BankFIRST

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Business Bill Pay User Guide

Member FDIC

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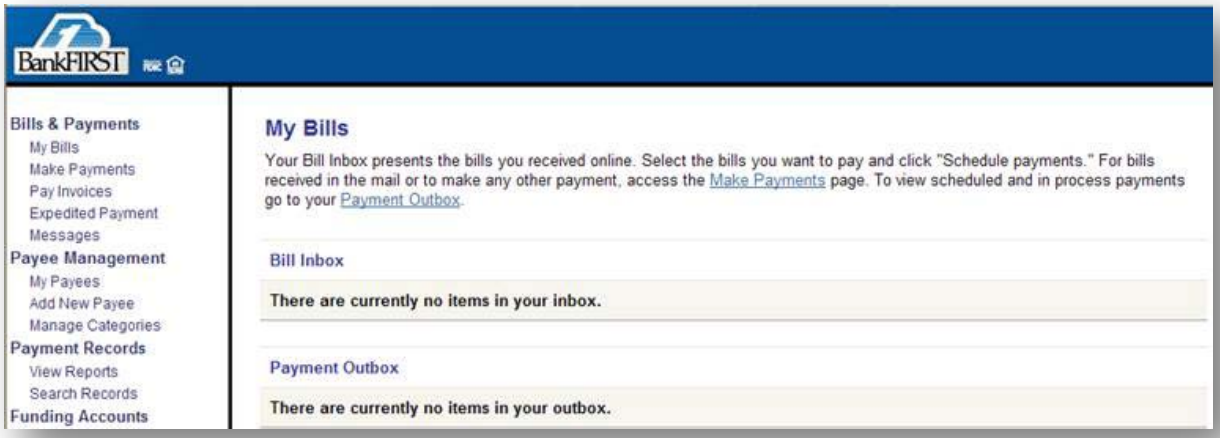
Business Bill Pay User Guide

Enrollment:

- Submit a completed Business Bill Pay Agreement and Funding Account Authorization
- form at your local BankFIRST branch location.
- You will receive a confirmation e-mail when your set up is complete and you can begin making payments. Note: Please allow up to 7 business days.
- After an email confirmation is sent to you must log into Bill Pay and complete the set up process.
- Set up additional security:
- Select a PassMark Picture and a phrase. Click **Continue**.

- Read and agree to the terms. Click **Continue**.
- Finally, the launch page will appear. You may then set up Payees.



Add a Payee

- From your navigation links, click **Add New Payee**.
- Enter the name of the payee you want to add, provide the required information, and click **Add Payee**.
  Note: "View our payee list" provides a listing of payees you can choose from as well.
  If you click the "This payee does not have an account number" checkbox, a page will appear requiring manual entry of the remittance address.
- A second “Add a Payee” page appears.
- Review and provide the necessary information as it appears on your bill.
- Click **Add Payee**.
- A confirmation page appears that details your payee information.
- Once the payee has been added, you can make a payment, add payment options, or add e-mail notifications for this payee.

Make a Payment (From the Navigation Links)

- From your navigation links, click **Make a Payment**.
- Select the payments you want to make and click the button to continue. The next “Make a Payment” page appears.
- Specify the details for each payment and click the button to continue. A preview page appears, allowing you to review the payments.
- Review the payments you've decided to make and click the button to submit your payments.
- A confirmation page appears that details the payments that were moved successfully to your “Payment Outbox”.

Make a Payment (From the Bill Inbox)

- From your Bill Inbox, select the bills you want to pay and click the button to continue.
- A listing of the payments you selected appears.
- Specify the details for each payment and click the button to continue.
- If a confirmation page appears, your payments have been scheduled successfully.
- Review your payments and click the button to submit your payments.
- A confirmation page appears that details the payments that were moved successfully to your “Payment Outbox”.
- To change or cancel these payments, you must access the “Payment Outbox”. Payments are retrieved daily at 8:00 PM CT.

Add an Additional User

- From your navigation links, click Business Users.
- Click Add an Additional User (top of page).
- Complete the required personal information fields.
- Assign a user ID and password.
- Choose the User Type :
    - Administrator (unlimited access)
    - User (limited access)
    - Additional Contact (view only)
- Choose which Funding Accounts the user will have permission to access for bill payments.
- Set the Approvals and Authorizations including:
    - Limit for “Make Payments”
    - Limit for “Approve Payments”
    - Permission to Add/Change Payees
- Select which reports, if any, the user shall have permission to view.
- **Note:** The “Learn More” link will explain in detail the types of data in each report.
- Click **Add User**.
- A confirmation page appears that lists the details for the user you just added.

Help

- To find more information and answers to questions, please refer to the **Help** link from the left side menu.
- **"Help"** options include:"How Do I", "Glossary", and "Frequently Asked Questions".

FAQ

- Passwords expire every 90 days and require verification of a funding account and routing number.
- Business Tax ID is required to change a password.
- Payments sent electronically cannot be stopped or reversed once in process.