You can use this Online Bill Pay Checklist to document all online bill payments you'd like to move over or set up from your new South Shore Bank checking account.

1. Sign up for Home Banking at www.southshorebank.com
2. Log into Home Banking and select the account that you'll be using for paying bills. Click on the *Bill Payment* link.
3. Click *Add a Bill*. Select who you want to pay and continue. Type in the name of the biller and search. The system will search for commonly used merchants. If a match is found, click on continue to enter your payee account number. Otherwise, enter the applicable information using this Online Bill Pay Checklist.
4. Click *Add Bill*. You are now ready to schedule payments to this person or merchant. If you have other payees to add, click on *Add Another Bill*. Otherwise, click on *Finished*.
   - One-Time Payments can be set up through the *Payment Center* tab. Automatic recurring payments are set up through the *Manage My Bills* tab.

Payee Name	Payee Address	Payee Phone Number	Account Number

A Personal Banker Advisor will be happy to assist you in completing your switch. Call (781)682-3715 or visit one of our branch locations.