



# WASHINGTON TRUST®

## Hiding & Deleting Payees in Bill Pay

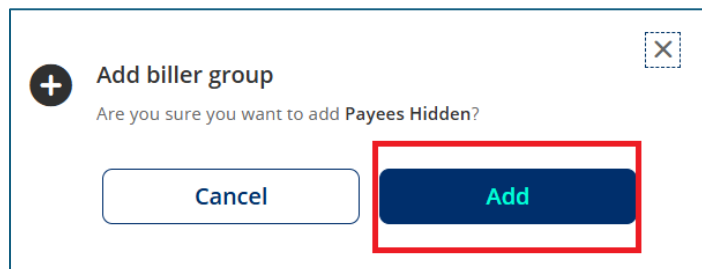
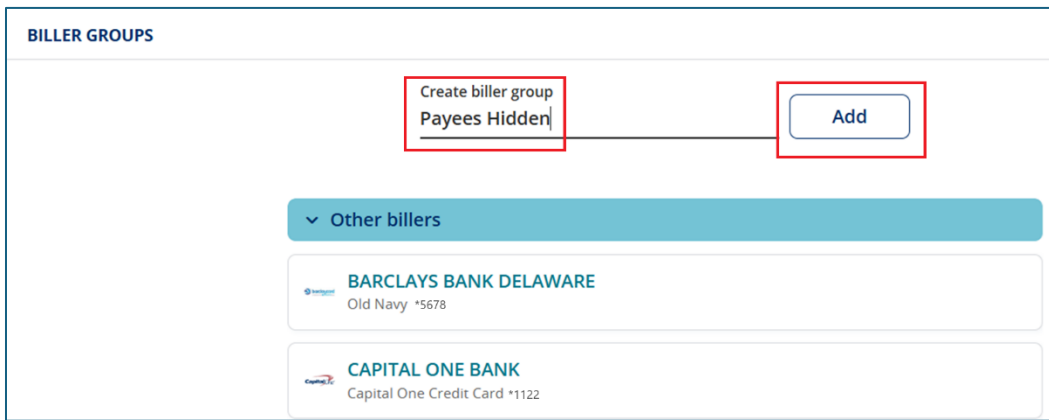
### To hide payees:

- From the Bill Pay screen, toggle the “Groups” on/off toggle to “On”, then click “Create”

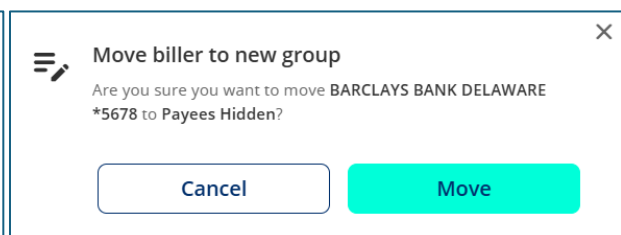
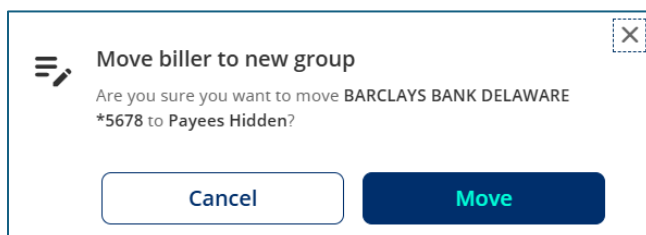
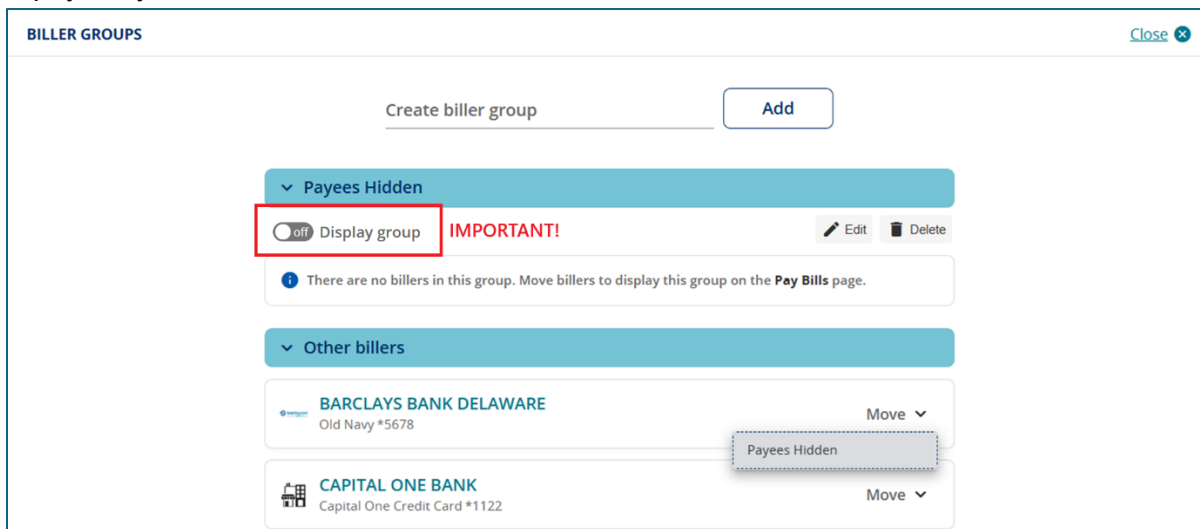
The screenshot shows the 'PAY BILLS' tab selected. At the top, there is a search bar for existing billers and an 'Add biller' button. Below this is a section for multiple payments with a 'Clear all' button. The 'Unpaid bills' section shows a message: 'You don't have any unpaid bills at this time.' The 'My billers' section has a toggle switch for 'Groups' set to 'off', which is highlighted with a red box. To the right of the toggle is a 'Sort by' dropdown. Below the toggle is a search bar for adding new billers and a 'Find my bills' button. The list of billers includes 'CHASE CREDIT CARD' and 'CHASE MASTERCARD & VISA', each with a 'Pay' button. A red box highlights the 'off' toggle in the 'My billers' section.

This screenshot is identical to the one above, but the 'Groups' toggle switch is now set to 'on', which is highlighted with a red box. Additionally, a 'Create' button has appeared next to the 'Groups' label, also highlighted with a red box. The rest of the interface remains the same.

- Under Biller Groups, create new Biller Group name and click Add, also click Add when popup appears



- IMPORTANT STEP – keep Display Group as “off” so it doesn’t show on your main Bill Pay page
  - You can now go through your list under Other Billers and select Move, and confirm the Move on the popup.
- Once you are done moving payees, return to the Bill Payment screen and you should only be left with the payees you want visible.



- If at any time you need to “unhide” or pay a hidden payee as a one off, you can either move them back to the Other Billers section or create a one-off payment without un hiding.

**PAY BILLS**    **ACTIVITY**

Search existing biller

**Need to make multiple payments?**  
Select the checkboxes for the billers you want to pay. When finished, choose "Pay selected billers" to review and submit your payment or select "Clear all" to unselect them.

**Unpaid bills** ⓘ  
ⓘ You don't have any unpaid bills at this time.

My billers  Groups

## To delete a Payee:

- Hover over payee name and select

▼ Other billers

**CHASE MASTERCARD & VISA**  
Amazon Visa \*4662  
Last payment Processed Jan 14 for \$200.00

**ULTAMATE REWARDS MASTERCARD**  
Ultra \*9637

💡 Get your electronic statements and payment reminders here with eBills. >

**Visa Card**  
Visa Card \*1222

- Within the Biller details, select Edit Biller

**BILLER DETAILS**


**Visa Card**  
Visa Card \*1222  
123 Main St.  
WESTERLY RI 02891  
Phone: (800) 555-1212

**Autopay**  
Add automatic payments so your bill is always paid on time.

**Reminders**  
Let us remind you when your bill is due.

- At the bottom of the page, select Delete Biller

**EDIT BILLER**

 **Visa Card**  
Visa Card \*1222

**Account information**

**Biller name**  
Visa Card [Edit](#)

**Account number**  
\*1222 [Show](#) [Edit](#)  
For your protection we only show part of your account number.


**Nickname**  
Visa Card [Edit](#)

**Mailing address**  
123 Main St.  
WESTERLY, RI, 02891 [Edit](#)

**Phone number**  
(800) 555-1212 [Edit](#)

[Delete biller](#)

- Confirm deletion of biller on popup

 **Delete Visa Card \*1222 ?** ✕


Are you sure you want to delete this biller?

All pending payments will be canceled, including any automatic payments you've set up for this biller.

The funds that were already debited will be refunded to your funding account.

- Once deleted, you will be returned to the main Bill Pay page and see a green notification that your biller/payee has been deleted

**PAY BILLS** **ACTIVITY**

 **Visa Card \*1222 has been deleted.**