

## **EFT/Bill Payee Instructions**

1. Login to your online banking
2. Navigate to the bill payment section and select “Add a Payee.”
3. Add NBIN as the payee.
  - \*\*\*Note – NBIN stands for ‘National Bank Independent Network.’
  - \*\*\*Note – only select the NBIN option, **NOT** ‘NBIN Financial Services.’
4. Navigate back to the bill payment section and select the previously added NBIN payee.
5. Make a bill payment to your account number (when entering the account number, use ALL CAPS, no spaces format, ex. 123ABC)
  - \*\*\*Note – you can find your account numbers on your MyPortfolioPlus Online Log-in, your monthly portfolio statements, or you can give us a call for assistance.