

# Adding and Editing Bill Pay Users

Only Company Administrators will have the ability to add and edit Bill Pay Users in Business Online Banking. Cambridge Savings Bank will first establish the Company Administrator's Bill Pay profile, and then the Administrator will be responsible for adding additional Bill Pay Users. Instructions for how to add and edit Bill Pay Users in Business Online Banking are outlined below.

#### Step 1:

The Company Administrator must first permission the User to access Bill Pay within Business Online Banking. From the **Dashboard** homepage, click the **Administration** tab and select **User Admin** from the dropdown menu. Locate the User that you want to grant permission to and click the **Edit** icon for that User.

Dashboard	Transfers	Activities & Reporting	Payments	Administration				
User Administration								
Target Market: Default Market Segment: Corporate Customer Name: John Smith	Market Segment Company							
Users								Add User
Show 25 💌 ertries					Sea	rch		
User Id	User Name	User Type	Go To Us	er	Detail	Edit	Delete	Сору
jsmith	John Smith	Admin	My Info		<u>þ</u>			
mjones	Mary Jones	User	Services P	Perms ACH Perms Limits Reports		2	6	
ssullivan	Sarah Sullivan	User	Services P	erms ACH Perms Limits Reports	<i>,</i>	A	6	
Showing 1 to 3 of 3 entries					First	Previous	1 Ne	Last

From the User Info & Services tab on the Edit User Information screen, select the Bill Pay service options under Service Info and click Submit to permission the User.

Dashboard Transfers ~	Activities & Reporting ~	Payments ~	Administration ~
User Information			
mer Info: John Smith Company			
her lide and Services Permissions A	CH Permissions Limits Retur	n to Dashboard	
User Login Information			Service Info
	2 - 21		
* User Code (12)	Ismith	LI SEI	ACH
Generate Password		æ	
User Name and Address			ACH Exception Report
			Batch Activation
* User Name (40)	John Smith Company		Batch Approval
Address 1 of 2 (40)	123 Main Street		Batch Template Approval
Address 2 of 2 (40)			Batch Template Maintenance
City (25)	Cambridge		Participant Maintenance
State or Province (25)	MA	×.	ACH Pass-Thru
Postal Code (20)	02138		ACH Pass-Thru Approval
			ACH Pass-Thru Report
User Contact Information			ACH PassThru
Control Name (48)	John Smith		Administration
Telephone (25)		-	Admin Approval
Fax Number (25)			Admin Report
Miscelaneous Data (25)			Audit Report
* E-Mail (255)	ismithatest.com		Management Reporting
		2	ALERTS
Additional Information			V state
			Bill Pay Hyperlink
* Enable Date (10)	07/16/2015		Bill Pay
* User Type	Admin	×	Book Transfer
* Dashboard Style	Permission-Driven		Transfer Approval
Login Status	OLocked OUnlocked		Transfer Approval Requirement

#### Important Note:

Both the Company ID and User ID are needed when establishing the Bill Pay User on the Bill Pay System. The IDs are case sensitive and must match exactly what is established in the Business Online Banking system. The Company Administrator can capture the User's ID from the Edit User Information Screen.



## **Step 2:**

Once the Bill Pay service is added to the User's permissions, go to the *Payments* tab and select *Bill Pay* from the dropdown menu.

Dashboard Transfe	ers <u>Activities &amp; Reporting</u>	Payments Administra	<u>ition</u>	
Financial Overview (All balances as of 080	13/2015 13:34:18 EDT)	ACH Batch Activation Batch Approval ACH Pass-Thru	Administration Self Admin Tax Payments	Bill Payments Bill Pay Wire Transfers
Deposits		ACH Pass-Thru Approval Batch Template	Tax Payment Entry Payment Approval	Wire Input Multiple Wire Input
Account Name ►	Account Number ▲	Mainenance	Add Payee	Wire File Import
Operating Account	0120000001	Batch Template Approval Participant Maintenance		Wire Approval Wire Templates
Payroll Account	0120000002			Wire Template Approval
Capital Account	0120000003	Loan Payments Loan Payments		Template Group Maintenance Wire File Map Definition

From the SB Bill Pay screen, click the Login to SB BillPay button to get to the Bill Pay homepage.

<u>Dashboard</u>	<u>Transfers</u> ≁	Activities & Reporting 🗸	<u>Payments</u> •	Administration 🗸
SB BillPay				
Login to SB BillPay				

#### **Step 3:**

From the Bill Pay homepage, click on *Administration* and then select the *Business Users* option. From the **Business Users** page, click *add a user* to add a new Bill Pay User.



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#### Step 4:

On the *Add a User* page, complete the *User Information, Login Information*, and *Privileges* (including account numbers, approval limits, authorizations, and reports) sections. Once all fields are complete, click the *Add user* button at the bottom of the page to continue.

#### Add a user

Please enter information for	r this user and then click "Add user."		
User Information			
First name:	Sarah		
Middle initial			
Last name:	Sullivan		
Social Security number:			
	(000-00-000)		
Date of birth:	(mmiddiyyyy)		
E-mail address:	ssullivan@test.com		
Home phone:		User ID:	Password:
Work phone:		The Bill Pay User ID must match	A password is required to set up
User type:	O Administrator - Unlimited access	Coline Packing Company ID and	the Bill Pay User. However, since
	User - Limited access	User ID	Business Online Banking, this
Login Information	Additional contact - no site access		password will not be utilized.
Login mormation		Example:	There is no need to record or
Password-	testssellivan	Company ID= test	share it with the end User.
r ussaviu.		Bill Pay User ID = testssullivan	
Confirm password: Privileges Funding Accounts Test Account 1, *	1 number. • Must include at least 1 uppercase and 1 lowercase letter. • Cannot include spaces. • Cannot e changed more than once a day. ••••••••••••		
Approvals and Author	prizations	Make Payments:	Approve Payments:
Make payments		* "Make Payments" can be set to	If "Approve Payments" and "Make
Up to	s: <b>s</b>  9999.99	any amount up to \$9,999.99.	Payments" are selected, then dual
Approve paymen	ts		control is not required for this User
Up to	s \$9999.99		payments.
Add / Change Pa	iyees		
Make expedited p	payments		If a User has only "Make Payments"
Design Design			authorization, another User will
Payment Records	Learn more		need to approve the payments for
View payment re	ports		processing.
Audit reports			
Add user Canc	el		

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### Step 5:

Once the Company Administrator clicks **Add user**, an **Add User Confirmation** message will appear at the top of the screen confirming that the User was successfully added.

Please review the User's Bill Pay confirmation details and ensure all the information is accurate. If edits need to be made, the Company Administrator can click *Edit this user* at the bottom of the page.

ssullivan
ssullivan
ssullivan@test.com
User
testssullivan
Max
Tes
ns
Yes
\$9999.99 per transaction
Yes
\$9999.99 per transaction
No
NO
No
No