How to pay a bill with online bill pay. First, grab a bill. The select the "Add a payee" button. It's right on the dashboard. Next, select "Pay a company." Then simply enter the information for the company you want to pay. Now the payee you just added is listed on your dashboard. That means you can make a payment right away … or schedule one for a future date. And you can do it all from your dashboard. To make a payment, simply select the account you want to pay from. Then enter the amount of your payment. And the payment date. You can also choose to schedule recurring payments. It's a great way to take care of bills that are the same every month, like a cell phone or cable bill. That's because you set up recurring payments once. Then you'll never have to worry about missing a payment again. And that's how easy it is to pay a bill with online bill pay.