# How to pay a bill in the RBC Mobile app

Welcome to the step-by-step guide of how to pay a bill in the RBC® Mobile app. We appreciate that you are taking advantage of the many easy and convenient ways you can bank with us, without having to go into a branch.
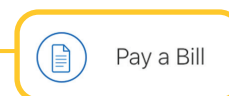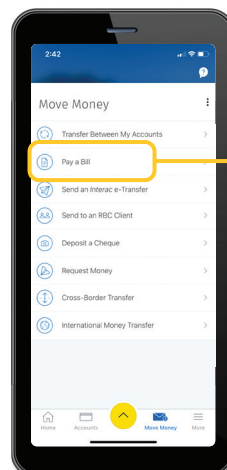
What you need before you begin

Make sure you've already enrolled in RBC Online Banking and downloaded the RBC Mobile app. You'll also need to have the bill you'd like to pay handy.
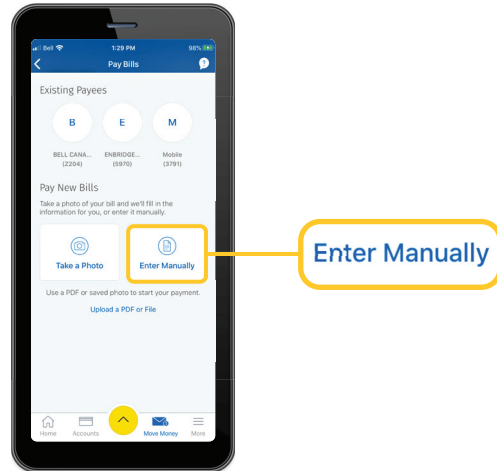
1 Once you've opened the RBC Mobile app and signed in, tap "**Move Money**" at the bottom of the page.
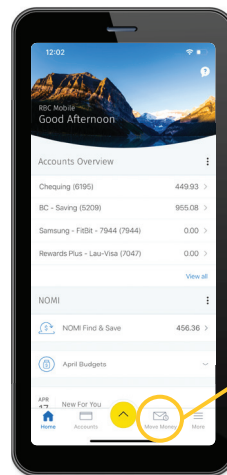
Move Money

2 On the Move Money screen, tap "**Pay a Bill**".
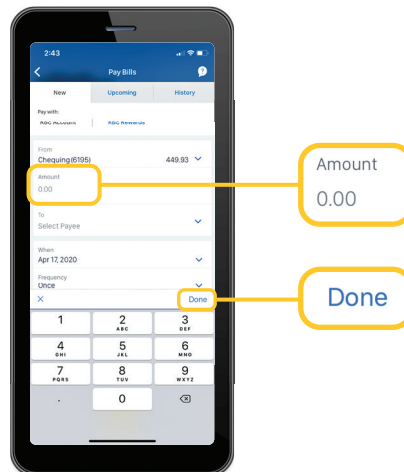
Pay a Bill

3 If you've paid this bill before, you may see the payee listed at the top under "**Existing Payees**". If you haven't paid this bill before, or you don't see the name of the payee you need, tap "**Enter Manually**".

Enter Manually

4 Once you see the Pay Bills screen, tap on the arrow to the right of "**Select Account**" and a list of your accounts will appear. Tap on the one you want to use to pay the bill.
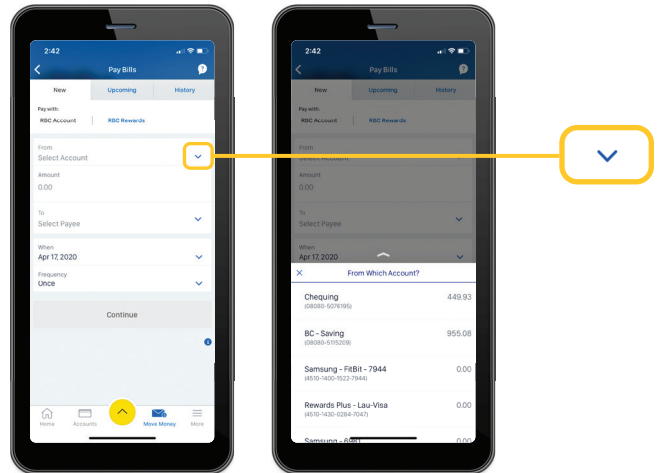

5 Next, tap "**Amount**" and a numeric keyboard will appear so you can enter the exact amount of the bill you'd like to pay. You may want to check the exact amount on your bill before entering it. When you're finished, tap "**Done**" in the right corner above the keyboard.


Amount

0.00

Done

6 Now tap the arrow next to "**Select Payee**", and a list of your existing payees will appear. If you've paid this bill before and selected them on the last page, you should see that payee in the list, and you don't need to do anything. Move straight to step 13.

If you haven't paid this bill before, or you don't see the name of the payee you need, tap "**Add**" on the right side.
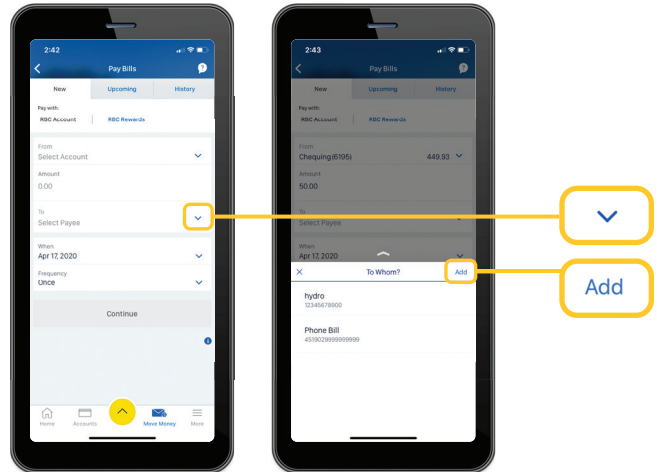
7 You should now see the Add Payee screen. Tap "**Search for a Payee**".
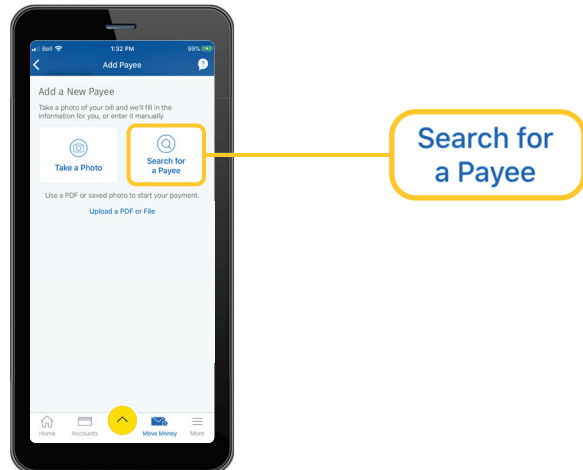
8 Now you can search for the company or person you need to pay. Start by tapping "**Search all payees**" at the top of the screen. Now, begin entering the name of the company you'd like to pay. As you type, you'll see names that match your search start to appear on the screen. When you see the payee you're looking for, tap on it.
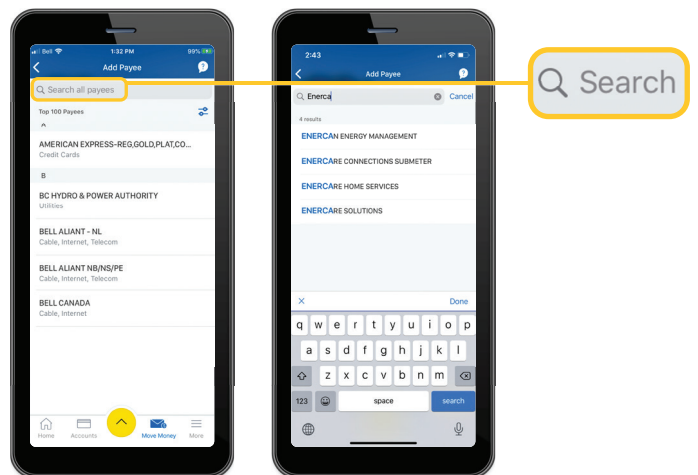
9 Now, double check that the payee name matches the name included on your bill. You can choose to enter a nickname for this payee (e.g. Energy Bill) to make it easier to find the next time you need to pay them, but this is optional.

Nickname
Energy Bill
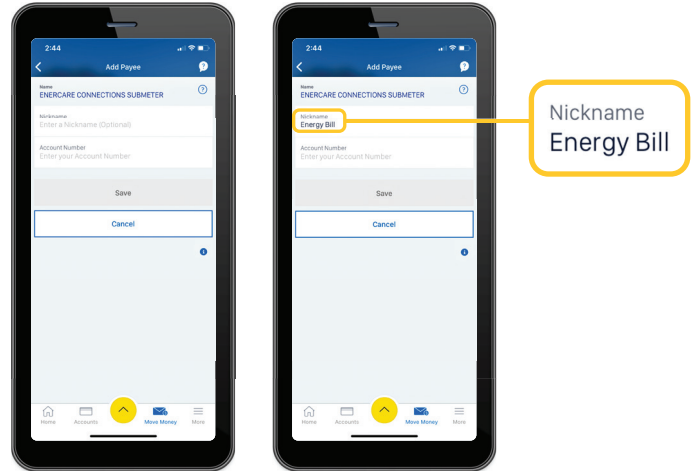
10 You'll need to enter your account number next. You can find this number on your bill, and tap on "**Account Number**" to enter it. When you're done, tap "**Save**".

If you tap on the question mark beside the company's name, you'll see some additional information on the account number length for that specific bill.

Account Number
236587535
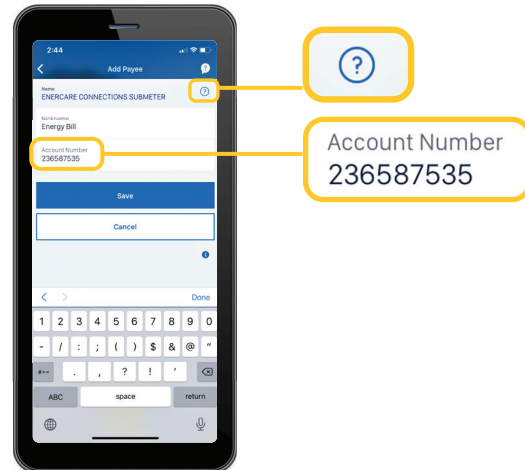
11 You'll now see a summary of the payee information on the screen. Take a moment to review this information, and if everything looks good, tap "**Save**". If you receive an error message, double check the company and the account number and repeat this step.
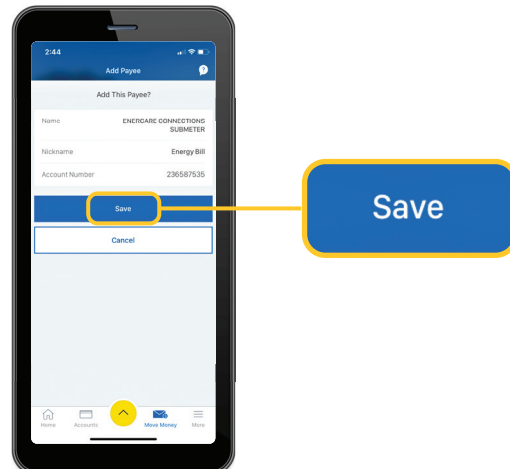
Save

12 Great – you've added a new payee! This payee will be saved and easy to find for any future payments and will automatically be populated in the "**To**" drop-down list.
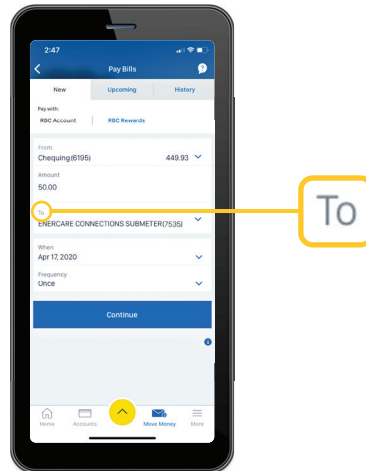
13 You'll now need to choose when you would like this payment to be made. If you want this to go out as soon as possible, you don't need to change anything.
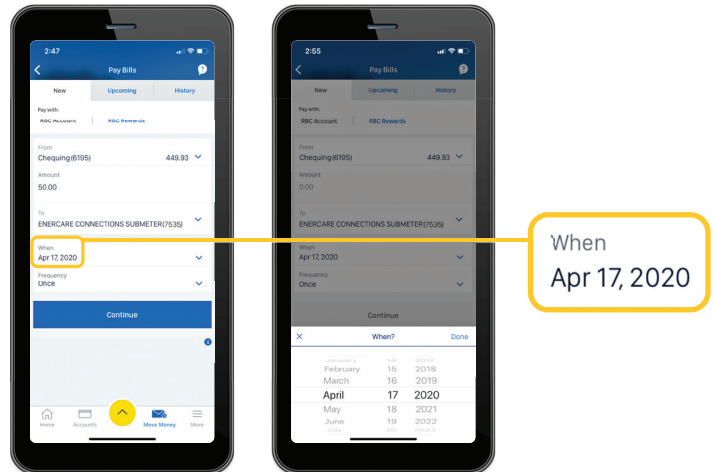
**14** Finally, is this a one-off payment, or do you want to set it up as a recurring payment? If it's a recurring payment, tap "**Frequency**" and choose how frequently you'd like this bill to be paid. When you're done, tap "**Done**".
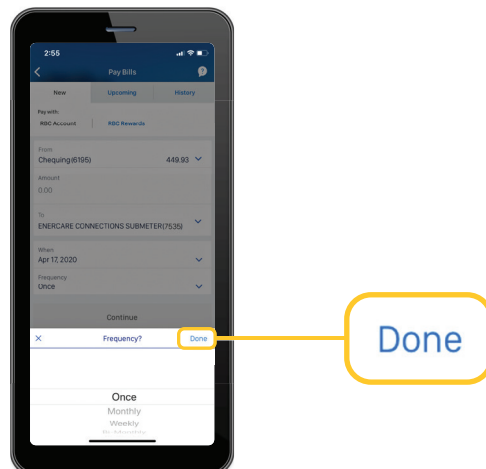
15 You'll now see a summary of your bill payment on the screen. Take a moment to make sure all the details are correct, and match the information to the information on your bill. If everything looks good, tap "**Pay Now**". If something doesn't look right and you need to make a change, tap "**Edit**" and repeat the previous steps.

Pay Now
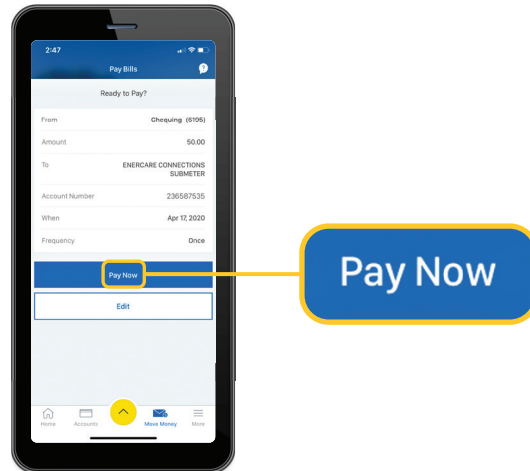
16 Great – your bill payment has been made! A confirmation screen will appear and a record of your payment will be available on the History tab; you can quickly access this tab by tapping "**View Past Payments**" on this screen.

View Past Payments
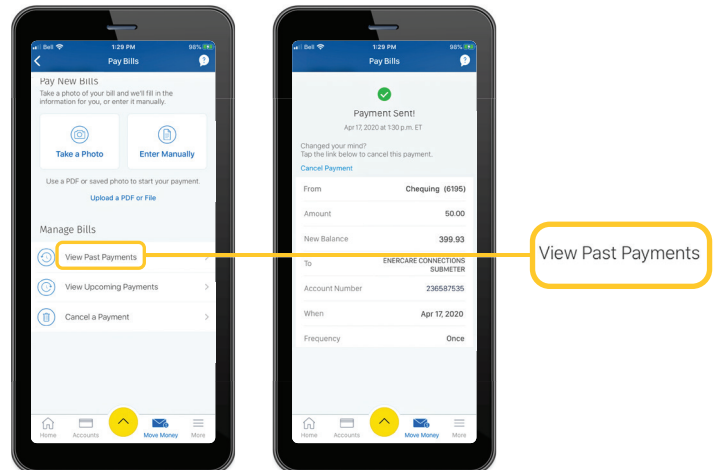
For more tutorials on completing banking transactions, visit rbc.com/howto.

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