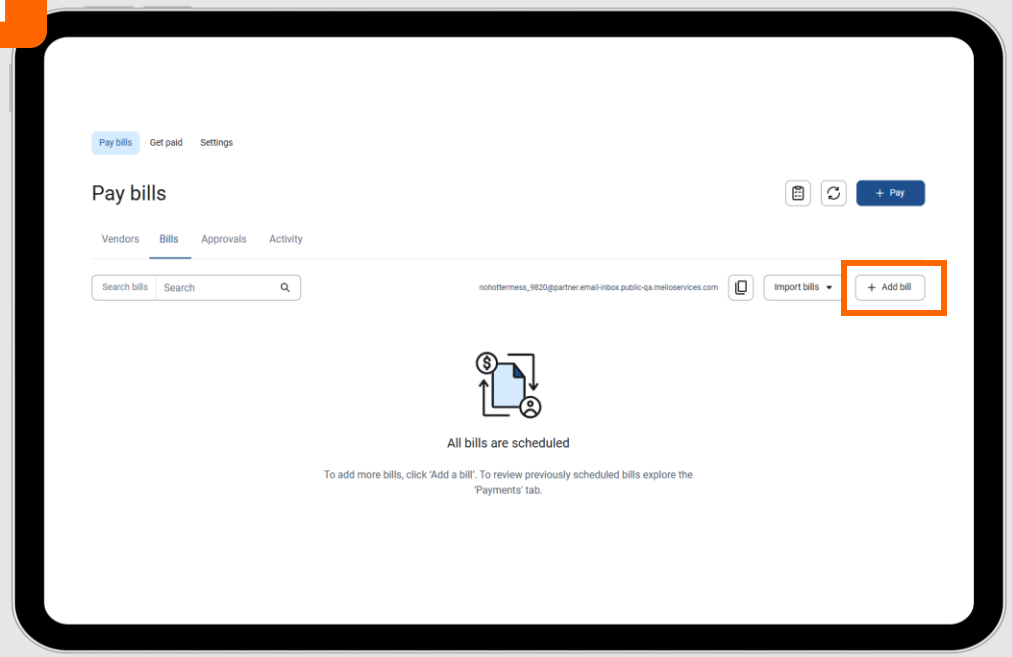
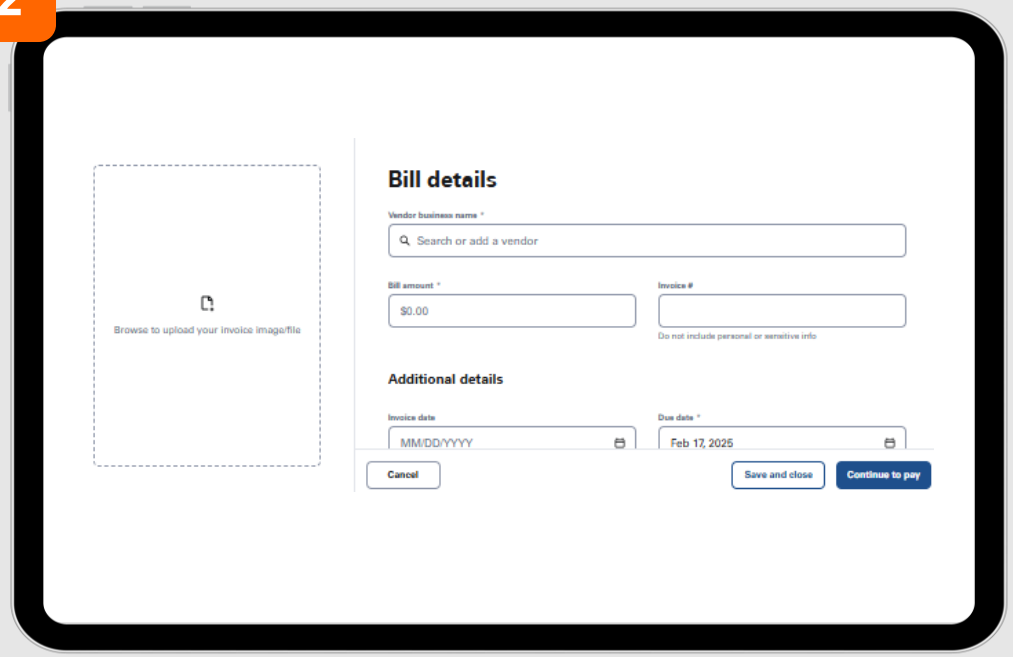
Pay Bills: Add a Bill Manually

1



From the "Bills" inbox, click "+ Add bill" button.

2



Fill in required fields.
Choose to either "Save and close" or "Continue to pay."
The bill will appear in the "Bills" inbox.

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