

Autopay Directions for several Banks

Bank of Colorado

Contact: Ashley Montano 970-704-1144

1. Log on to Online Banking
2. Click Pinnpay on top horizontal menu
3. Click bar "Add a company or Person"
4. Click "Charities"
5. Click "Other companies"
6. In company name type "Grace Church"
7. Enter account number 5930509268
8. Put in address listed above for Grace Church
9. Put in phone number 970-927-8833
10. Click "Add"
11. Grace Church will appear on Bill Pay Center
12. Click "Finished"
13. Enter the amount for each payment
14. Enter the date for the first payment
15. Click "Autopay"
16. Select frequency of payments on Drop Down menu (e.g. "monthly")
17. Select duration of payments either by designating a "stop" date or number of payments
18. Put in an email address where you would like to receive payment information
19. Click "Start Sending Payments"

Alpine Bank

Contact: Christine Bostick 970-927-3653

1. Log in
2. Click on Bill Pay tab on horizontal bar
3. Choose account to pay bills. Click "Continue"
4. Accept updated terms by clicking "Go"
5. Click on "Add a Payee"
6. On next screen click "Pay a Company"
7. Enter Grace Church and address above
8. Enter your account number.
9. Click "Next" to review payee information and click "Submit". Grace Church will appear on payments dashboard.
10. Add a payee screen appears. Click on "Pay a company". Click "Next".
11. Select "Mail a Check". Click "Next".
12. Go to "Payments Dashboard"
13. Find Grace Church and select.
14. Select "Make it recurring"
15. On next screen, choose the account to pay from, amount, the date of payment, the frequency, and the first payment date
16. Click "Submit"

U.S. Bank

Contact: 800-US BANKS (872-2657)

1. Log in to Online Banking
2. Page appears "My Accounts"
3. Click "Pay my bills" on left hand menu
5. Click "Add a New Biller"
6. Click "enter all the information for your bill" in Search for Biller column
7. Fill in address for Grace Church listed above
8. Put a "0" in for account number
9. Return to Pay Bills
10. Click on Grace Church which appears in Biller box
11. In Biller column at bottom click "Set Up Recurring Payment"
12. Fill in information on start date, amount, frequency, and duration.
13. Click continue.
14. Confirm