

Many banks offer online bill pay as a service. Please check with your specific bank.

Generally, to use online bill pay, log in to your bank's website/app, find the "Bill Pay" section, add companies (payees) with their account details, then schedule one-time or automatic periodic payments by entering the amount and choosing a delivery date, ensuring you have enough funds in your account. Most banks also allow you to set reminders and view payment history in one place, simplifying bill management.

Getting Started (One-Time Setup)

1. **Gather Info:** Have your bills ready with payee names, and addresses.
2. **Log In:** Access your bank's online banking or mobile app.
3. **Find Bill Pay:** Navigate to the "Bill Pay," "Pay Bills," or similar section.
4. **Add a Payee:** Click "Add Payee" or and enter details like their address and your Portal Account Number/Apartment Number (you only do this once per company).
 1. **Enter Details:** Input the payment amount and the "deliver by" date (the date you want it to arrive).
 2. **Choose Frequency:** Select if it's a one-time payment or set up automatic/recurring payments.
 3. **Schedule/Confirm:** Click "Pay" or "Confirm" to schedule the payment.

Key Features & Tips

Automation: Set up auto-pay for consistent bills like rent.

- **Timing:** Funds are withdrawn on the scheduled date, but allow 10 business days for delivery, especially for paper checks, as noted on the confirmation page. Once you have set up your Bill Pay, YOUR BANK WILL GENERATE A PAPER CHECK AND MAIL IT TO ITHACA RENTING COMPANY!
- **If you are having a check mailed, make sure to allow enough time for it to be created by the bank and mailed to IRC. Generally you should have the check issued by the bank at least 5 days before the due date to allow for mail delivery.**