



## How to Collect Your Payee Information

**Step 1:** Login myMcCoy and click on Bill Pay









**Step 2:** View Your Payment Center

**Step 3:** Click on the Icon next to the Bill you wish to obtain information from


**Payment Center**


**Send Money**

Pay From CHECKING [Organize My List](#) [Add a Company or Person](#)

	Ada Family Dentistry *555	\$ <input type="text"/>	<input type="text"/>	
		<a href="#">Activity</a>	<a href="#">Reminders</a>	<a href="#">AutoPay</a>
	CarePayment *555	\$ <input type="text"/>	<input type="text"/>	
		<a href="#">Activity</a>	<a href="#">Reminders</a>	<a href="#">AutoPay</a>
	CBCS *555	\$ <input type="text"/>	<input type="text"/>	
		<a href="#">Activity</a>	<a href="#">Reminders</a>	<a href="#">AutoPay</a>
	CBCS *555	\$ <input type="text"/>	<input type="text"/>	
		<a href="#">Activity</a>	<a href="#">Reminders</a>	<a href="#">AutoPay</a>

**Step 4:** Click Details

 Ada Family Dentistry  
\*555 [Details](#)

Amount \$  Deliver By  

[Rush Delivery](#)

[Activity](#) [Reminders](#) [AutoPay](#)

**Recent Payments**  
None

**Pending Payments**  
None  
[More Activity](#)


**Step 5:** Click Show to view full account number and further Payee details.

**Step 6:** Validate that you are not a robot.

Once you have done so, the following pop up should display:

### Ada Family Dentistry Details






Company

**\*Company Name**

**Nickname**

**Category**

Uncategorized 

[About adding categories](#)

**Account Number**

5555555

Hide


Change

**\*Address 1**

**Address 2**

**\*City**

**\*State**

MI 

**\*ZIP Code**

49301 - 0158

**\*Phone Number**

616 676 - 2223

**Mobile Number** (Optional)

**Step 7:** Document all necessary details listed on the *Payee Info Collection Form*.

And you're done!

Additionally, if you wish to remove a Payee for any reason, you can do so at the bottom of this pop-up by clicking "Remove (Payee Name)." Example found below:

Save Changes

[Cancel](#)

[Remove Ada Family Dentistry](#)