



ISLAMIC CENTER OF PITTSBURGH

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