Clicking **Payments** on the My Synovus[1] homepage takes you directly to the **Pay Bills** landing page. Here, you can initiate easy-to-follow processes to pay one or multiple bills[2], establish recurring payments, pay people with Popmoney, and add new recipients.
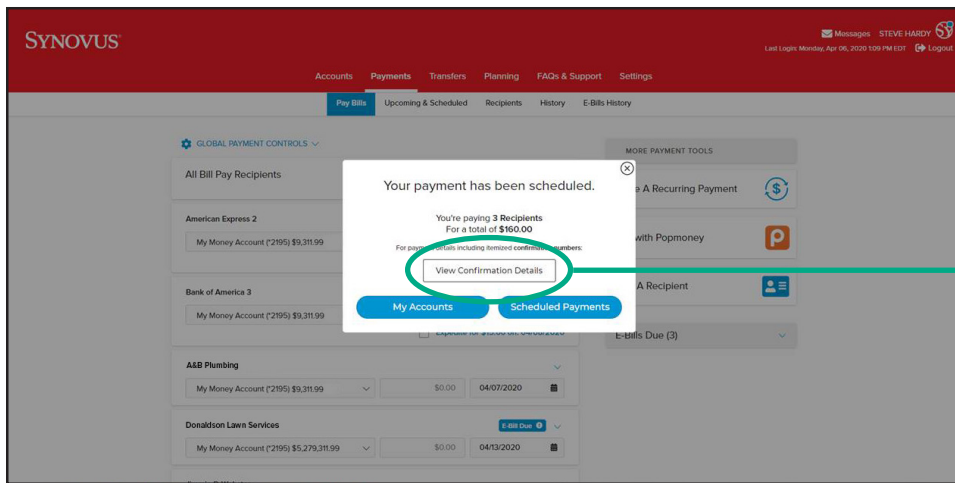
Viewing Payment Information

A Clicking the arrow (A) beside your recipient name will reveal options to view upcoming and past payments, the last four digits of the biller account number, method of delivery (electronic payment or paper check), and any e-bill information, if applicable.

Adding a Memo to a Paper Check

B If the method of delivery is a paper check, you can add a memo on the check by clicking the Add Memo icon (B) that appears after an amount is entered.

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Downloading and Printing Details

C After you have scheduled payments to be sent, click on the View Confirmation Details (C1) button to access, download and print (C2) your payment details, including confirmation numbers. You can also find this information for any pending payments under the Upcoming & Scheduled menu. For any processed payments, this information can be found under the History menu.
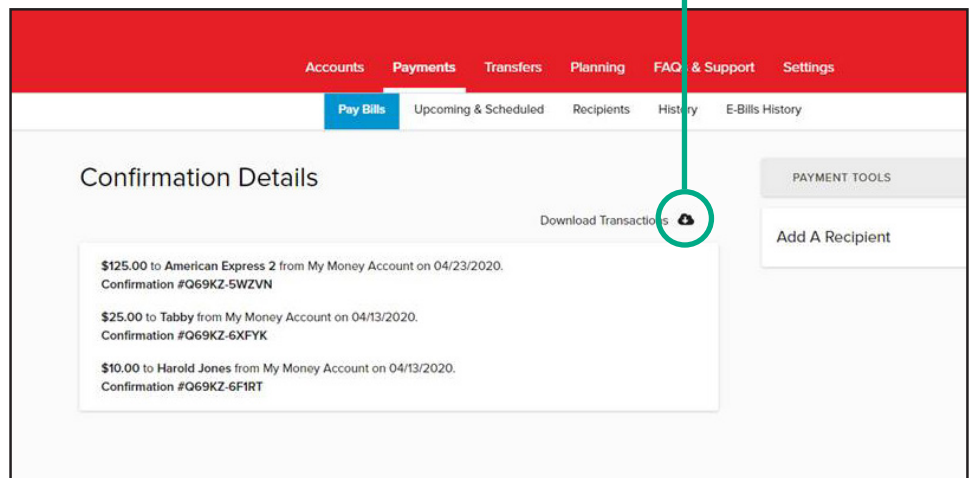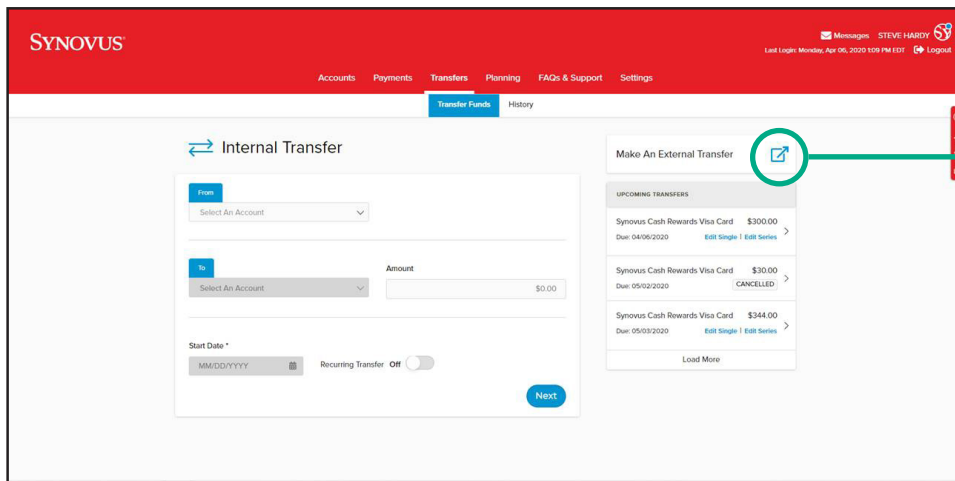
Editing or Deleting Payments
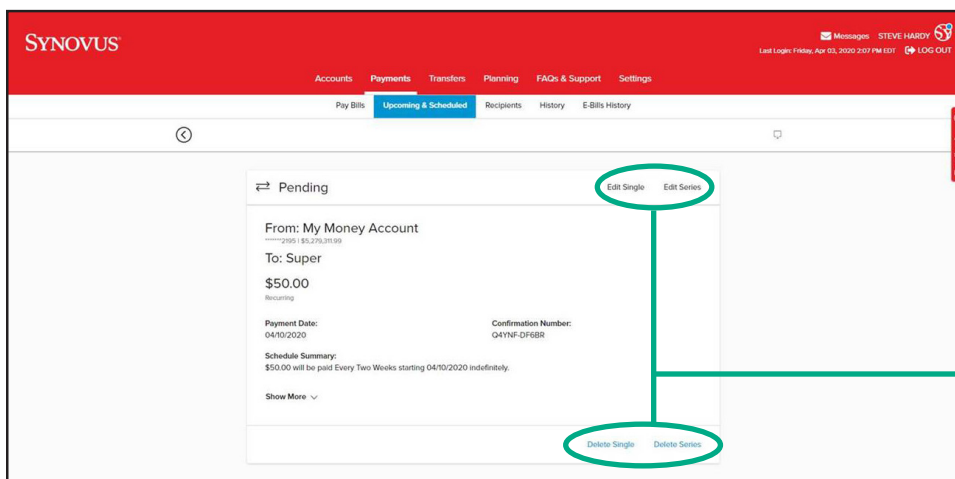
D To edit or delete payments[3], click on the Upcoming & Scheduled tab and then select a scheduled payment. Here, you can easily edit or delete both single or recurring payments (D).

Making an External Transfer

E If you need to make an External Transfer[4] or send and receive funds from a non-Synovus account, click Transfer Funds under the Transfers tab and then click Make An External Transfer (E).

For more information
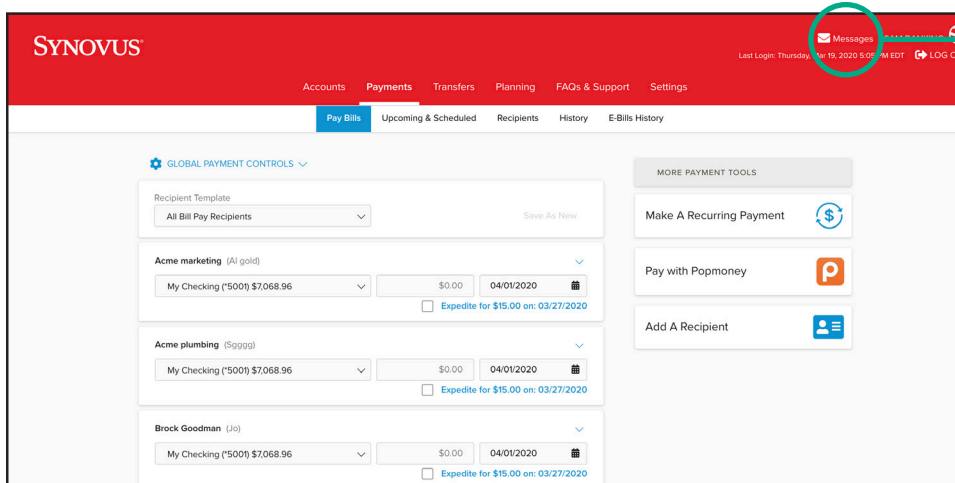
F If you have further questions about My Synovus, feel free to send us a secure message by clicking the Message icon in the top right hand corner of the screen, or check out our FAQs & Support section from the main navigation menu.

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1 Minimum system requirements: For mobile apps, iOS® 11 and above or Android™ version 5 and above. My Synovus supports the most recent versions of Internet Explorer, Microsoft Edge, Chrome, Firefox, and Safari and any previous versions that are still supported by Microsoft, Google, Mozilla, and Apple respectively.

2 Requires enrollment in the Bill Pay service through My Synovus. Fees apply for expedited payments.

3 Ability to edit or delete a bill payment may vary based on delivery method and recipient.

4 Individual, daily, and monthly transfer limits apply and will be described within the External Transfers service. Fees may apply for transfers to another financial institution.