
For a Company payee:

- Enter the company information.
- Click "Submit."
- Confirm your password.



For a Person payee:

- Choose the payment method



1. Direct Deposit goes directly to the payee's account.
2. Email sends the payee an email prompting them to confirm a keyword. They then enter account information for a transfer.
3. Text sends the payee a text message prompting them to confirm a keyword. They then enter account information for a transfer.
4. Check mails the payee a paper check.

- Fill in the necessary information.
- Click "Submit."
- Confirm your password.

