

Set up Check Pay for a manual bill



Not Available in Canada

This service is unavailable for users of our Canadian products.

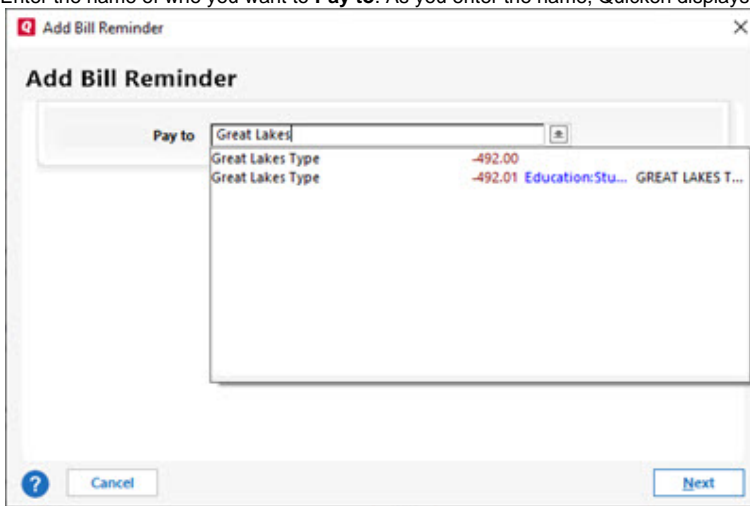
Check Pay makes mailing a check to anyone nationwide fast and easy. You need to enter the name, address, and amount into Quicken, and we'll automate printing, stuffing, and mailing a check drawn off of your own checking account.

To use Check Pay to pay a bill, you must first [set up Check Pay](#).

Set up Check Pay for new manual bills

When you create a new manual bill, you have the option to **allow paying with Check Pay**. To allow **Check Pay** for a new manual bill:

1. Select the **Bills & Income** tab.
2. Select **+**.
3. Select **Manual Bill**. The **Add Bill Reminder** screen will appear.
4. Enter the name of who you want to **Pay to**. As you enter the name, Quicken displays a list of past payees to choose from.



5. Once you have entered the name, select **Next**.
6. On the **Add Bill Reminder** screen, enter the appropriate information:
 - **Due Next On**: When your next bill is due.
 - **Amount Due**: How much you expect to send. This amount may vary for some of your bills, but the amount can be changed when you send the actual payment.
 - **From Account**: Choose the bank account you want to pay from, usually your checking account.
7. Click **Add category, tag or memo** to add additional information about the transaction.

+ Add category, tag or memo

8. Select **Optional Settings**, then **Allow paying with Check Pay**.

Optional Settings

Remind me 3 days in advance [\(change\)](#)

Related website [\(add\)](#)

Estimate amount for me: OFF [\(change\)](#)

Sync to Outlook

Print check with Quicken

Allow paying with Check Pay [\(edit\)](#) [i](#)

9. The Edit Payee screen will appear. Provide the following information:
 - **Payee**: The name of the person or biller receiving the payment.
 - **Account Number**: This is the account number of your payee. This field is **optional** but is helpful when making payments to an account.
 - **Address**: The address where the check will be delivered to the payee.

- **City, State and Zip:** These fields need to be entered correctly to deliver the check to the payee.

10. You will be prompted to verify the address you have given. Review your address and select **Done**.
11. Select **Done** on the **Add Bill Reminder** screen.
The new bill will appear on the **Biller** list with the default action **Pay (Check Pay)**.

Set up Check Pay for existing manual bills

If you already have created a manual bill and want to pay the bill using Check Pay, you need to choose to **Allow paying with Check Pay**. To allow **Check Pay** for an existing manual bill:

1. Select the **Bills & Income** tab.
2. Find the payee on the **Biller** list.
3. From the Action list, select Edit the instance and all future instances.
4. On the **Edit Bill Reminder** screen, select **Allow paying with Check Pay**. You can choose from any account [you have enabled for Check Pay](#).
5. Provide the following information:
 - **Payee:** The name of the person or biller receiving the payment.
 - **Account Number:** This is the account number of your payee. This field is **optional** but is helpful when making payments to an account.
 - **Address:** The address where the check will be delivered to the payee.
 - **City, State and Zip:** These fields need to be entered correctly to deliver the check to the payee.
6. You will be prompted to verify the address you have given. Review your address and select **Done**.
7. Select **Done** on the **Add Bill Reminder** screen.
On the **Biller** list, you will see that the default action for that bill is **Pay (Check Pay)**.