Payments: Add a Bill Manually
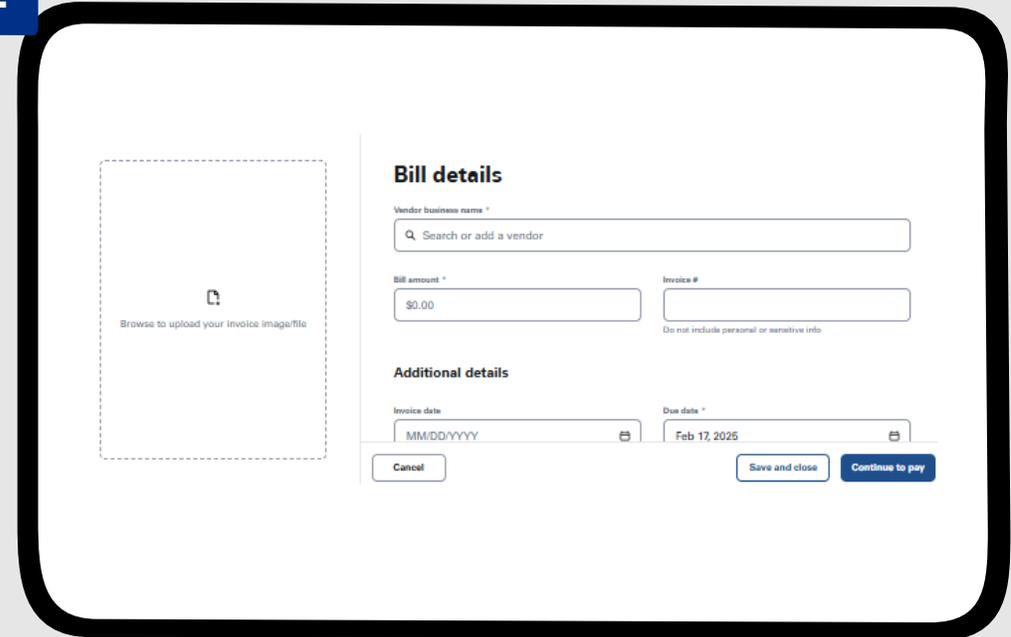
1
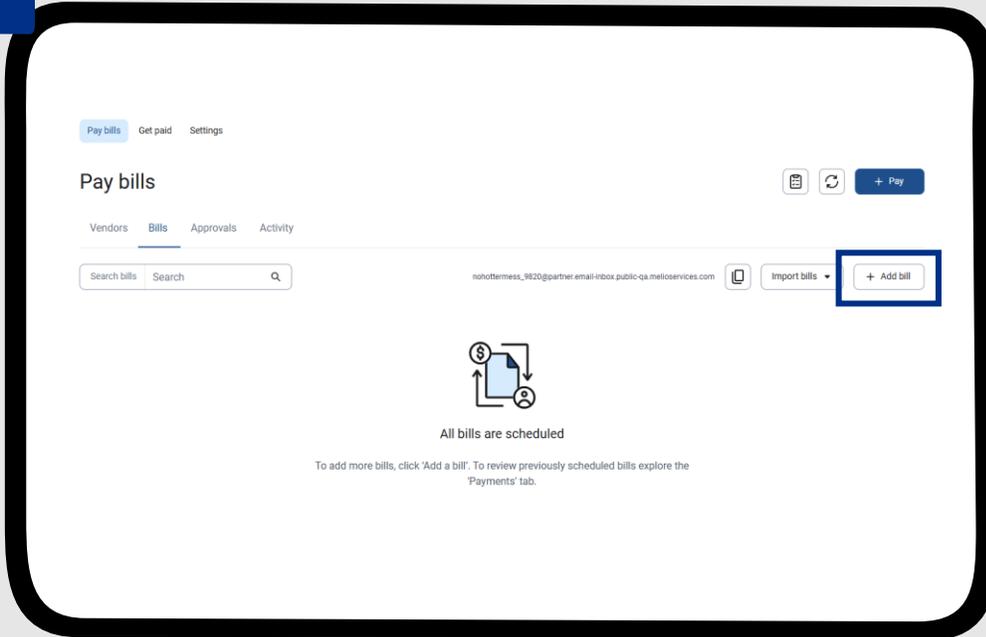
2

From the "Bills" inbox, click "+ Add bill" button.

Fill in required fields. Choose to either "Save and close" or "Continue to pay." The bill will appear in the "Bills" inbox.