

# Instructions for adding the Consumer Bill Pay Get Started Landing Page link

## Step One: Determine where to place the Consumer Bill Pay Get Started Landing Page

The first step is to determine where the Consumer Bill Pay Get Started Landing Page will be placed on your institution's website.

## Step Two: Get your Institution ID

For the remaining steps, you will need your assigned Institution ID number, which is a numeric code such as 1234 or 12345. If you do not know your Institution ID number, please contact your bill pay administrator.

## Step Three: Copy the code

Copy the code and place it into the desired location on your page.

## Step Four: Add your Institution ID

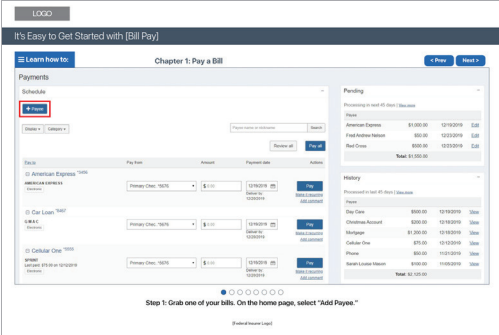
Replace the red **XXXXX** in the code with your Institution ID number. Do not use leading zeros (example: 001234). 42358

## Step Five: Replace the example link text

Replace the red **Example Link** in the code with the text you want to appear on your web link. The Consumer Bill Pay Get Started Landing Page link will now appear on your website.

Bill Pay

# Consumer Bill Pay Get Started Landing Page link

<p>Links to: <b>Consumer Bill Pay Get Started Landing Page</b></p>  <p>The screenshot shows a web interface for bill payments. At the top, there's a 'LOGO' and a navigation bar. Below that, a 'Learn how to' section is visible. The main content area is titled 'Chapter 1: Pay a Bill'. On the left, there's a 'Payments' section with a red box around the 'Add Payee' button. Below this, there are sections for 'Add Payee' and 'Add Payment'. On the right, there's a 'Pending' section with a table of pending payments and a 'History' section with a table of payment history. At the bottom, there's a progress indicator and a step instruction: 'Step 1: Grab one of your bills. On the home page, select "Add Payee."'.</p>	<p>Link code:</p> <pre>&lt;a href="http://pages.onlinebillpay-email.com/Consumer/BillPay/GetStarted?instID=XXXXX&amp;RC"&gt;Example Link&lt;/a&gt;</pre>
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