



# How to make Online Bill Payments

## STEPS

## INSTRUCTIONS

1



Log into VM Express Online, select **Payments and Transfers**, then select **Transfers and Payments**.

2



Click drop down arrow beside **Select Payment Type** and select **Bill Payments**.

3



Choose **Biller** and enter the payment amount.

4



Enter bill payment account number and click **Submit**.

5



Enter the one-time password (OTP) code sent via SMS text to your mobile phone. Confirm transfer. Multiple authorisation results will display.