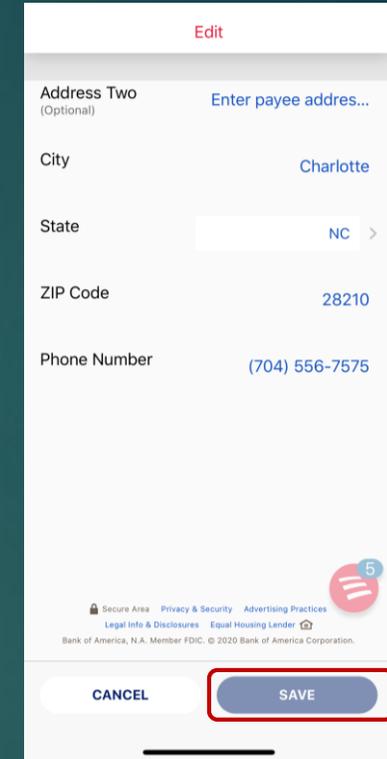
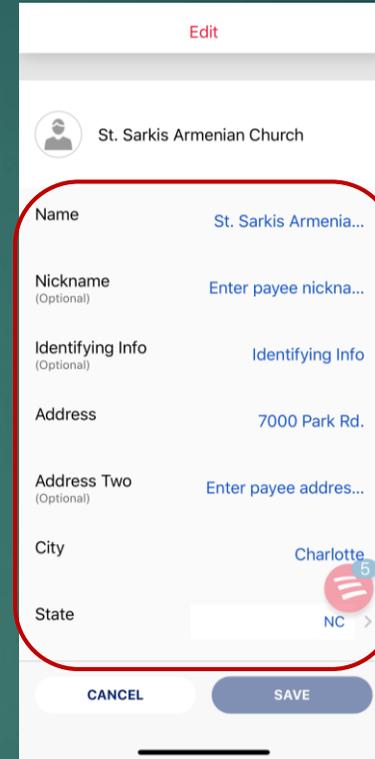
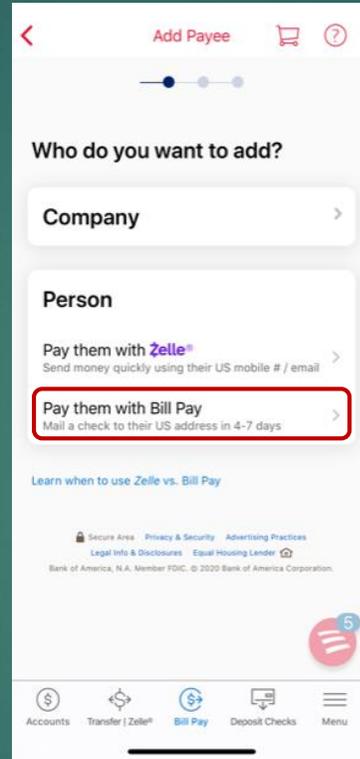
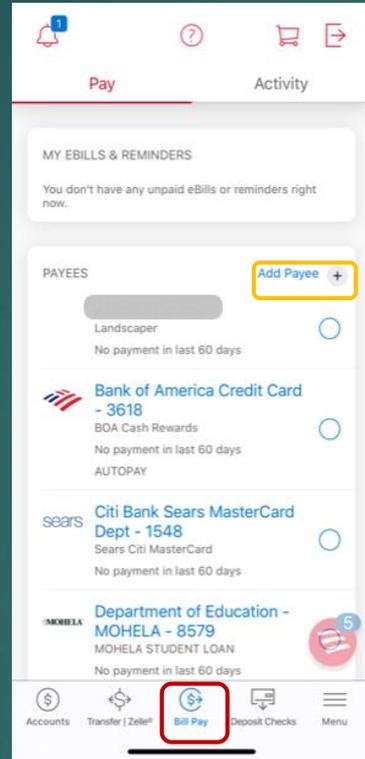
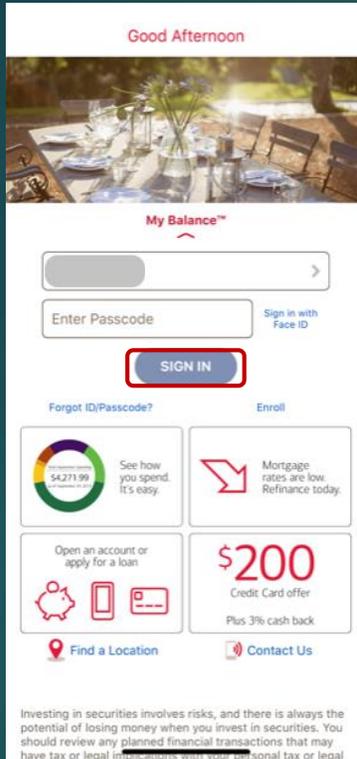


# Add St. Sarkis Armenian Church as Payee for Stewardship

Skip if you've already performed this step for St. Sarkis Armenian Church



1. Login to your bank's mobile app or online banking
2. Navigate to 'Bill Pay'
3. Click / Tap 'Add a Payee' (or similar)
4. Under 'Person' click/ tap 'Pay them with Bill Pay'
5. Fill out all of the necessary information (**Name, Address, Phone Number**)
6. Once complete, click/tap 'Save'

**DONE:** You have now added St. Sarkis Armenian Church as a Payee in your bank account.

## Add Payee & Set Up / Send Automatic Recurring Checks for Stewardship

### Add St. Sarkis Armenian Church as Payee

1. Login to your bank's mobile app or online banking
2. Navigate to 'Bill Pay'
3. Click / Tap 'Add a Payee' (or similar)
4. Under 'Person' click/ tap 'Pay them with Bill Pay'
5. Fill out all of the necessary information (**Name, Address, Phone Number**)
6. Once complete, click / tap 'Save'

### Set Up Automatic Recurring Checks for Stewardship

1. Open the Payee for St. Sarkis Armenian Church which you just set up
2. Click / Tap 'Add Auto Pay'
3. Fill out all of the necessary information (**Amount, Frequency, First Delivery Date, Duration, Memo, etc..**)  
**Note:** Make sure to click / Tap 'Add a memo' and type in 'Stewardship'
4. Once complete, click / tap 'Pay'

You have now set up automatic recurring checks to be sent to St. Sarkis Armenian Church beginning from the day which you selected.

**Note:** You can also send one of checks in the same manner. To do so follow the below instructions.