# **Business Online Bill Pay Quick Reference**



## **Bill Pay Home Page (Default)**

eBill Summary Learn More	Transactions Sche	
Due (0)	No transactions are	scheduled.
There are currently no eBills Due		
Awaiting New Bill (2)	Since you last log	ged in
· · · · · ·	We processed the	ese transactions
5 New Messages         0 Read Messages         5 Total Messages	No transactions wer	ollowing reminders
attention require at		

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.

PAYMENTS	PAYEES	OPTIONS
Add a Payee View Payees	Import Payees Manage Categories	View your message center

# **New Features!**

#### Pay an individual electronically



dd 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.	You just need their email address!
C Allow them to provide their banking information	
C I have the bank account information	
	Choose this option if they provided
by Check	you with their account number and
I prefer to mail a check	routing number.
C Mail a check	

#### eBill

ate: nt Due:	9/10/2015 \$0.00
nt Due:	\$0.00
ate:	9/8/2015
nt Due:	\$30.00
	•

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
  - o Their ability to add or manage payees
- Set up specific text or email alerts and reminders, such as:
  - o When a recurring transaction is processed
  - o When a bill is due
  - o If a bill payment exceeds a certain amount



# Options

Company Profile     Personal Profile       Manage Bill Pay Accounts     e-Notifications       Manage Users     Reports	View your message center

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

	User Information	
View	User Name: John Doe User Type: Custom	Edit User Permissions
User Information		
	Current Permissions	
Edit Permissions	→ Payments         ✓ Schedule Bill Payments (all)	Options     Access Reports
Payments	✓ Schedule Email Payments (all) X Establish Payment Caps	✓ Update Company Info✓ Manage Billpay Users
Payees	✓ Tax Payments X Designate Pay From Accounts ✓ Payment History	✓ Manage Pay From Accounts ✓ Schedule Reminders
Options		
Message Center Approve Authority		✓ Access Message Center
		Approve Authority
		Approve Transactions

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.