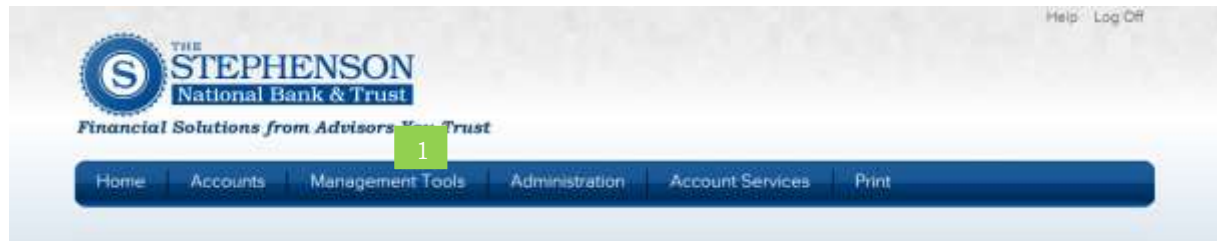


Business Bill Pay



Funds Management

ACH Manager
Wires Manager
Transfer List
Transfers Issued
• **Bill Payments**
Wire Confirmations

This screen will open up in a new window



1. From your Online Banking Home Screen, click on **Management Tools**
2. From the drop down choose **Bill Payments**
3. The screen to get started on creating and initiating bill payments will open up in a new screen
4. Click **Get Started** to begin paying your business bills online
5. To begin you must first add the companies and people you want to pay using Business Bill Pay.
 - a. To get started click [add a bill](#)
 - b. Choose who do you want to pay? **Company** or **Person**
 - c. Enter **Billers Name** in blank space and choose **search** to find an address match. If the search doesn't find a match, you will have to manually enter the address information.
 - d. Enter your **Account Number** on your invoice and the **Billers Zip Code**
 - e. If all information is correct you will receive an email confirmation and the option to **Add Another Bill** or **Finished**
6. To pay a bill
 - a. Click **Payment Center** tab
 - b. Enter **Amount** and **Pay Date**
 - c. Click **Make Payments**