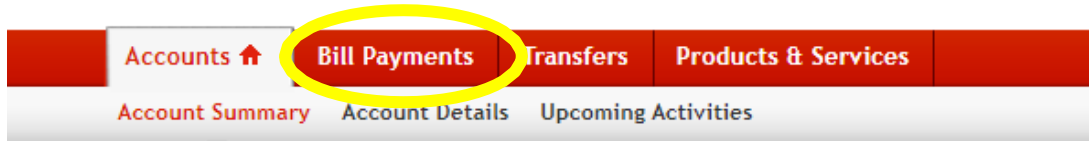# How to Add a Payee

1. Please have your Town of Saugeen Shores Tax or Water/Wastewater Bill handy.

2. Sign in to your online banking (Scotiabank is provided as an example, below). Please note steps may differ depending on your financial institution.

3. From the homepage, select "Bill Payments", "Pay Bills & Transfer Funds", or "Create/Update Payee List".
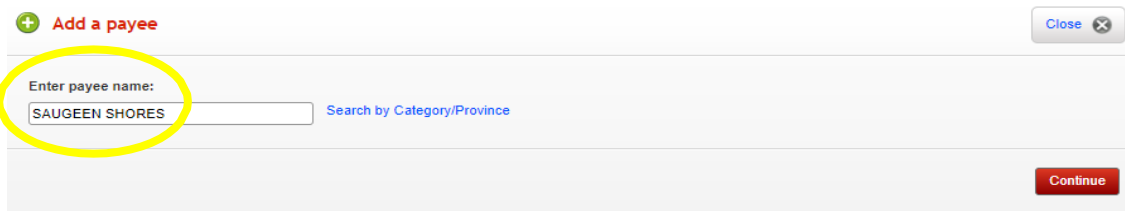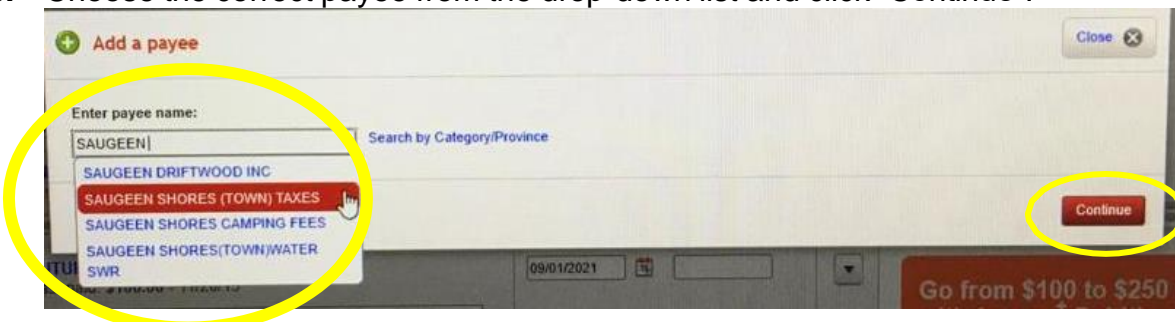

4. Select "Add Payee." Depending on the financial institution, payment information may be required first.
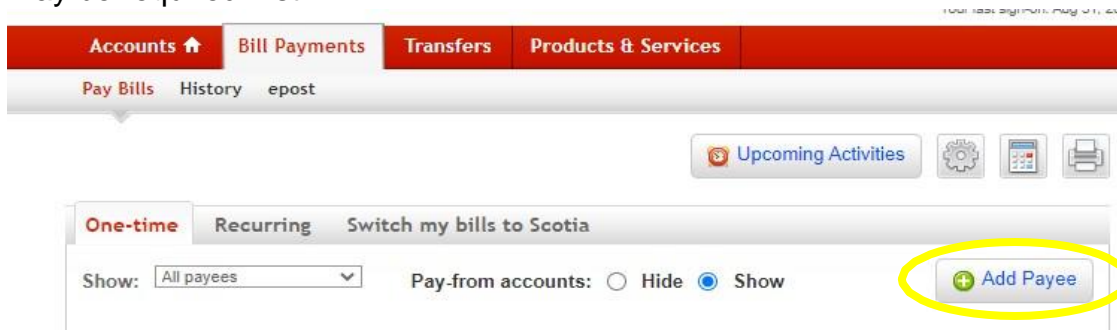
5. Enter "Saugeen Shores" for the payee name to search for the correct account.

6. Choose the correct payee from the drop-down list and click "Continue".

7. Next, enter your account number. For **Taxes**, this will be your 19 digit roll number found in the top left corner of your bill. Please avoid the use of spaces or dashes, for example, 4110480123123450000.

For **Water/Wastewater**, your account number is the Customer Number which is found in the top right corner of your bill.

8. Once the account number is entered, click confirm or continue.

9. A confirmation will appear to confirm that you have successfully added a payee for **Taxes** or **Water/Wastewater.**

To pay a bill through online banking, sign in to your account and select "Pay Bills & Transfer Funds" from the homepage. From the drop-down menus, select the checking account you want the money to be withdrawn from and where you want to send the payment. Enter the amount, and the date you want the monies to be withdrawn and click next or continue. Review and click "send".