Business Online Bill Pay Quick Reference
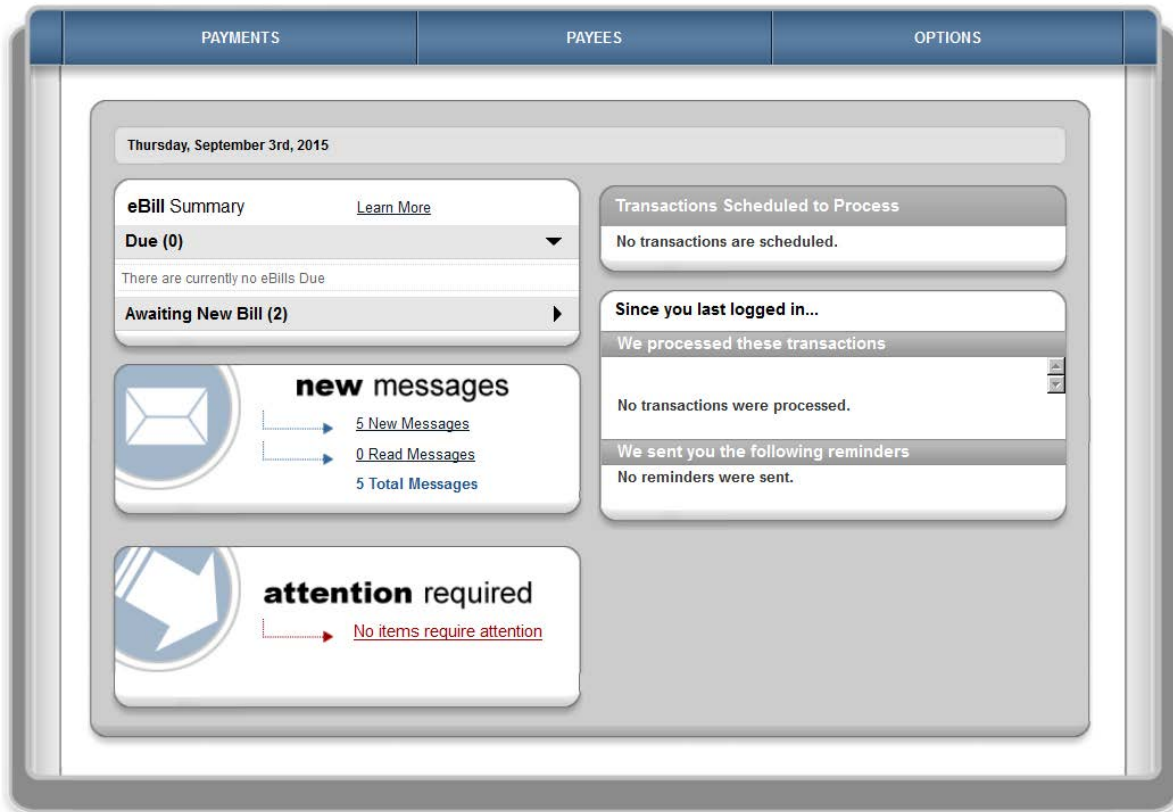
Altabank™
Division of Glacier Bank

Bill Pay Home Page (Default)

The new home page will display:
- Scheduled bill payments and allow you to edit or cancel the payment
- Any new bill pay messages
- Items that require your attention, such as bill payment approvals and payees needing to be activated
- Bill payments that have processed since your last login
- Bill pay reminders that you have set up
- eBill notifications (see below for more information on eBill)

To add a new payee, click "Payees" and you will have the option to add a payee manually or import payees from QuickBooks or Quicken.

New Features!

Pay an individual electronically

Add an Individual

* Required Field

How would you like to send the payment?

electronically

Sending payments electronically is much more secure than a check in the mail. And it will arrive in as little as 2 business days.

○ Allow them to provide their banking information

○ I have the bank account information

You just need their email address!

**Choose this option if they provided you with their account number and routing number.**

by Check

I prefer to mail a check

○ Mail a check

eBill

eBill Summary	Learn More	eBill History
Due (2)		▼
Verizon *****00001	Due Date: Amount Due:	9/10/2015 $0.00
view pay file		
Comcast *****92822	Due Date: Amount Due:	9/8/2015 $30.00
view pay file		
Awaiting New Bill (0)		▶

For certain payees that are compatible with eBill, you will be able to pull in your billing information and see when your next bill is due right on your bill pay home page!

More Customization

- Specify what you would like your users to be able to do within bill pay. You will be able to restrict:
  - What payees they can pay
  - How much they can pay
  - Their ability to add or manage payees
- Set up specific text or email alerts and reminders, such as:
  - When a recurring transaction is processed
  - When a bill is due
 - If a bill payment exceeds a certain amount

Options
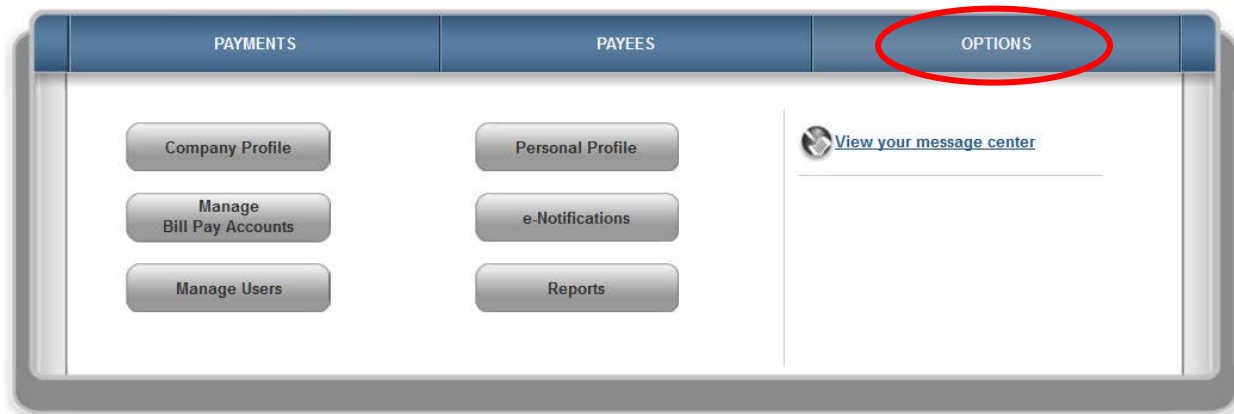
Under the Options menu, you will be able to:
- Change your company's contact information on your bill payments
- Add or edit bill pay accounts
- Manage your users' bill pay access and permissions
- Change your profile information
- Change your bill pay home page
- Add and manage bill pay alerts
- View bill pay reports

To change a user's access and permissions:

Options > Manage Users > Edit > Edit User Permissions
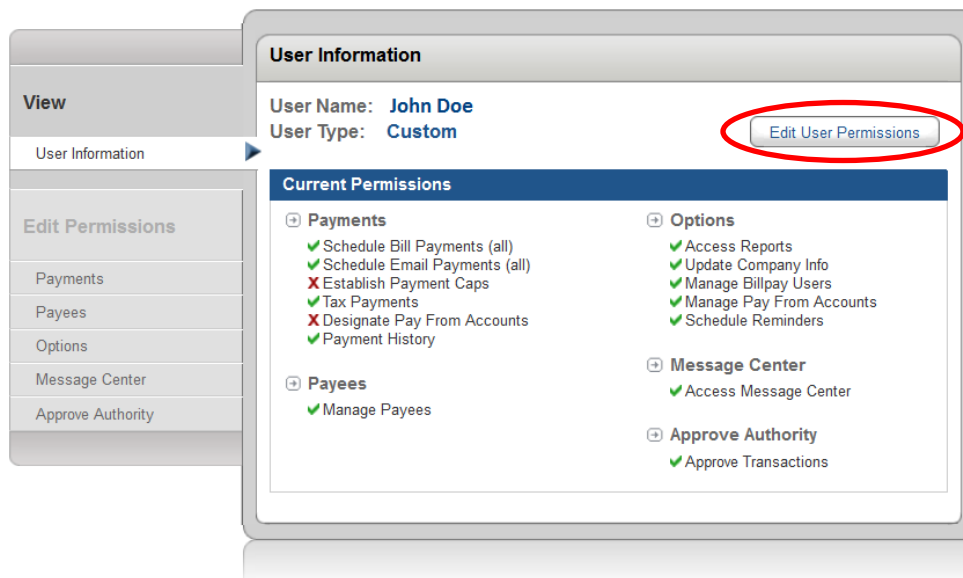
We hope you enjoy getting to know our new and improved Online Bill Pay! Feel free to contact our Customer Service Department with any questions at (801) 642-3456 or toll-free at (800) 815-2265.