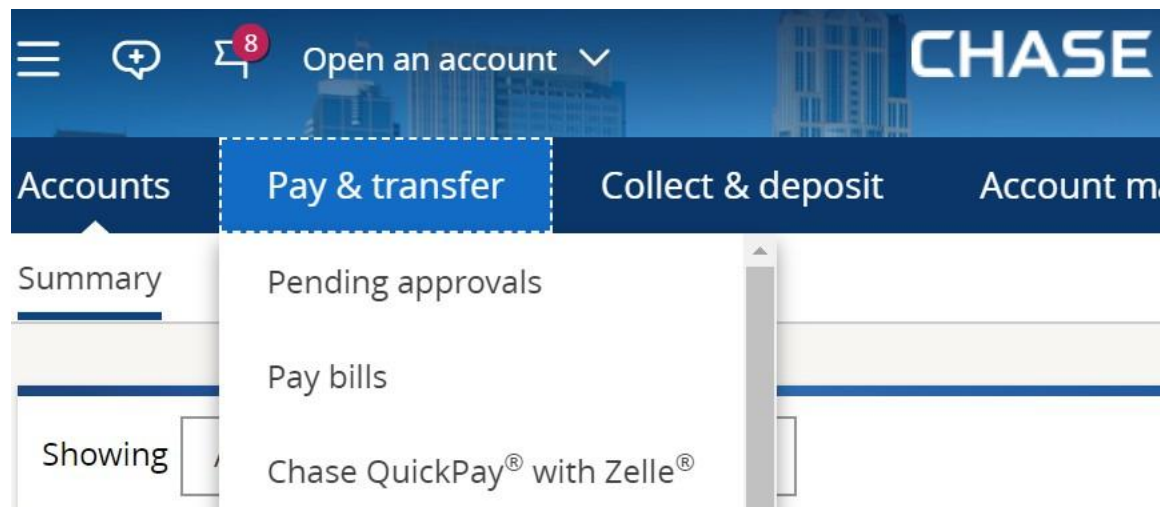
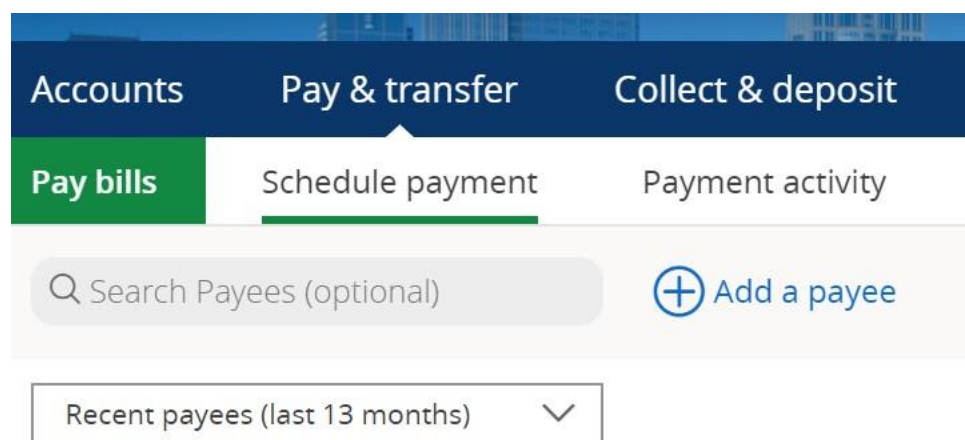


步驟一：找到 pay bill 功能



步驟 2：選擇 add a payee



步驟 3：輸入 機構名：Evangelical Chinese Church of Tacoma，銀行通常沒有列出我們教會的名字，因此以後的步驟都需要手工輸入。

## Add a payee

Pay all your bills in one place. Tell us your payee's name and we'll prefill as much info as possible. Please have your bill ready to fill out the payee's account number and ZIP code.

 ×  
Search suggestions  
Add "Evangelical Chinese Church of Tacoma" as a payee

步驟 4: 輸入郵編: 98499

## Tell us your payee's ZIP code

Payee name **Evangelical Chinese Church of Tacoma**

Payee ZIP code

5 digits +4 (optional)

We use the ZIP code to help us find your payee.

步驟 5: 選擇沒有帳戶名，在額外帳戶信息中輸入你的姓名，聯繫電話和電郵，以便我們收到支票後可以發送確認信息。

Tell us your account number as it appears on your statement or bill. If you don't have one, we'll ask for additional account info.

Account number

If your payee is a credit card company, tell us the number on your card.

Confirm account number

Don't have an account number?

Tell us info your payee can use to identify your account (for example: your billing address or type of service).

Additional account info

Cancel

Next

步驟 6: 這一步輸入教會地址: 7701 Lakewood Dr W, Lakewood, WA 98499

ⓘ We couldn't find an exact match. Please enter your payee information as it appears on your bill.

Tell us the account number as it appears on your statement or bill. For credit cards, use the number on your card.

Tell us the following info to set up your new payee.

Payee name

Paying a person? Try Chase QuickPay<sup>®</sup> with Zelle<sup>®</sup> >

Nickname (optional)

Pay-to address

Street address or P.O. Box

Address line 2 (optional)

City

State

ZIP code

5 digits

+4 (optional)

nt activity   **Manage payees**   Pay-from accounts ▾

Address line 2 (optional)

City

State  ▾

ZIP code   +4 (optional)  
5 digits

Phone number (optional)

Account number   
Enter it as it appears on your statement or bill.

Confirm account number

I don't have an account number with this payee.  
**Please type a memo using only letters, numbers and/or these characters:  
?!\$ %/() ,:~'**

Enter a message to your payee:

步驟 7: 確認添加。這一步成功添加 payee。以後就可以使用銀行直接寄支票給教會了。

Does everything look OK?

Payee name Evangelical Chinese Church of Tacoma  
Nickname None  
Pay-to address 7701 LAKEWOOD DR W  
LAKEWOOD, WA 98499-8670  
Phone number 253-474-2443  
Message your name,phone number, email  
Delivery method 5 business day paper check

More Payee Settings

Pay-from account CHASE PREMIER (...1597) ▼

Bill pay group (optional) Ungrouped ▼

Cancel

Back

Add payee