Instructions for setting up recurring payments from your PNC or Citizens Bank Account
(Note: this process will only work if you already use online banking)

1. Please log into your online banking

2. Click on the following tabs, based on which Bank you use:
   - {PNC} Pay Bills
   - {Citizens} Pay Bills or People

3. Click on the following tabs, based on which Bank you use:
   - {PNC} Add a Company or Person
   - {Citizens} Add a Company or Person to Pay

4. Type in the search field ‘Islamic Center of Pittsburgh’

5. You may get the following message:
   - We didn't find "Islamic Center of Pittsburgh"
   - Check your spelling, skip the search, and enter the info for "Islamic Center of Pittsburgh". Start Over if necessary

6. Click ‘enter the info for Islamic Center of Pittsburgh’ and it will take you to the page to enter our information

7. Under ‘Account Number’, please list one of the following:
   - Donation, Monthly Donation, or Pledge

8. Under address and phone, use the following info:
   - 4100 Bigelow Blvd
   - Pittsburgh PA 15213
   - 412-682-5555

9. You should now get a ‘congratulations you have added a biller’ message

10. In your list of billers, the Islamic Center should appear

11. Click the tab ‘manage my bills’

12. Select ‘Islamic Center of Pittsburgh’ from the drop down menu

13. Select ‘add an automatic payment’

14. Select ‘Account’ you wish to make the payment from

15. Select ‘monthly payment amount’

16. Select ‘Payment Preferences’

17. Select ‘First Date of Payment’

18. Select ‘Frequency of Payments’

19. Select ‘Number of Payments’ you wish to make

20. Select ‘Email Preferences’

21. Click ‘Set Up Payments’

22. Confirm