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.

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.

**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.

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

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.
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.
**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.