

# Making a Sterling Bill Payment Online? Let us show you how.



Sterling Online Bill Pay makes single and repeating payments within Sterling participating countries more convenient than ever.

In order to begin paying your local bills online, you need to enroll in Online Banking at **DoDCommunityBank.com** and be aware of the Payee Name, Sort Code, and Account Number for both yourself and the companies you regularly pay, such as landlords and utility services.

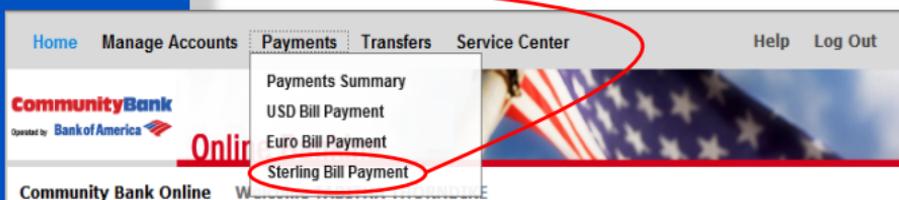
## Adding Payees

### Step 1

Log in to Online Banking.

### Step 2

Mouseover "Payments" in the main menu and select "Sterling Bill Payment" from the drop down menu.



### Step 3

Prior to making payment arrangements, you need to "Add Payee" under "Manage Sterling Payees". Fill in the necessary fields and click "Save Payee".

Home Manage Accounts **Payments** Transfers Service Center Help Log Out

Community Bank Online

Online Banking

Sterling Summary Single Payment Repeating Payment **Manage Sterling Payees**

Community Bank Online Welcome TABITHA THORNDIKE

Payee Name:\*

Payee Nickname:

Sort Code:\*

Confirm Sort Code:\*

Account Number:\*

Confirm Account Number:\*

\* indicates a required field

**CANCEL** **SAVE PAYEE**

### Step 4

Click "Confirm" and "Ok" on the following pages to finish adding the payee.

# Single Payment

## Step 1

To make a single payment, click “Single Payment” from the submenu. Fill in the required payment details and click “Send Payment”.

Sterling Summary **Single Payment** Repeating Payment Manage Sterling Payees

Community Bank Online Welcome

Display alternate field names in English

Looking for stateside USD Bill Payments? [Click here.](#)

If you have not set-up a payee please go to Manage Sterling Payees to set up a payee before submitting your payment.

Payee Name: \*

Last payment to payee: None

From Account: \*

Amount: \*  GBP at a rate of 1.2500 = USD 0.00  
(Example=xx,xxx,xx)

Send On: \*   Make Repeating

Reference: \*

## Steps 2 & 3

On the following pages, click “Send Payment” and “Ok” to verify and complete payment.

# Repeating Payments

## Step 1

To schedule repeating payments, click “Repeating Payment” from the submenu. Fill in the required payment details and click “Send Payment”.

Sterling Summary Single Payment **Repeating Payment** Manage Sterling Payees

Community Bank Online Welcome

Display alternate field names in English

Looking for stateside USD Bill Payments? [Click here.](#)

If you have not set-up a payee please go to Manage Sterling Payees to set up a payee before submitting your payment.

Payee Name: \*

Last payment to payee: None

From Account: \*

Amount: \*  GBP at a rate of 1.2500 = USD 0.00  
(Example=xx,xxx,xx)

Send On: \*

Reference: \*

Repeat: \*

Number of Payments: \*   Repeating, no end date

## Steps 2 & 3

On the following pages, click “Send Payment” and “Ok” to verify and complete payment.

For more information, visit:  
[DoDCommunityBank.com/Sterling](http://DoDCommunityBank.com/Sterling)

**CommunityBank**

Operated by **Bank of America**

Community Bank is operated through a contract between a commercial financial institution and the Department of Defense. Currently, the contractor is Bank of America, N.A. The Defense Finance and Accounting Service, in coordination with the Military Service banking representatives, is responsible for oversight and management of Community Bank.