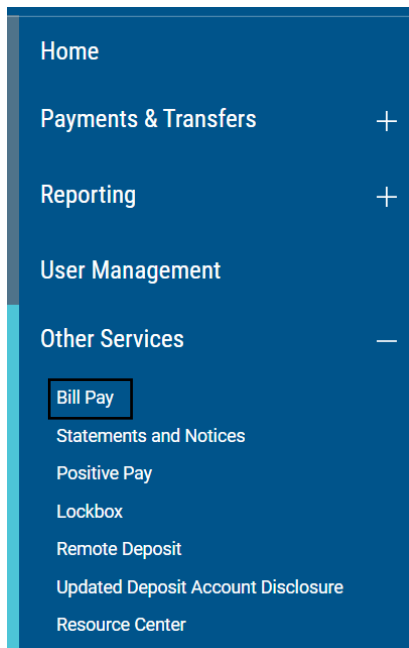
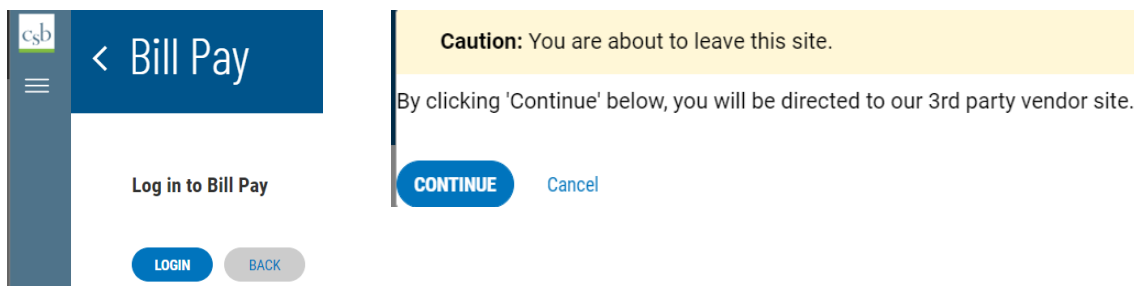


## How to Add a Bill Pay User

1. Log into Business Online Banking <https://businessonlinebanking.cambridgesavings.com/dbiqp>
2. Within the navigation button click Other Services – Bill Pay.



3. Click “Login”. A popup will display. Click “Continue.”



The bill pay homepage will be displayed.

4. Click on the **More** tab on the righthand side, then click the **Authorized Users** link.

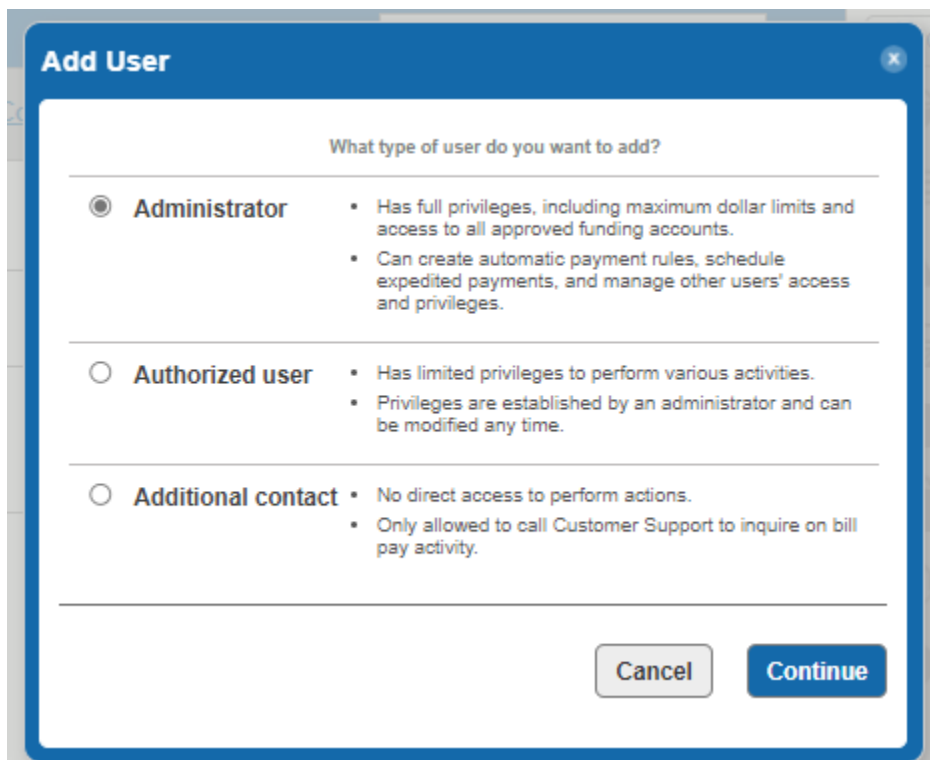
The screenshot shows the Cambridge Savings Bank online interface. At the top, there are tabs for 'Pay someone new', 'APPROVALS', 'SINGLE PAY', and 'MULTI PAY'. Below these is a search bar with 'Find a biller' and a 'View:' dropdown. The main content area displays a payment form for 'Midcontinent Communicatio...6789' with a 'Coming Due' date of 'Today' and a 'Last Scheduled' date of '08/31/22'. The total amount is 'Pay from: Test, ...8201'. At the bottom of the form are 'Clear' and 'Confirm all payments' buttons. On the right side, there is a sidebar with tabs for 'Activity', 'History', and 'More'. The 'More' tab is highlighted with a red box. Below the tabs is a list of links: 'Reports', 'Balance Worksheet', 'Alert Preferences', 'Add/Modify Categories', 'Funding Accounts', 'Authorized Users', 'Customer Support', and 'Help'. A red arrow points to the 'Authorized Users' link.

5. An Authorized User list will display. To add a new user, click on the **Add User** link.

The screenshot shows the 'Authorized Users' window. It has a blue header with the title 'Authorized Users' and a close button. Below the header is a table with two columns: 'Name' and 'Type'. The table contains one row with the name 'Bob Test' and the type 'Administrator'. At the bottom left of the table is a button labeled 'Add Users', which is highlighted with a red box. At the bottom right of the window is a 'Close' button.

6. Select the radio button next to the type of user you wish to add, then click **Continue**. The user options, and their descriptions are listed below.

- **Administrator**
  - Has full privileges, including maximum dollar limits and access to all approved funding accounts.
  - Can create automatic payment rules, schedule expedited payments, and manage other users' access and privileges
- **Authorized User**
  - Has limited privileges to perform various activities
  - Privileges are established by an administrator and can be modified any time
- **Additional Contact**
  - No direct access to perform actions
  - Only allowed to call Bill Pay Customer Support to inquire on bill pay activity



**Add User**

What type of user do you want to add?

☒ **Administrator**

- Has full privileges, including maximum dollar limits and access to all approved funding accounts.
- Can create automatic payment rules, schedule expedited payments, and manage other users' access and privileges.

☐ **Authorized user**

- Has limited privileges to perform various activities.
- Privileges are established by an administrator and can be modified any time.

☐ **Additional contact**

- No direct access to perform actions.
- Only allowed to call Customer Support to inquire on bill pay activity.

7. The **Add User** screen will display. Fill out the required information.

- User type- This will populate based on the user type selected on the previous screen.
- User ID- These are the credentials the user needs to access the Business Online Banking Platform (BOLB). The user ID for bill pay will be the **Company ID and User ID for Business Online Banking combined**.

- **IMPORTANT NOTE:** The User ID for bill pay is case sensitive and needs to match the Business Online Banking system. Example: if the company ID in BOLB is TESTPROFILE and the User ID in BOLB is testuser, the user ID in bill pay should be entered as **TESTPROFILEtestuser**
- Password- **Please use Password1** as the password for all users.
  - **IMPORTANT NOTE:** This password will not need to be entered by any user accessing the system.
- First Name- The user's first name
- Middle Initial- The user's middle initial (optional)
- Last Name- The user's last name
- Email address- The user's email address

Once the information has been entered, click **Continue**.

Add User

Profile

User type: Administrator

User id: TESTPROFILEtestuser

Password: .....

Password Requirements:
 

- Must be at least 8 characters in length.
- Must include at least 1 letter and 1 number.
- Must include at least 1 uppercase and 1 lowercase letter.
- Cannot include spaces.
- Cannot match your user ID or an old password.
- Cannot be changed more than once a day.

Confirm password: .....

First name: Test

Middle initial:

Last name: User

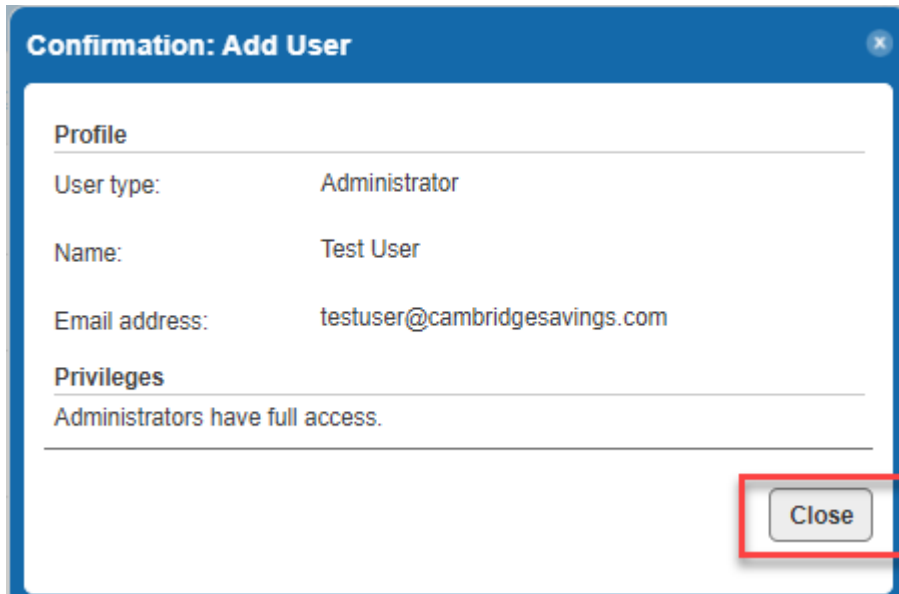
Email address: testuser@cambridgesavings.com

Back

Cancel

Continue

8. A confirmation pop up will appear. Review the user information and click **Close**



A confirmation dialog box titled "Confirmation: Add User" with a close button (X) in the top right corner. The dialog contains two sections: "Profile" and "Privileges". The "Profile" section lists the following information: User type: Administrator, Name: Test User, and Email address: testuser@cambridgesavings.com. The "Privileges" section states: Administrators have full access. A "Close" button is located at the bottom right of the dialog, highlighted with a red rectangle.

Profile	
User type:	Administrator
Name:	Test User
Email address:	testuser@cambridgesavings.com

Privileges	
Administrators have full access.	

Close

9. After clicking **Close** the system will return to the **Authorized User** screen.