



First Horizon BusinessConnectSM

Business Bill Pay





TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION	3
LOGGING IN – FIRST TIME USERS ONLY	3
LOGGING IN	5
VIEW HOME PAGE	5
SET UP A PAYEE – COMPANY	6
SET UP A PAYEE – INDIVIDUAL	8
Electronic Payment Delivery	8
By Check	12
SET UP AND MANAGE CATEGORIES	15
Set Up Categories	15
Add Categories to Payee	16
MAKE A PAYMENT	17
Create a Single One-Time Payment	17
Create a Multiple One-Time Payments	18
Create Recurring Payment	20
SCHEDULED PAYMENTS	23
PAYMENT HISTORY	25
CALENDAR	26
View item on calendar	26
COMPANY PROFILE	27
MANAGE BILL PAY ACCOUNTS	28
Add New Account	29
Edit Existing Account	29
Delete Existing Account	29
NOTIFICATIONS	30
Set up Notifications	30
Event Notification	31
Logout Notification	32
Recurring Notification	33
Reminders Notification	34
DELEGATE PAYMENT TASKS	35
GENERATE REPORTS	38



INTRODUCTION

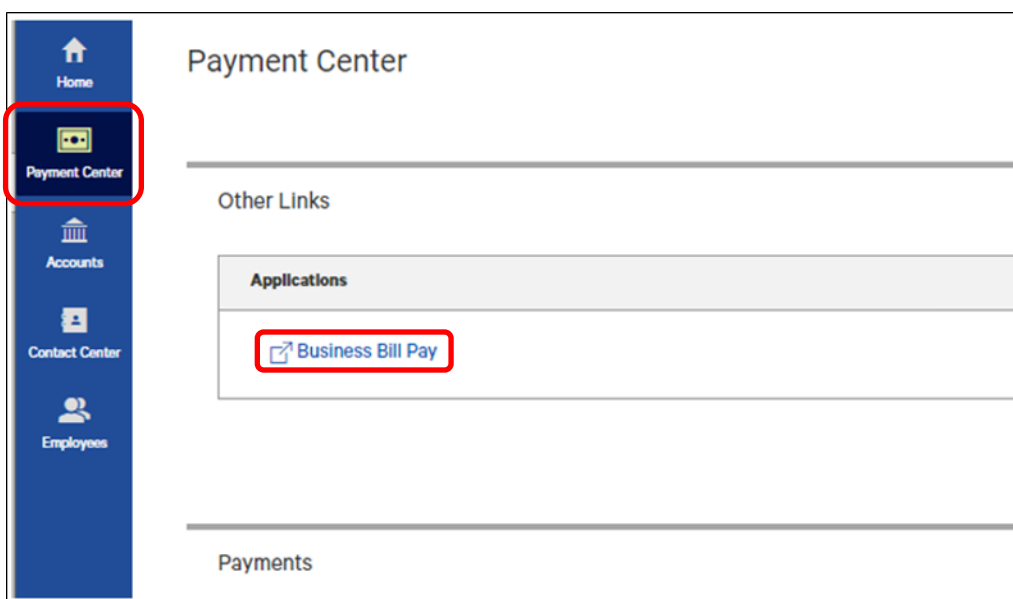
First Horizon's Business Bill Pay offers control over your finances securely all in one convenient place.

- Pay bills anywhere, quickly and easily
- Access bill pay at your convenience
- Set up recurring payments on monthly bills
- Save time and money sending electronic payments
- Run customized audit reports
- Track company spending and payment history
- View payment activity of authorized users
- Reduce paperwork and manual recordkeeping
- Delegate payment tasks
- Set required permission controls
- Keep control over final approvals
- Save time to focus on your business

LOGGING IN – FIRST TIME USERS ONLY

The first time you log into Business Bill Pay you will be required to complete a Self-Enrollment process. This is a onetime process. During the Self-Enrollment process you will register an account, identify your challenge questions and answers and provide you security key. For security purposes, you may be required to answer challenge phrases prior to sensitive transactions or to enter your security key prior to accessing the system.

1. Start by logging to First Horizon TreasuryConnectSM.
2. Click **Payments & Transfers**.
3. Click **Business Bill Pay**.





4. Use the drop down arrow in the **Select Account** box to choose one account you wish to use with Bill Pay. If needed additional accounts may be add them later. See the [Manager Bill Pay Accounts](#) section in this user guide for additional information on adding new accounts.

5. Click Continue.
6. Choose your first challenge question/phrase by clicking the drop down arrow in the **Select Phrase** box.
7. Respond to the chosen challenge question/phrase in the empty box directly below the question.
8. Repeat steps 6 through 7 until you have completed all four challenge questions/phrases.

Note

Please remember your responses to the challenge questions/phrases. You may be required to provide the answers prior to completing sensitive transactions, i.e., adding a new payee. Answers to challenge questions/phrases are case sensitive.

9. Enter your Security Key in the **Security Key** box.

Note

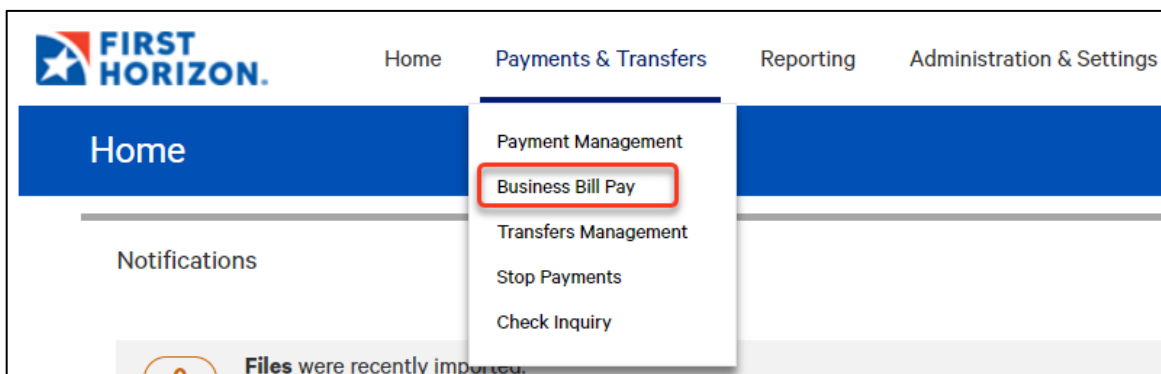
A **Security Key** is any combination of letters and numbers of your choosing and is case sensitive, e.g. ABCD1234.

10. Confirm your Security Key in the **Confirm Security Key** box.
11. Click Submit to complete the Self Enrollment process and save your answers.



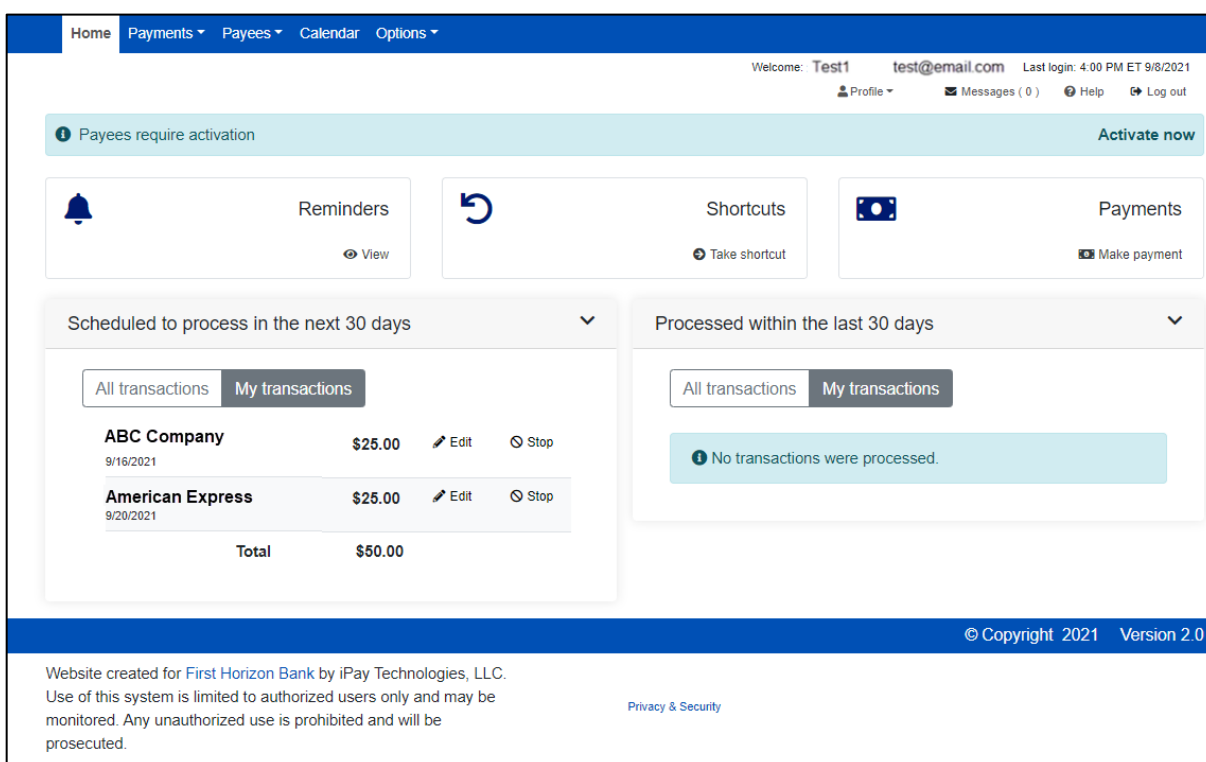
LOGGING IN

1. Start by logging to First Horizon TreasuryConnectSM.
2. Click **Payments & Transfers**.
3. Click **Business Bill Pay**.



VIEW HOME PAGE

The Home page of Business Bill Pay provides quick access to reminders, shortcuts, payments, scheduled payments and processed payments.



1. Click the **Payees** drop down arrow.
2. Select **Add a Company**.

Home Payments Payees Calendar Options

- Add a Company
- Add an Individual
- Import Payees
- Manage Payees
- Manage Categories

3. Enter the **Payee Name**.
4. Enter the **Account Number**.
5. Enter Account Number again to **Confirm Account Number**.
6. Enter **Phone Number**.
7. Enter **Payee ZIP Code** (minimum of five digits).
8. Enter **Account Holder Name**.
9. Click **Next**.

BusinessConnect: Business Bill Pay



10. The screen will refresh.
11. Enter **Payee Nickname**
12. Enter **Address** of the Payee.
13. Select a Payee category from the drop down if necessary. See Set Up and Manage Categories for more information on categories.
14. Select the **Default pay from account** from the drop down.
15. Click **Submit payee**.

Payee name		
Test		
Payee nickname *		
Test Payee		
Account number		
Pay to the Order of Joe Smith		
Phone number		
(214) 621-4		
Address *		
123 Any Street		
#214		
City *	State	Payee ZIP code
My Town	Arkansas	72023
Account holder name		
XYZ Company		
Payee category	Default pay from account	
No Category	Primary Checking	
<div>Back Submit payee</div>		

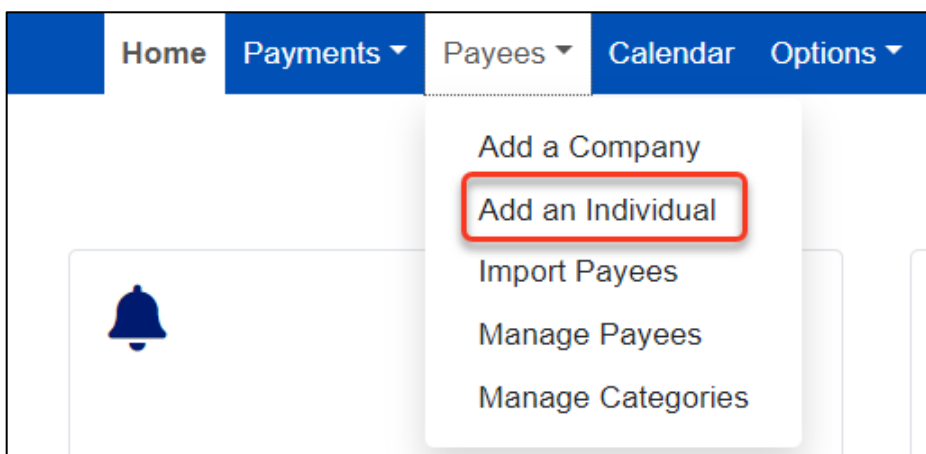


SET UP A PAYEE – INDIVIDUAL

An individual payee may be set up for electronic payment delivery or to receive a check in the mail.

Electronic Payment Delivery

1. Click the **Payees** drop down arrow.
2. Select **Add an Individual**.



Note

For security purposes, you may be required to answer challenge phrases prior to sensitive transactions. If you are presented with a challenge phase, enter the correct challenge response.

- In the Select a method of payment section, the Electronic section is on the left, choose one of the following by clicking on the radio button to the left of the statement:
- **Allow them to provide their banking information** – the payee will receive an email asking them to provide their information. See screen shot below for description of the process.
- **I have the bank account information** – you have the information and you will enter it here.

Add an individual

Select a method of payment

Electronic - 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**

Check - I prefer a check be mailed

☐ **Mail a check**

All you need is their email address.

- You'll select a one-time keyword and share it with the person you are paying.
- We'll email a link to a secure server. They will log in using the keyword, then provide their bank account information for the deposit. Their account information will be securely stored and is never displayed to you.
- This is a one-time setup process. Any future payments to this person will generate an email notification letting them know you have made a deposit to their account.



Allow them to provide their banking information

1. Enter information about the **individual**.
 - Enter the individual's **First name**.
 - Enter the individual's **Last name**.
 - Enter a **Nickname** for the individual.
 - Enter the **Phone number** of the individual.
 - (Optional) Select a **Category** for the individual from the drop down arrow. See [Set Up and Manage Categories](#) for more information regarding categories.
 - Select the **default payment account** from the drop down arrow.

Tell us about the individual

First name * <input type="text" value="First name"/>	Last name * <input type="text" value="Last name"/>
Nickname * <input type="text" value="Nickname"/>	Phone number * <input type="text" value="(xxx) xxx-xxxx"/>
Category <input type="text" value="No Category"/>	Default payment account * <input type="text" value="Primary Checking"/>

2. Enter the **Payee's e-mail information**.
 - Enter **Email address**.
 - Enter the email address again in the **Confirm email address** box

Payee's e-mail information Tell me more

Email address *

Confirm email address *

3. To complete the setup process, create a **security keyword**.
 - Enter a one-time keyword of your choosing in the **Keyword** box.
 - Re-enter password to Confirm keyword in the **Confirm keyword** box.

Create a security keyword Tell me more

Keyword *

Confirm keyword *

Next >

4. Share the keyword with the individual you wish to pay.



- The individual will receive an email with a secure site link. Using the keyword you provide, the individual can log in and provide his/her bank account information. That bank account information will be securely stored and never displayed to you.
- This is a one-time setup process. All future transactions to this individual will merely result in an email notification to the individual that you have made a deposit to the specified account.

I have the bank account information

Add an individual

Select a method of payment

Electronic - 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

Check - I prefer a check be mailed

☐ Mail a check

• If you have the bank account information for the individual, you can use this option to send electronic payments.

• We will ask you to complete a secure, one-time activation process before you log out today.

1. Enter the **individual** information.
 - **First name**
 - **Last name**
 - **Phone number**
2. Enter the **Bill payment information**.
 - **Nickname**
 - **Category**
 - **Default pay from account**
3. Enter **Information about bank account**.
 - **Account number** and **confirm account number**
 - **Routing number** and **confirm routing number**
 - **Payee's account type**
4. Click **Next**.



Tell us about the individual

First name *

First name

Last name *

Last name

Phone number *

(xxx) xxx-xxxx

Bill payment information

Nickname *

Nickname

Category

No Category

Default pay from account *

Disbursement Account

Information about bank account

Account number *

Account number

Confirm account number *

Confirm account number

Routing number *

Routing number

Confirm routing number *

Confirm routing number

Payee's account type *

Checking

Next >

5. Complete Activation.

- Select which **delivery method to receive** a security code by clicking the radio button to the left of your choice.
- Click **Request activation code**.

Activation

JOE SMITH

View details

Activation process

Please select a delivery method, you will be asked to submit the 4-digit code on the next page.

Tell me more

Important:

If you have to leave bill pay before entering your code, you may enter it later. The code will not expire.

I want my code now by phone

☒ 2146

Update

Update

Contact phone 2 not on file

☐

I can wait a few seconds to receive my code by text message

☐ No text address on file

Update

I prefer to wait a few minutes for my code to arrive by email

☐ gin :om

Update

Request activation code

BusinessConnect: Business Bill Pay

Page | 11



- Enter **activation code**.
- Click **Submit**.

Activation

Helpful information Be sure to check your **junk mail** for the activation code. While you're at it, add us to your safe senders list within your email account.
If you must log out of bill pay before entering the code, you can return and enter it later. The code does not expire. Just look for the activate account link on the home page.

Please activate **JOE SMITH** by entering your code below.
Your activation code has been sent to
2146
Enter activation code

Taking too long to receive your code? [Click here](#) to choose another delivery method.

Submit

By Check

1. In the method of payment section, in the **Check** section on the right, click **Mail a Check**.

Add an individual

Select a method of payment

Electronic - 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

Check - I prefer a check be mailed
☒ Mail a check

- With this option, you will need the individual's full name and complete mailing address.
- Some check payments may take as much as 5 to 8 business days to arrive in the mail depending on the individual's location.

2. Enter the **individual's information**.

- **First Name**
- **Last Name**
- **Phone Number**
- **Address**, including **City**, **State**, and **Zip Code**.

Tell us about the individual

First name *

Last name *

First name

Last name

Phone number *

(xxx) xxx-xxxx

Address *

555 Street Address

Apartment number, unit number, condo number

City *

State *

ZIP Code *

City name

Alabama

XXXXX-XXXX



3. Enter **Bill pay information**.
 - **Individual's nickname**
 - Optional: Select **Category**, see [Set-up and Manage Categories](#) for more information on categories.
 - Select the account in the **Default pay from account** drop down list
4. Enter **Information about you**.
 - Click **Yes** or **No** to the question: "Do you have an account number that this individual uses to identify you?"
 - If Yes,
 - Enter **Your account number**.
 - Enter your account number again in the **Confirm** box.
 - If No, continue to next step.
5. Click **Next**.

Bill pay information

Individual's nickname *

Individual nickname

Category

No Category

Default pay from account *

Disbursement Account

Information about you

Do you have an account number that this individual uses to identify you?

Yes

No

Your account number

Your account number

Confirm

Confirm your account number

Next >

6. Complete Activation.
 - Select which **delivery method to receive** a security code by clicking the radio button to the left of your choice.
 - Click **Request activation code**.

Activation

JOE SMITH

View details

Activation process

Please select a delivery method, you will be asked to submit the 4-digit code on the next page.

Tell me more

I want my code now by phone

☒ 2146

Update

Update

Contact phone 2 not on file

☐

Update

I can wait a few seconds to receive my code by text message

☐ No text address on file

Update

I prefer to wait a few minutes for my code to arrive by email

☐ gin .om

Update

Request activation code



- Enter **activation code**.
- Click **Submit**.

Activation


Helpful information Be sure to check your **junk mail** for the activation code. While you're at it, add us to your safe senders list within your email account.

If you must log out of bill pay before entering the code, you can return and enter it later. The code does not expire. Just look for the activate account link on the home page.

Please activate **JOE SMITH** by entering your code below.

Your activation code has been sent to
2146

Enter activation code

 Taking too long to receive your code? [Click here](#) to choose another delivery method.

Submit

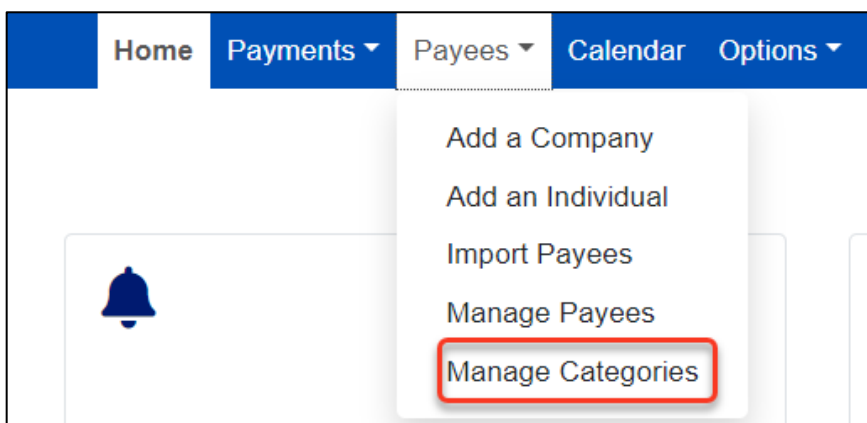


SET UP AND MANAGE CATEGORIES

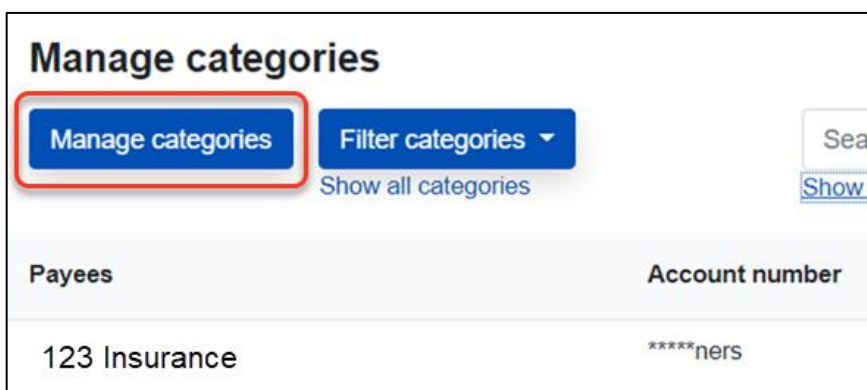
Categories help organize different payees into groups of similar payees. Examples: Utilities, Rent, Supplies, or Insurance.

Set Up Categories

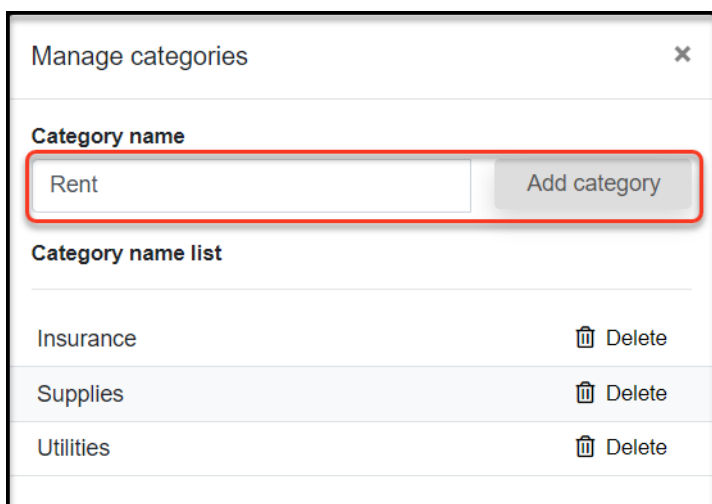
1. Click the **Payees** drop down arrow.
2. Select **Manage Categories**.



3. To set up a new category, click **Manage Categories**.



4. Type the **Category name**.
5. Click **Add Category**.
6. Repeat steps 4 and 5 to add additional categories.





Add Categories to Payee

1. Click the **Category drop down arrow** to the right of the Payee.
2. Click to select the appropriate **Category** in the list.

Manage categories

Manage categories

Filter categories ▾

Show all categories

Q

Show all payees

Print

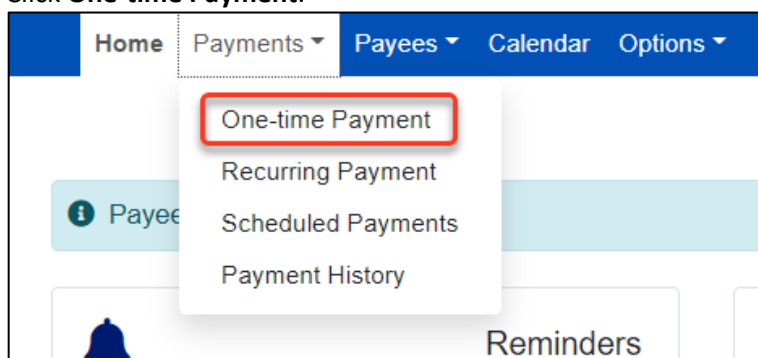
Payees	Account number	Category
Electric Company	*****RL11	<div>Unassigned ▾<div>UnassignedInsuranceOtherRentSuppliesUtilities</div></div>
Telephone Company	*****5221	
XYZ Properties	*****2020	



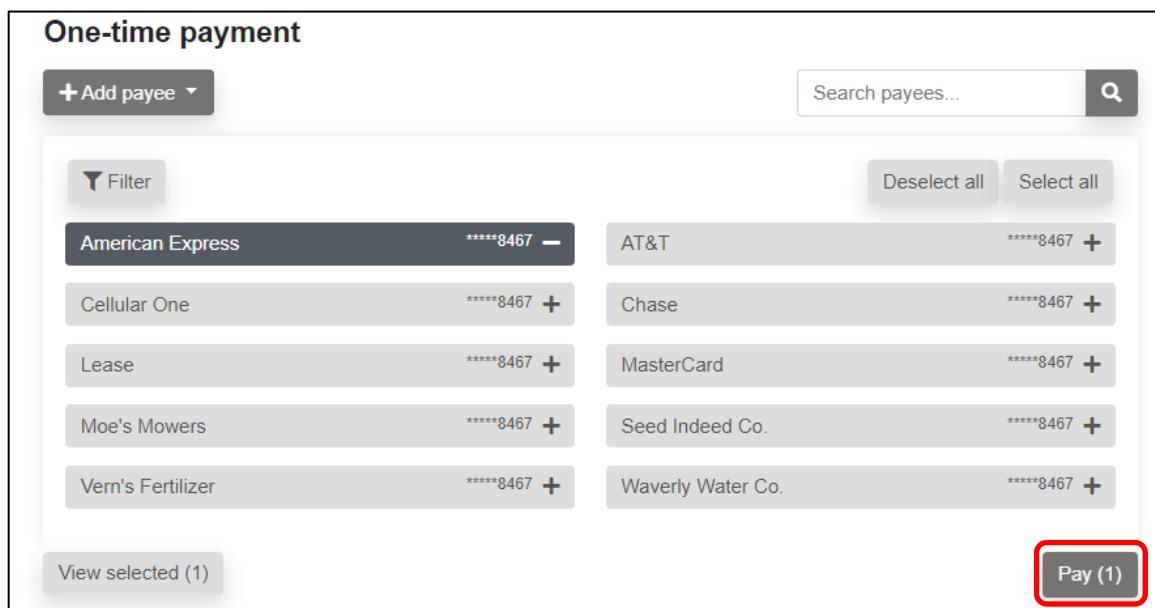
MAKE A PAYMENT

Create a Single One-Time Payment

1. Click the **Payments** tab.
2. Click **One-time Payment**.



3. Click to select a payee from the **payee list**.
4. Click **Pay**.





5. Use the **From account drop down** to select which account the payment should be taken from.
6. Enter the payment amount in the **Amount** field.
7. In the **Process** date field, select the date to process the payment or choose the date from the calendar.
8. Click **Review** to view the information entered.

Payment summary

Our goal is to deliver your payment securely and quickly.

Some payments will process using a single-use, pre-paid card, which means you will not recognize card numbers within payment confirmation communications you receive.

Payee	From account	Amount*	Process*	
American Express <small>Check *****2020 Last paid: N/A Amount paid: N/A</small>	Disbursement Account	\$ 25.00	9/8/2021 <small>Est arrival: 9/15/2021</small>	Remove Invoice/Comment

[< Back](#) [Review](#) [Pay all](#)

By clicking Pay all, you authorize us to debit the indicated account for the amount of each payment.

9. Click **Pay All** to submit the payment.

Payment summary

Profile Messages (0) Help Log out

Payee	Amount	Process	Additional items	
American Express <small>Check</small>	\$25.00	9/8/2021	From account Est arrival Delivery Invoice/Comment	Disbursement Account 9/15/2021 Standard None Remove

[< Back](#) [Review](#) [Pay all](#)

By clicking Pay all, you authorize us to debit the indicated account for the amount of each payment.

Create a Multiple One-Time Payments

1. Click the **Payments** tab.
2. Click **One-time Payment**.

Home Payments Payees Calendar Options

One-time Payment
Recurring Payment
Scheduled Payments
Payment History

Payee Reminders

3. Click to **Select All** on the right side of the screen.
4. Click **Pay**.



One-time payment

[+ Add payee](#)

[Filter](#) [Deselect all](#) [Select all](#)

American Express *****8467 -	AT&T *****8467 +
Cellular One *****8467 +	Chase *****8467 +
Lease *****8467 +	MasterCard *****8467 +
Moe's Mowers *****8467 +	Seed Indeed Co. *****8467 +
Vern's Fertilizer *****8467 +	Waverly Water Co. *****8467 +

[View selected \(1\)](#) [Pay \(1\)](#)

5. Use the **From account drop down** to select which account the payment should be taken from.
6. Enter the payment amount in the **Amount** field.
7. In the **Process** date field, select the date to process the payment or choose the date from the calendar.
8. If you would like to exclude any of the payments listed click **Remove**.
9. Click **Review** to view the information entered.

Payment summary

Our goal is to deliver your payment securely and quickly.

Some payments will process using a single-use, pre-paid card, which means you will not recognize card numbers within payment confirmation communications you receive.

Payee	From account	Amount*	Process*	
My Insurance Company Check *****2020 Last paid: N/A Amount paid: N/A	Disbursement Account	\$ 100.00	9/15/2021 Est arrival: 9/22/2021 Invoice/Comment	Remove
Local Utility Company Check *****ners Last paid: N/A Amount paid: N/A	Disbursement Account	\$ 138.96	9/15/2021 Est arrival: 9/21/2021 Invoice/Comment	Remove

[Back](#) [Review](#) [Pay all](#)

By clicking Pay all, you authorize us to debit the indicated account for the amount of each payment.

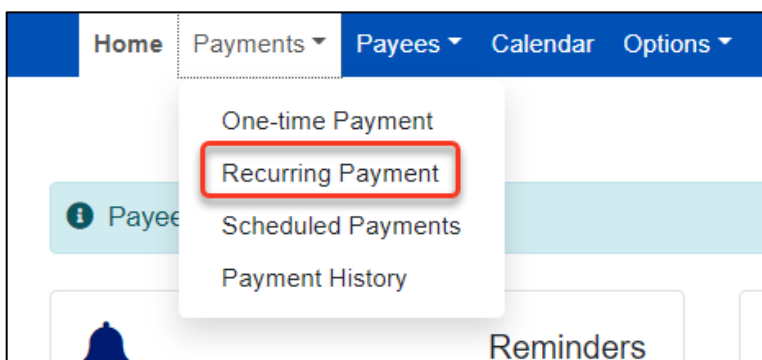
10. Click **Pay All** to submit the payment.



Create Recurring Payment

A recurring payment is a consistent payment that occurs on a regular basis, such as an insurance payment or an office lease.

- Click the **Payments** tab.
- Click **Recurring Payment**.



- Click to select a payee from the **payee list**.

Recurring payment

+ Add payee

CompanyIndividual

All Categories

American Express	*****8467	AT&T	*****8467
Cellular One	*****8467	Chase	*****8467
Lease	*****8467	MasterCard	*****8467
Moe's Mowers	*****8467	Retirement Account	*****8467



- Select the account in which to **Pay from**.
- Enter the **Amount** to pay the payee.
- Under the **Series options/preference** heading, designate what to do with the payment if the payment date falls on a holiday or weekend.
 - **Pay before**
 - **Pay after**

Set up American Express recurring payment

Details

Name

American Express

Check

*****2020

Add comment

Pay from*

Disbursement Account

Amount*

\$ 25.00

Series options / preferences

If the payment falls on a holiday or weekend?

Pay before

Pay after

- Select **Frequency**.
 - Weekly
 - Every other week
 - Every four weeks
 - Monthly
 - Every other month
 - Twice monthly
 - Every three months
 - Every six months
 - Annual

Frequency edit

Frequency*

Select a frequency

Select a frequency

Weekly

Every other week

Every four weeks

Monthly

Every other month

Twice monthly

Every three months

Every six months

Annual

- Select the Day of the week.
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday

Frequency edit

Frequency*

Every four weeks

Monday

Monday

Tuesday

Wednesday

Thursday

Friday



- Select the First Process Date.
 - Click the **Calendar Icon** and choosing the date you want to make the first payment.
 - Choose the date that the first payment will be made.
 - Click **Select Date**.

Select a date

Estimated arrival date *

Monday January 3, 2022

Dec 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

* Estimated arrival date is the estimated date the biller will receive the payment.

Close Select date

- Select the answer to the question, “**Would you like this series to end?**”
 - **No** (payment continues on this schedule until you make a change).
 - **On this date** (use the calendar to define).
 - **After a set # of payments** (enter number of payment).

Would you like this series to end?*

☐ No

☐ On this date

☒ After a set # of payments

Cancel Review Submit

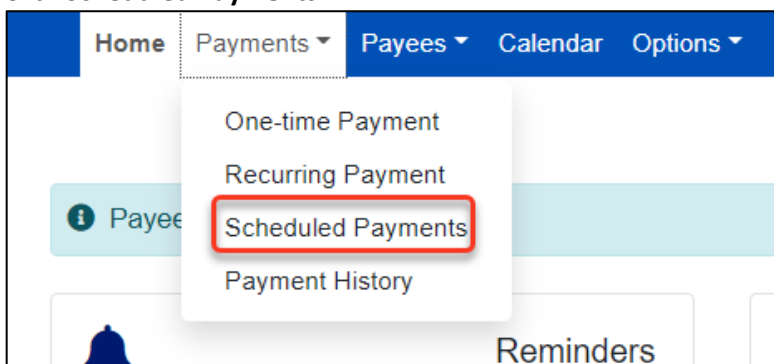
By clicking submit, you authorize us to debit the indicated account for the amount of each payment.



SCHEDULED PAYMENTS

View payments that are scheduled but have not been sent out either on the Home page or from the Payments menu.

1. Click **Payments**.
2. Click **Scheduled Payments**.



3. View list of scheduled payments.

Scheduled payments			Print
Search filter			
Payee	Amount	Process date	
American Express Check Confirmation # 1	\$25.00	09/20/2021	i Details Edit Stop
ABC Company Check Confirmation # 2	\$25.00	09/16/2021	i Details Edit Stop
Subtotal	\$25.00	Disbursement Account *****7902	
Subtotal	\$25.00	Primary Checking *****7892	
Total	\$50.00	Skipped payments not included in the total.	

4. Complete any of the following actions:
 - View **Details**

Transaction details		×
Payee	American Express	
Payment method	Check	
Amount	\$25.00	
Scheduled by	Jane Well	
Approved by	Jane Well	
From account	Disbursement Account	
Confirmation #	1	
Est. arrival	09/27/2021	
Process date	09/20/2021	
Delivery	Standard	
Invoice/Comment	None	
Frequency	One time	
Print		Close



- **Edit the payment**

Edit single payment

Account details		Transaction details	
Payee	American Express	Confirmation #	1
Payment method	Check	Est arrival	9/27/2021
From account*	Disbursement Account	Scheduled by	
Amount*	\$ 25.00	Delivery	Standard
Process date*	9/20/2021		
Invoice/Comment	View / Add		

[< Back](#) [Submit](#)

- **Stop Payment**

Stop single payment

Account details		Transaction details	
Payee	American Express	Confirmation #	1
Payment method	Check	Est arrival	9/27/2021
From account	Disbursement Account	Delivery	Standard
Amount	\$25.00		
Process date	9/20/2021		
Invoice / Comment	None		
Scheduled by	Jane Well		

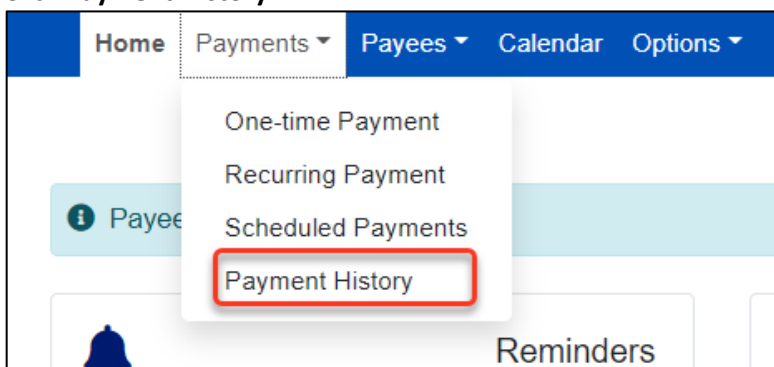
[Back](#) [Submit](#)



PAYMENT HISTORY

View all payment history using a variety of filters.

1. Click **Payments**.
2. Click **Payment History**.



3. On **View options** list use the down arrow on any of the following fields to select the appropriate options to filter the history.

- **Category** (all or specific category)
- **View** (all payees or specific payee)
- **Process date range**
 - Current Month
 - Previous Week
 - Previous Two Weeks
 - Previous Month
 - Last Thirty Days
 - Last Forty-five Days
 - Last Ninety Days
 - Custom Date
- **Transaction status**
 - Processed
 - Not Processed
 - Skipped
 - Stopped
 - Refunded
 - Resubmitted
- **Order by**
 - Process Date
 - Paid from Account
 - Confirmation Number
- **Arrange**
 - Ascending
 - Descending
- **# of Records to return**
- Click to select **View in spreadsheet**, if desired

A screenshot of a 'View options' filter panel. It contains several dropdown menus: 'Category' (set to 'All Categories'), 'View' (set to 'All Payees'), 'Process date range' (set to 'Current Month'), 'Transaction status' (set to 'View All'), 'Order by' (set to 'Process Date'), 'Arrange' (set to 'Ascending'), and '# of records to return' (set to '10'). There is a toggle switch for 'View in spreadsheet' which is currently turned off. At the bottom right, there are 'Close' and 'View results' buttons.

4. Click **View Results**.



CALENDAR

Use the calendar to see all scheduled payments, reminders, and more.

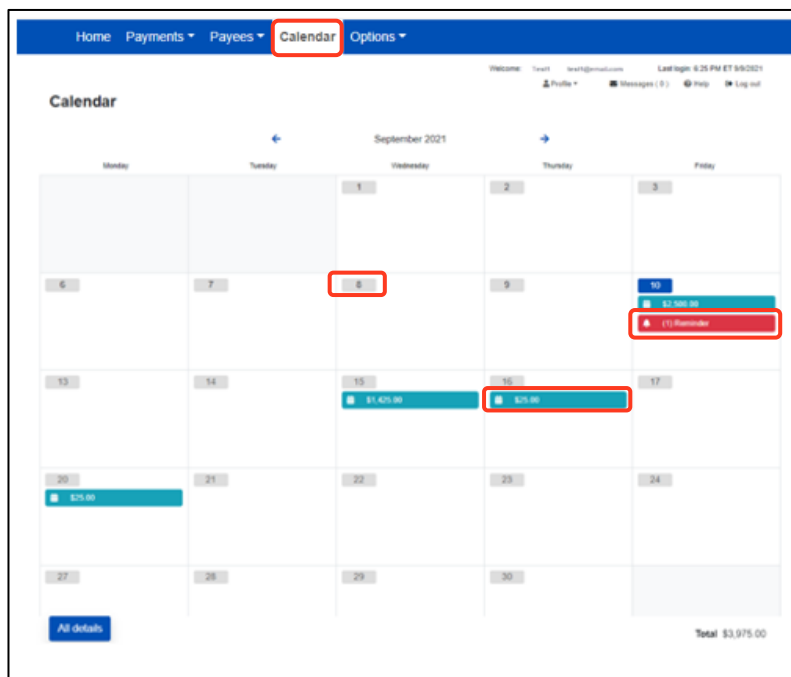
View item on calendar

1. Click **Calendar** on the blue menu bar.

Note

You will see different information based on the color of the box that is selected as noted below. For more information on any of the options, click the blue hyperlink.

2. Click on a **Grey Date Box**. Dates prior to today are not accessible. The system will ask you what you would like to do on this date.
 - **Schedule payment:** takes you to the One-time payment screen.
 - **Schedule reminder:** takes you to e-Notifications screen.
3. Click on **Green Payment Box** indicating a dollar amount of a payment scheduled that day.
 - System displays a summary of the scheduled payment including payee name and dollar amount.
 - Click **Details** to view complete payment information, edit or stop the payment on the Scheduled payments screen.
4. Click on the **Red Reminder Box**.
 - System displays a summary of the reminder/alter that is set for that day.
 - Click **Details** to go to the e-Notifications screen where you can see more information or edit the reminder.

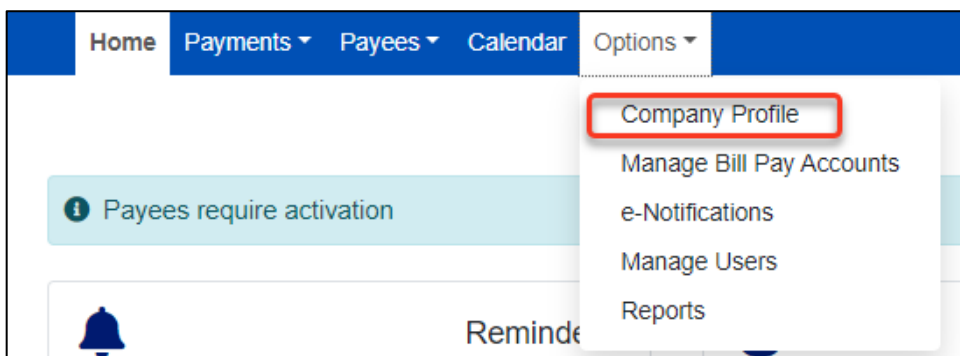




COMPANY PROFILE

Change your company information such as address, phone number, fax number, or modify dual signatures required option.

1. Click **Options**.
2. Click **Company Profile**.



3. Change any of the following, as necessary:
 - **Address**
 - **City**
 - **State**
 - **Zip Code**
 - **Phone Number**
 - **Fax Number**
 - **Dual signatures required**
4. Click **Submit**.

Company profile

Change company information

Company name: ZYX COMPANY

Address:*

123 ANY STREET

City:*

State:*

ZIP Code:*

COVINGTON

Louisiana

70433-____

Phone number:*

Fax number:

(504) €

(xxx) xxx-xxxx

Dual signatures required

☐ Require dual signatures.

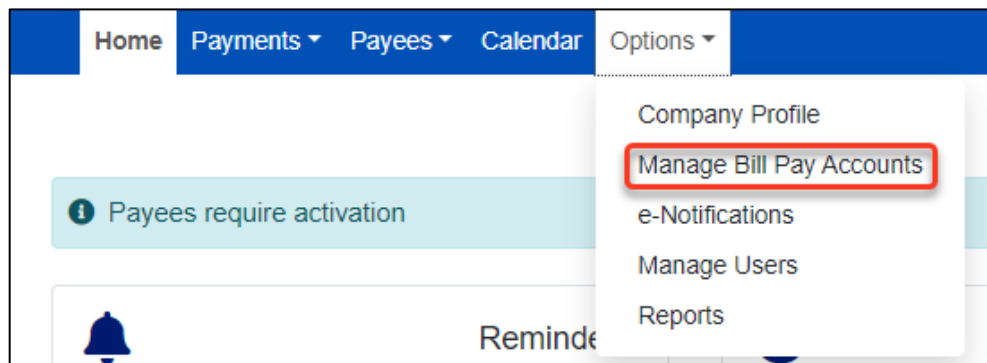
Submit



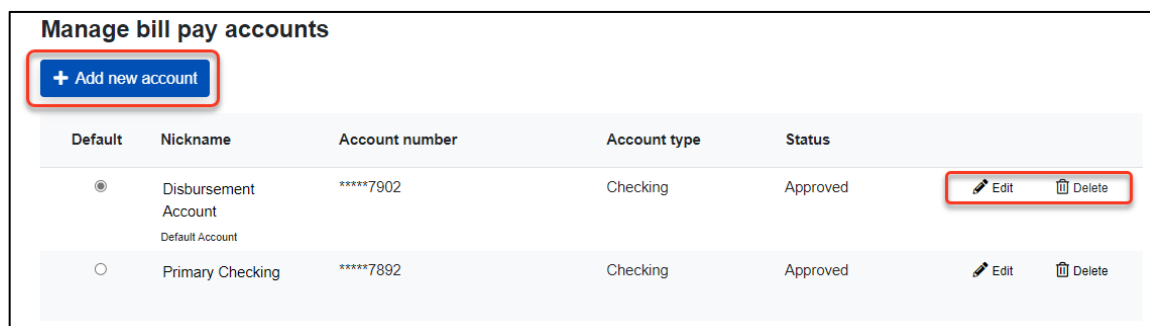
MANAGE BILL PAY ACCOUNTS

Easily add, edit, or delete your company accounts.

1. Click **Options**.
2. Click **Manage Bill Pay Accounts**.



3. Choose from:
 - **Add new account**
 - **Edit**
 - **Delete**





Add New Account

1. Click **Add new account**
2. Complete the following information:
 - **Nickname**
 - **Account number**
 - **Confirm account number**
 - **Account Type**
3. Click **Save changes**.

Add new account

Nickname *

Nickname

Account number *

Account number

Confirm account number *

Confirm account number

Account type *

Please select

Close

Save changes

Edit Existing Account

1. Click **Edit**.
2. Update **Nickname** of the account.
3. Click **Save changes**.

Edit account

Nickname

Disbursement Account

Close

Save changes

Delete Existing Account

1. Click **Delete**.
2. System will ask which action you would like to take. Click on the appropriate action:
 - **Delete the account and stop all associated transactions.**
 - **Delete the account and allow changes to be made to the transactions.**
3. Click on one of the following options:
 - **Delete this Account**
 - **No:** Do not delete the account.

What would you like to do?

Primary Checking *****7892

Important:

The transactions below are scheduled to process from this account.

☒ Delete the account and stop all associated transactions.

☐ Delete the account and allow changes to be made to the transactions.

To	Amount	Process date	Additional Items	
Test Check	\$2,500.00	9/10/2021	Confirmation #:	3
			Frequency:	One-Time
			Transaction Type :	Payment
KIG Check	\$25.00	9/16/2021	Confirmation #:	2
			Frequency:	One-Time
			Transaction Type :	Payment

Delete this Account

No



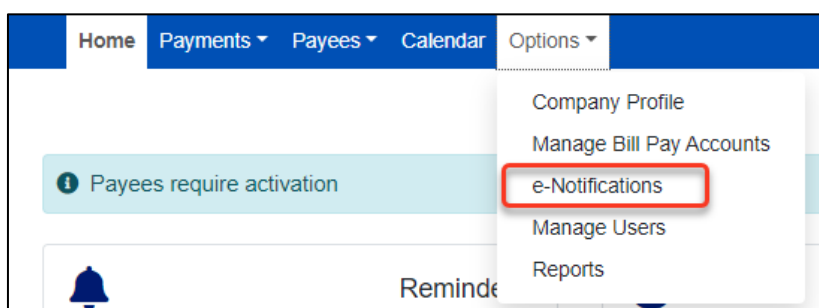
NOTIFICATIONS

Set up notifications for various events or at specific times. The table below lists the different notifications that may be established for Business Bill Pay.

Notification Type	Definition	Notification
Event	Develop customized communications where you are notified each time a particular event occurs through your bill pay account.	<ul style="list-style-type: none">• A transaction needs approval• A transaction exceeds a specific amount• A recurring transaction processes• Payee Information has been updated• A single transaction processes• Payee or account is activated with an activation code• A pay from account is approved• Email payee completes authentication
Logout	Receive a customized email summary of your bill pay activities at the end of each bill pay session.	<ul style="list-style-type: none">• Added admin users
Recurring	Customize how often you receive emails notifications providing a list of bill pay information.	<ul style="list-style-type: none">• A list of all scheduled payments• A list of all transaction history
Reminders	Schedule reminders for each time you need to schedule a payment or transfer funds.	<ul style="list-style-type: none">• Individual• Bills

Set up Notifications

1. Click **Options**.
2. Click **e-Notifications**.

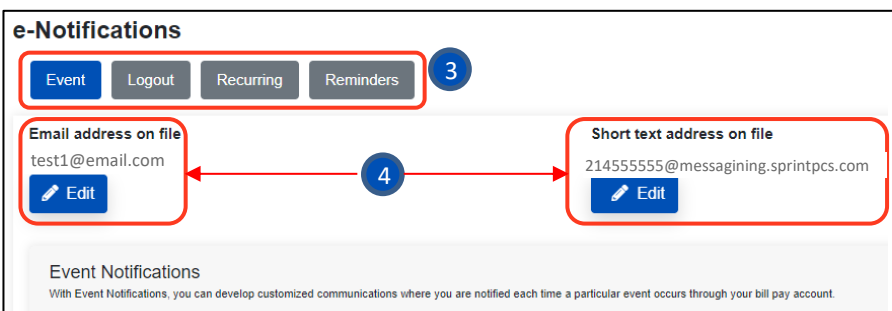


3. Use the buttons across the top to navigate to the different types of notifications.

- **Event**
- **Logout**
- **Recurring**
- **Reminders**

4. Set up the necessary notification delivery method

- **Email address on file**
- **Short text address on file**





Event Notification

1. Select which notification to establish.
 - A transaction needs approval
 - A transaction exceeds a specific amount
 - A recurring transaction processes
 - Payee Information has been updated
 - A single transaction processes
 - Payee or account is activated with an activation code
 - A pay from account is approved
 - Email payee completes authentication
2. Provide information requested.
3. Click **Submit**.

e-Notifications

Welcome: Test1 test1@email.com Last login: 6:25 PM ET 9/9/2021
Profile Messages (0) Help Log out

Event Logout Recurring Reminders

Email address on file
test1@email.com
[Edit](#)

Short text address on file
214 @messaging.sprintpcs.com
[Edit](#)

Event Notifications

With Event Notifications, you can develop customized communications where you are notified each time a particular event occurs through your bill pay account.

A transaction needs approval

Send notification to
Both
[Submit](#)

Notification has been activated and will be sent to test1@email.com & 214 @messaging.sprintpcs.com

A transaction exceeds a specified amount

Send notification to
Email Address
Category
All Categories

Payee or Account
All Payees
Amount
\$

[Submit](#)



Logout Notification

1. Select which notification to establish.
 - Added admin users
2. Provide information requested.
3. Click **Submit**.

e-Notifications

Event

Logout

Recurring

Reminders

Email address on file
test1@email.com
[Edit](#)

Short text address on file
21 @messaging.sprintpcs.com
[Edit](#)

Logout Notifications
At the end of each bill pay session, you can receive a customized email summary of your bill pay activities.

Please select which items you would like to receive each time you log out.
Send a List of the following:

☒ Added admin users

[Submit](#)



Recurring Notification

1. Select which notification to establish.
 - A list of all scheduled payments
 - A list of all transaction history
2. Provide information requested.
3. Click **Submit**.

e-Notifications

[Event](#)[Logout](#)[Recurring](#)[Reminders](#)

Email address on file
test1@email.com
[Edit](#)

Short text address on file
214 @messaging.sprintpcs.com
[Edit](#)

Recurring Notifications

These email notifications will provide a list of bill pay information in which you customize how often it is received.

A list of all scheduled payments

How often

On what day

Weekly

Wednesday

Submit

Frequency

Weekly on Wednesday

Remove

A list of all transaction history

How often

On what day

Monthly

15

BusinessConnect: Business Bill Pay

Page | 33



Reminders Notification

1. Click **Add Reminder**.

e-Notifications

Event Logout Recurring Reminders

Email address on file
_test1@email.com
[Edit](#)

Short text address on file
214 @messaging.sprintpcs.com
[Edit](#)

Reminders Notifications
You can schedule reminders for each time you need to schedule a payment or transfer funds.

[+ Add reminder](#)

Pay to	Category	Reminder date	Frequency	Send to	
Test	Bills	9/10/2021	Monthly	Email and Short text	Add to Calendar Stop

2. Select from the **What type of payee** list.
 - Bills
 - Individual
3. Select a payee from the **Pick a payee** list.
4. Select delivery method from the **Send notifications to** list.
 - Email address
 - Short text address
 - Both
5. Select timing from the **Reminder frequency** list.
 - One time
 - Monthly

Add reminder ×

What type of payee? *
Bills

Pick a payee *
Select Payee

Send notification to *
Select Option

Reminder frequency *
Select Frequency

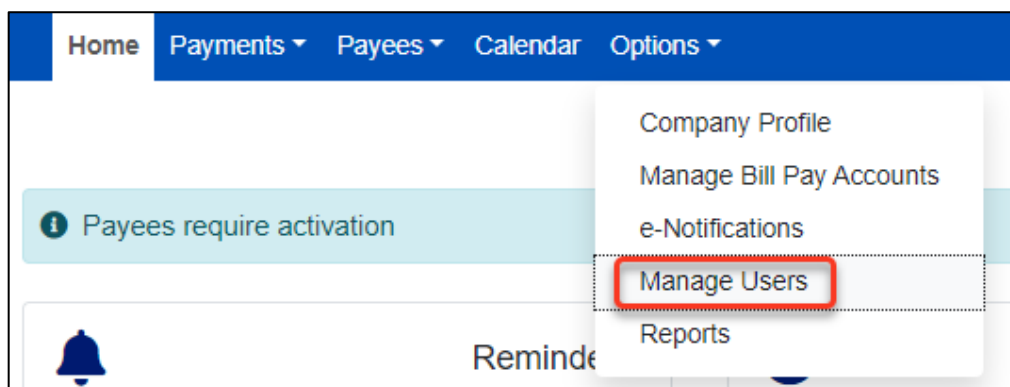
[Close](#) [Submit](#)



DELEGATE PAYMENT TASKS

Set up unique permissions per user that allow making payments, setting up payees, working with options, and approving payments.

1. Go to the **Options** tab.
2. Select **Manage Users**.



3. Choose the user you want to delegate payments to and select **Permissions**. This allows you to view the current permission settings for this user and to edit these settings.

Manage users					
+ New user					
Last name	First name	User ID	Last login		
ZYX Company	ZYX Company	Company1	N/A	Edit	Permissions Delete
Primary User					
Well	Jane	Test1	9/8/2021	Edit	Permissions Delete
Doe	John	Test2	9/1/2021	Edit	Permissions Delete



4. View the current permissions given to the user.

User Information

User name John Doe

User type Custom

Restore Permissions

To edit permissions: Use the tabs below to add or remove permissions. The current permissions will be pre selected.

User informationPaymentsPayeesOptionsApprove authority

Current Permissions

→ Payments

✓ Schedule Bill Payments (all)

✓ Schedule Email Payments(all)

✗ Establish Payment Caps

✗ Designate Pay From Accounts

✓ Payment History

→ Payees

✓ Manage Payees

→ Options

✓ Access Reports

✓ Update Company Info

✓ Manage Billpay Users

✓ Manage Pay From Accounts

✓ Schedule Reminders

→ Approve Authority

✓ Approve Transactions

Admin user list

5. Click **Payments**.
6. Click **Schedule Bill Payments**.
7. Allow the user to schedule payments to any payee or to specific payees. Select one of the following:
 - **Schedule to all bill payees**
 - **Schedule to specific bill payees**

User informationPaymentsPayeesOptionsApprove authority

✓ Schedule bill payments

Schedule to all bill payeesSchedule to specific bill payees

✓ Schedule email payments

Schedule to all email payeesSchedule to specific email payees



8. Click to **Establish payment caps**, if necessary.
9. Enter the amount in **Payee payment cap**.
10. Allow the user to schedule payment to all or a specific payee. The user will not be able to exceed this cap when scheduling payments. Select one of the of the following:
 - **Payment Cap to all bill payees**
 - **Payment Caps to specific bill payees**

☒ Establish payment caps

Payment caps allow you to set a specific amount that **Tommy Kehoe** cannot exceed when scheduling payments to particular payees.

Payee payment cap

\$

250,000.00

Payment Cap to all bill payees

Payment Caps to specific bill payees

11. Click **Designate pay from accounts**, if necessary.
12. Select which **Accounts** the user can make payments from.
13. Click to select **Payment History** (in order for user to view).
14. Click **Save**.

☒ Designate pay from accounts

The designated pay-from accounts will grant permission for **John Doe** to use those accounts when submitting payments. If no account is selected, payments from all associated accounts will be permitted. When selecting one or more accounts, payments from only those accounts will be permitted.

Primary Checking

+

Disbursement Account

+

☒ Payment history

Admin user list

Cancel

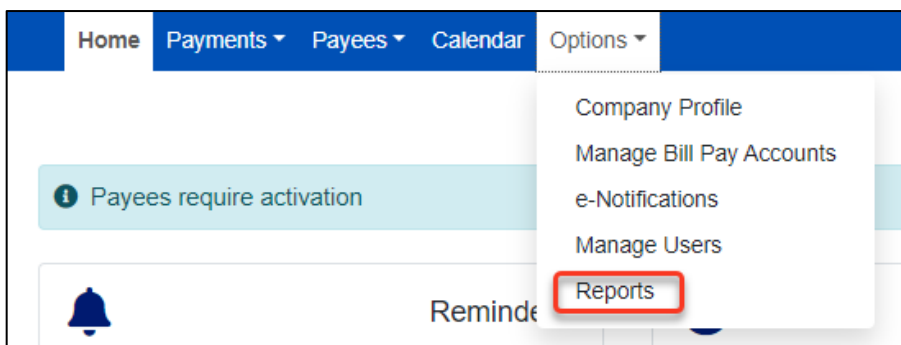
Save



GENERATE REPORTS

Run reports on payments processed, payment changes, payments stopped, and payees added. Customize your report by user and date.

1. Go to the **Options** tab.
2. Select **Reports**.



Reports

Payments Processed Payment Changes Payments Stopped Payees Added

Payments Processed

☒ All Users

☐ Scheduling User

☐ Approving User

Date Range

Current Month

Start Date

Start date

End Date

End date

Create report

Export and print versions contain the check number in a separate column. The column is blank for electronic payments.



3. Select which type of report to generate.

- **Payments Processed**
- **Payment Changes**
- **Payments Stopped**
- **Payees Added**

Reports

Payments Processed Payment Changes Payments Stopped Payees Added

4. Define which users to include:

- **All Users**
- **Scheduling User**
- **Approving User**

☒ All Users ☐ Scheduling User ☐ Approving User

5. Select a **Date Range**

- Current Month
- Last Thirty Days
- Last Ninety Days
- Custom Date
 - Select Start Date using the calendar
 - Select End Date using the calendar

6. Click **Create report**

Date Range

Current Month

Start Date **End Date**


Start date End date


Create report



Report Example

Payee name	Amount	Check number	Process date	Scheduling user	Approving user
Chase	\$150.00		9/28/2020	Laurie Smith	
AT&T	\$65.00		9/28/2020	Laurie Smith	
Moe's Mowers	\$200.00		9/30/2020	Laurie Smith	
Cellular One	\$65.00		9/10/2020	Laurie Smith	
Lease	\$1,200.00		9/11/2020	Laurie Smith	
Kim Stone	\$65.00		9/14/2020	Laurie Smith	
Community	\$1,200.00		9/14/2020	Laurie Smith	

 Print

 Export