



## FREE ONLINE BILL PAY Enrollment Instructions

To sign up for Home Banking AND  
PayIt (Online Bill Pay)

1. Go to [www.mmcu.com](http://www.mmcu.com)
2. Once you're on the home page, position your cursor on the word "here" where it says "Click here to enroll now!" near the home banking logon box (upper left corner).
3. A second window will open that reads, "Virtual Branch".
4. Click the "enroll" button on the right side of the page near "First Time User".
5. Enter your member number, and your MARTIN PIN number. IF you don't know your MARTIN PIN, try the last four digits of your Social Security Number.
6. At the bottom of that page, a sentence will read, "I have read and agree to the terms and conditions." Click the "I agree" box.
7. You will then be given instructions on how to change your member number and PIN number to a new logon ID and security code of your choosing.
8. Once you are logged to home banking, click on the "Self Service" tab under "Additional Services" and click on "Bill Pay Enrollment". You will need to agree to terms and conditions once again, so click on the "I agree" button.

You are now ready to enter your merchant information and pay bills. Click on the "PayIt" tab and follow instructions to get started.

Remember, the first time you pay a merchant, allow 5 business days before the due date so your payment will not arrive late.

If you have questions, please call us at 214-630-0611.

To sign up for PayIt Only  
(Online Bill Pay)

1. Once you're logged into home banking, click on the "Self-service" tab located under "Additional Services".
2. Click on "Bill Pay Enrollment".
3. You will need to agree to terms and conditions once again so click on the "I agree" button.

You are now ready to enter your merchant information and pay bills. Click on the "PayIt" tab and follow instructions to get started.

Remember, the first time you pay a merchant, allow 5 business days before the due date so your payment will not arrive late.

If you have questions, please call us at 214-630-0611.

Remember, online bill pay is FREE if you pay 3 or more bills per month. If less than 3 bills are paid per month, your checking account will be charged a \$6.00 fee.

[Click here to enroll in Online Bill Pay and/or Home Banking \(if necessary\).](#)