Business Online Banking

User Guide

Bill Payments

DollarBank®
Let's get you there.

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Paying your business bills online can help streamline your accounts payable process. Through Business Online Bill Pay, you can make one-time payments, set up automatic payments, receive bills online, send detailed invoice information with your payments and more. Below are the menu tabs available in Bill Pay:

- **Payment Center:** Make payments to a person or company.
- **Add a Bill:** Quickly add a person or company to pay a bill.
- **Bill History:** View, print or download bill history.
- **Manage My Bills:** Add or change bill options.

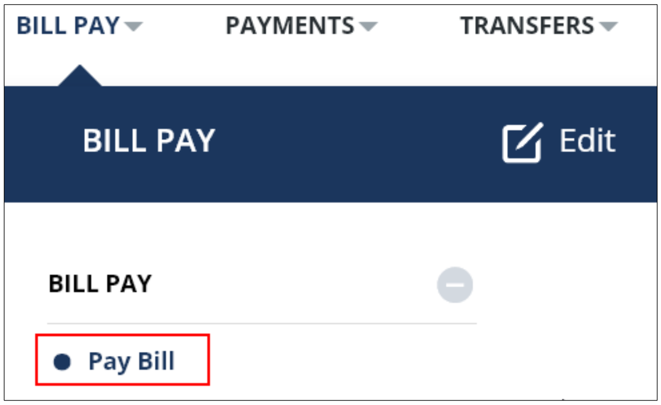
Add a Biller

The Payment Center is the Bill Pay home screen. To pay bills online, simply add the companies and people you want to pay. Even if you don't receive bills from the company or person you want to pay, you can still add their information.

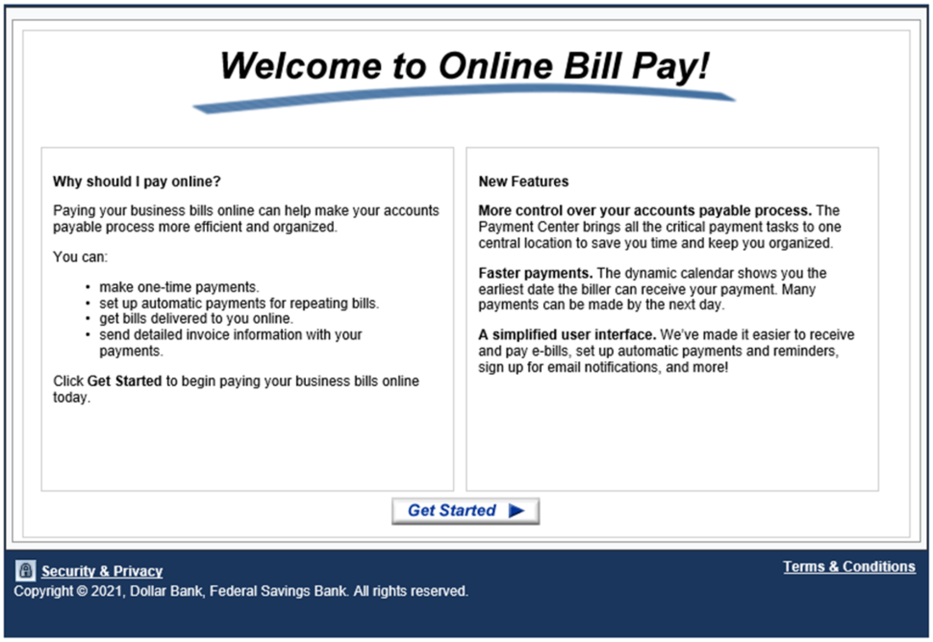
After you add the company or person to pay, the information appears in the Pay Bills section of the Payment Center. The company or person remains in your list of billers until you delete the biller.

Task 1: Add a Bill for a Company or a Person

Step 1: Click Bill Pay and select Pay Bill.



New users will be directed to the Welcome to Online Bill Pay screen initially to get started.



Welcome to Online Bill Pay!

Why should I pay online?

Paying your business bills online can help make your accounts payable process more efficient and organized.

You can:

- make one-time payments.
- set up automatic payments for repeating bills.
- get bills delivered to you online.
- send detailed invoice information with your payments.

Click **Get Started** to begin paying your business bills online today.

New Features

More control over your accounts payable process. The Payment Center brings all the critical payment tasks to one central location to save you time and keep you organized.

Faster payments. The dynamic calendar shows you the earliest date the biller can receive your payment. Many payments can be made by the next day.

A simplified user interface. We've made it easier to receive and pay e-bills, set up automatic payments and reminders, sign up for email notifications, and more!

Get Started
Security & Privacy
Terms & Conditions

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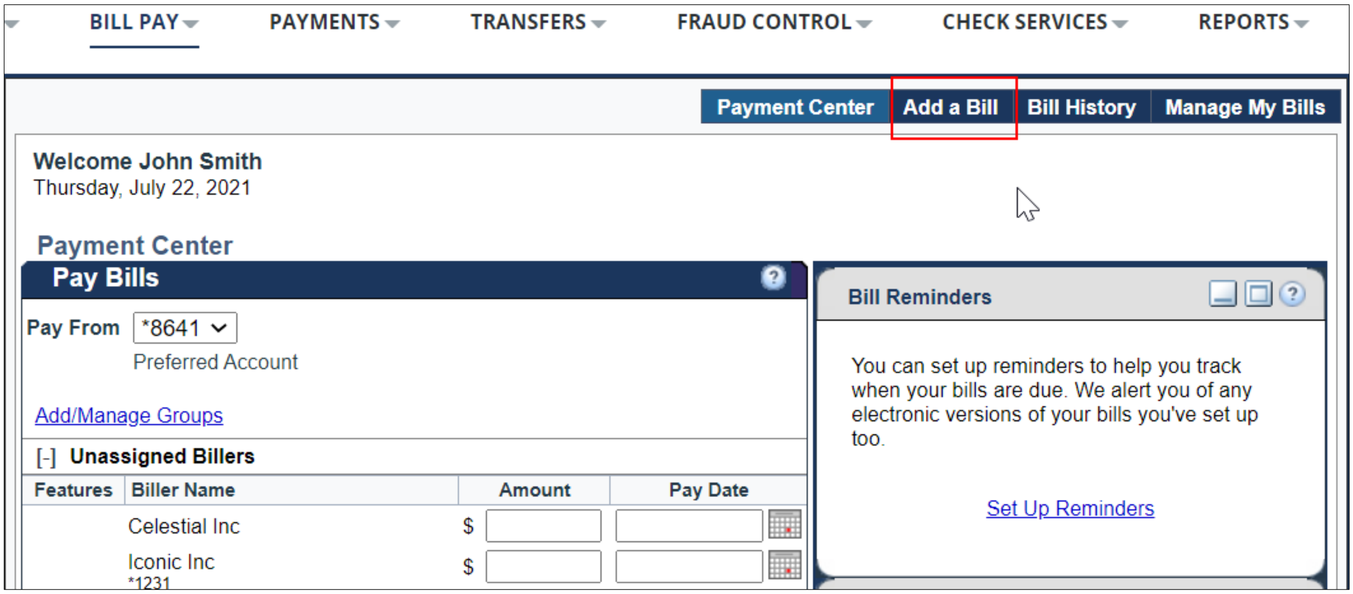
Then, you will be directed to the Payment Center.

Step 2: Click Add a Bill.



BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
Payment Center
Add a Bill
Bill History
Manage My Bills

Welcome John Smith
Thursday, July 22, 2021

Payment Center

Pay Bills

Pay From *8641
Preferred Account

Add/Manage Groups
[-] Unassigned Billers

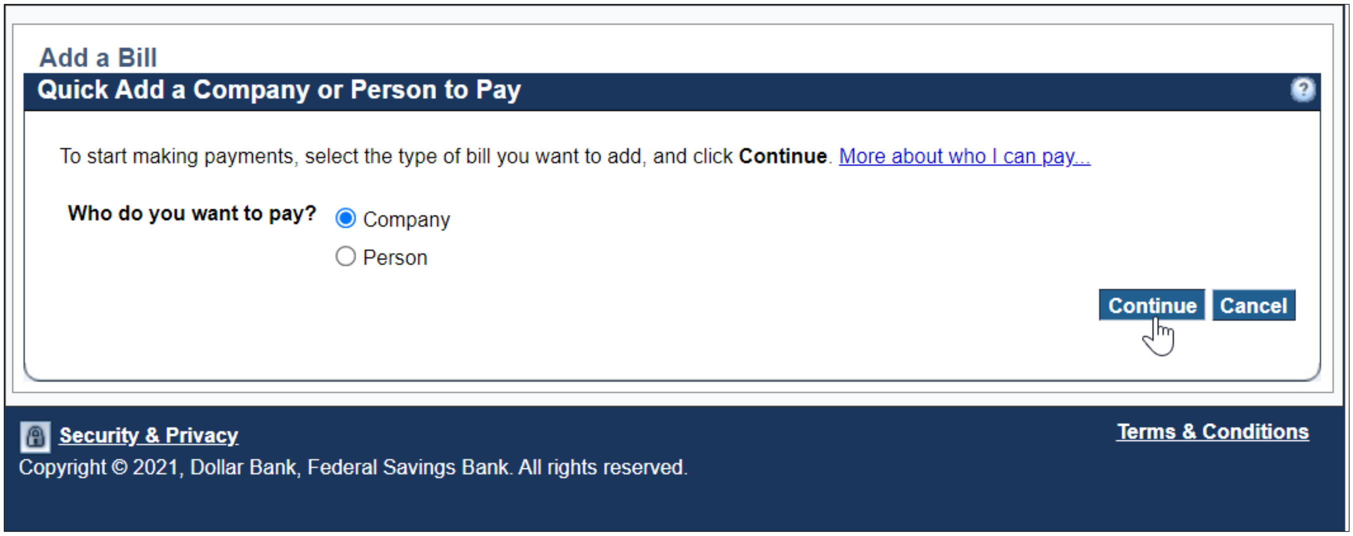
Features	Biller Name	Amount	Pay Date
	Celestial Inc	$	
	Iconic Inc *1231	$	

Bill Reminders

You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too.

Set Up Reminders

Step 3: Selected Company or Person as needed, and click Continue.



Add a Bill

Quick Add a Company or Person to Pay

To start making payments, select the type of bill you want to add, and click **Continue**. More about who I can pay...

Who do you want to pay? ● Company ○ Person

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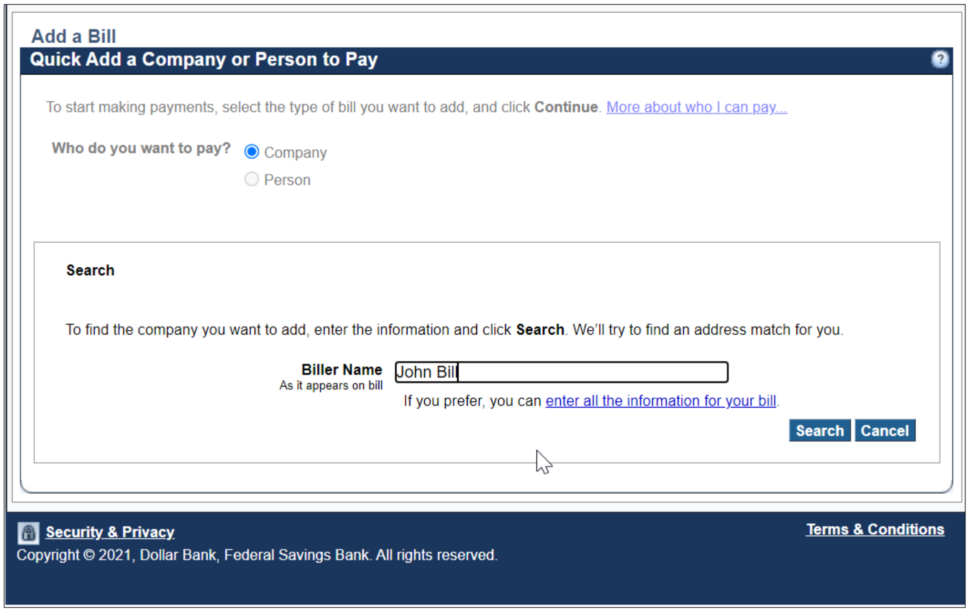
Step 4: In Biller Name, type the name of the company you want to add. Then, click Search.



Add a Bill

Quick Add a Company or Person to Pay

To start making payments, select the type of bill you want to add, and click **Continue**. More about who I can pay...

Who do you want to pay? ● Company ○ Person

Search

To find the company you want to add, enter the information and click **Search**. We'll try to find an address match for you.

Biller Name As it appears on bill: John Bill

If you prefer, you can enter all the information for your bill.

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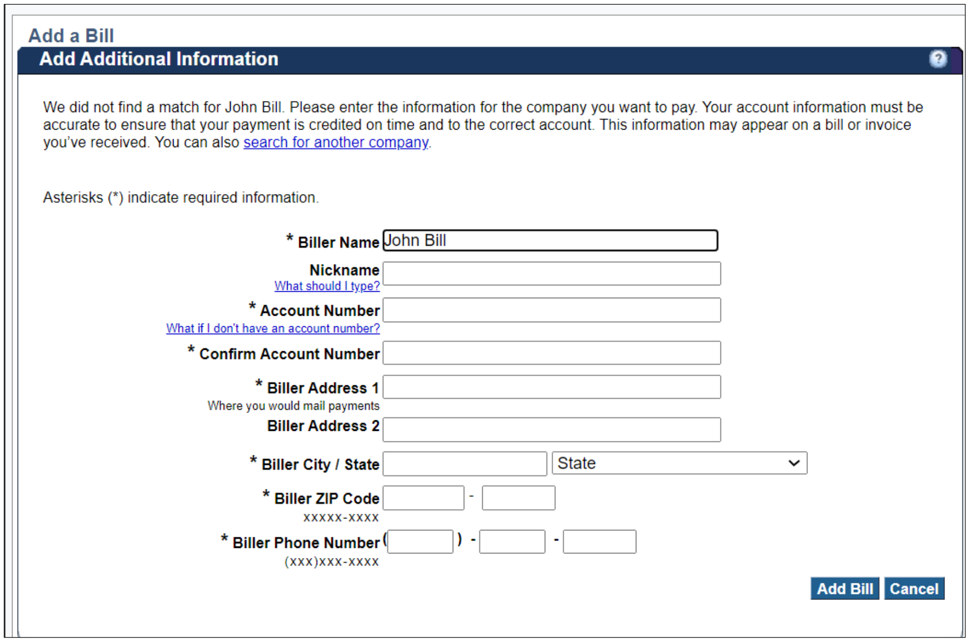
- If a match is found, the Add Information for a Company screen is displayed.
- If more than one match found, the Select a Company screen is displayed. Select the desired company to add and click Continue.
- If no match found, the Add Additional Information screen is displayed. Enter the biller address and phone number.

Step 5: In this example, a match is not found and the Add Additional Information screen is displayed.



Add a Bill

Add Additional Information

We did not find a match for John Bill. Please enter the information for the company you want to pay. Your account information must be accurate to ensure that your payment is credited on time and to the correct account. This information may appear on a bill or invoice you've received. You can also search for another company.

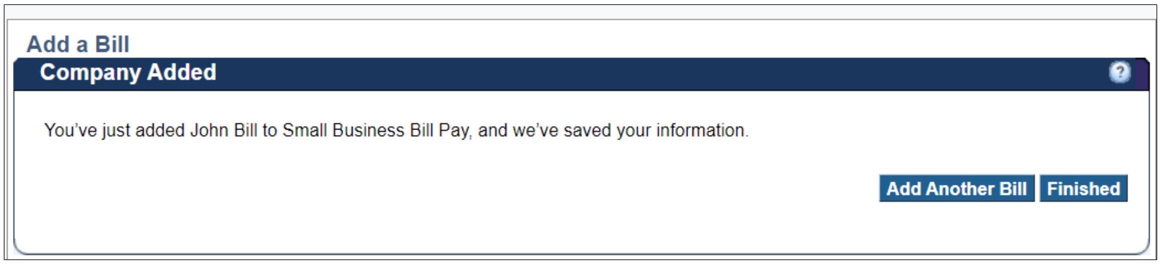
Asterisks (*) indicate required information.

* Biller Name	John Bill
Nickname What should I type?	
* Account Number What if I don't have an account number?	
* Confirm Account Number	
* Biller Address 1 Where you would mail payments	
Biller Address 2	
* Biller City / State	State
* Biller ZIP Code xxxxx-xxxx	-
* Biller Phone Number (xxx)xxx-xxxx	( ) - -

Enter the required fields as marked by an asterisk (*). Click Add Bill.

Step 6: The Company Added message will appear.

- Click Add Another Bill to add another company or person.
- Click Finished to return to Payment Center screen.



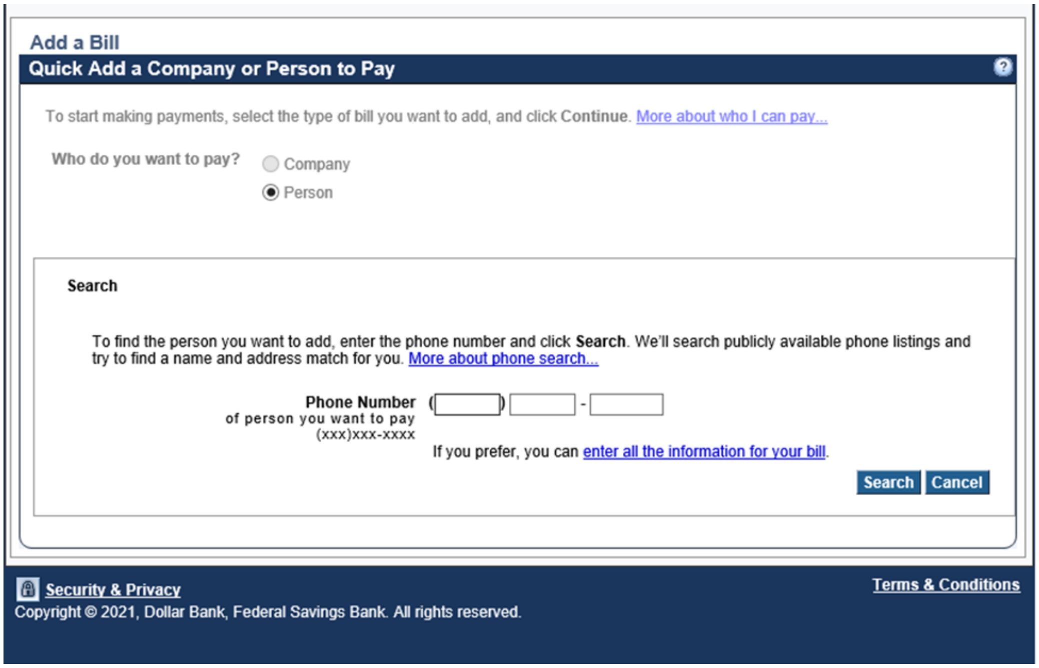
Add a Bill

Company Added

You've just added John Bill to Small Business Bill Pay, and we've saved your information.

NOTE: The difference between adding a company or a person is in the Add Additional Information field details. All other steps are similar.

Below is the Add Additional Information screen for a Person. You can search by phone number and the system searches publicly for available phone listings for a name and address. If matched, you will see the name and address.


Add a Bill
Quick Add a Company or Person to Pay
Search
Search
Cancel
Security & Privacy
Terms & Conditions

To start making payments, select the type of bill you want to add, and click **Continue**. More about who I can pay...

Who do you want to pay? ○ Company ● Person

To find the person you want to add, enter the phone number and click **Search**. We'll search publicly available phone listings and try to find a name and address match for you. More about phone search...

Phone Number of person you want to pay (xxx)xxx-xxxx ( ) -

If you prefer, you can enter all the information for your bill.

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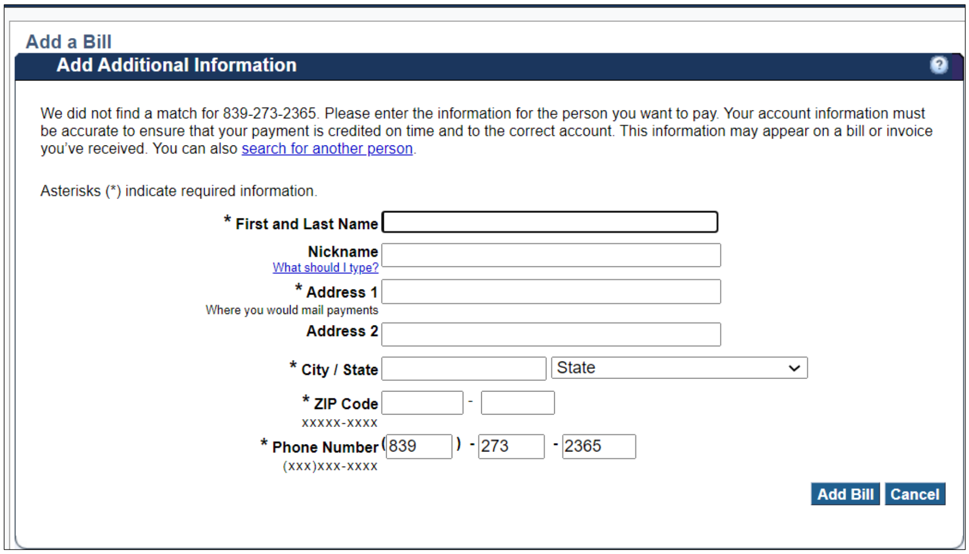
If no match is found, the Add Additional Information screen will appear.

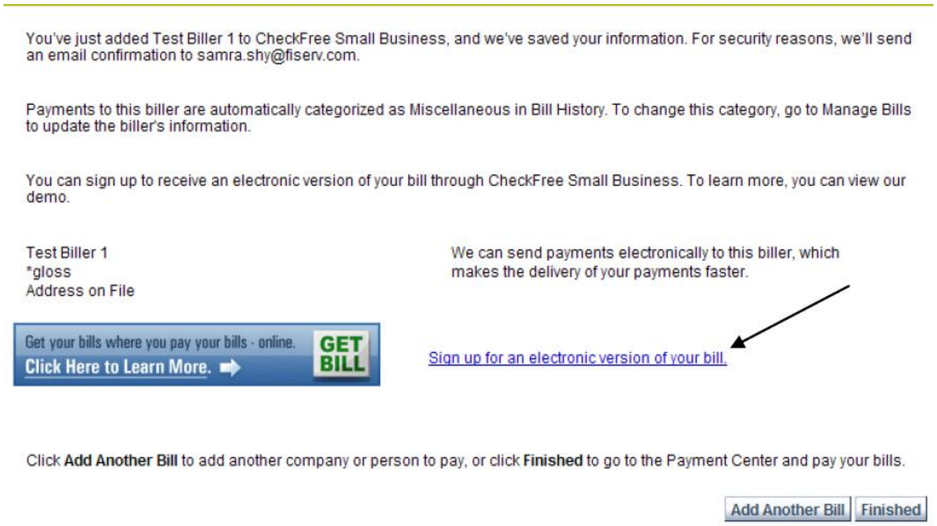

Add a Bill
Add Additional Information
What should I type?
State
Add Bill
Cancel

We did not find a match for 839-273-2365. Please enter the information for the person you want to pay. Your account information must be accurate to ensure that your payment is credited on time and to the correct account. This information may appear on a bill or invoice you've received. You can also search for another person.

Asterisks (*) indicate required information.

* **First and Last Name**
Nickname
* **Address 1** Where you would mail payments
Address 2
* **City / State**
* **ZIP Code** xxxxx-xxxx
* **Phone Number** (xxx)xxx-xxxx (839) - 273 - 2365

Step 7: If the biller offers eBills, you will be prompted to sign up. If you do not wish to sign up for an eBill at that time, you can set it up anytime from the Manage Bills screen or the eBills icon next to the biller name.



You've just added Test Biller 1 to CheckFree Small Business, and we've saved your information. For security reasons, we'll send an email confirmation to samra.shy@fiserv.com.

Payments to this biller are automatically categorized as Miscellaneous in Bill History. To change this category, go to Manage Bills to update the biller's information.

You can sign up to receive an electronic version of your bill through CheckFree Small Business. To learn more, you can view our demo.

Test Biller 1
*gloss
Address on File

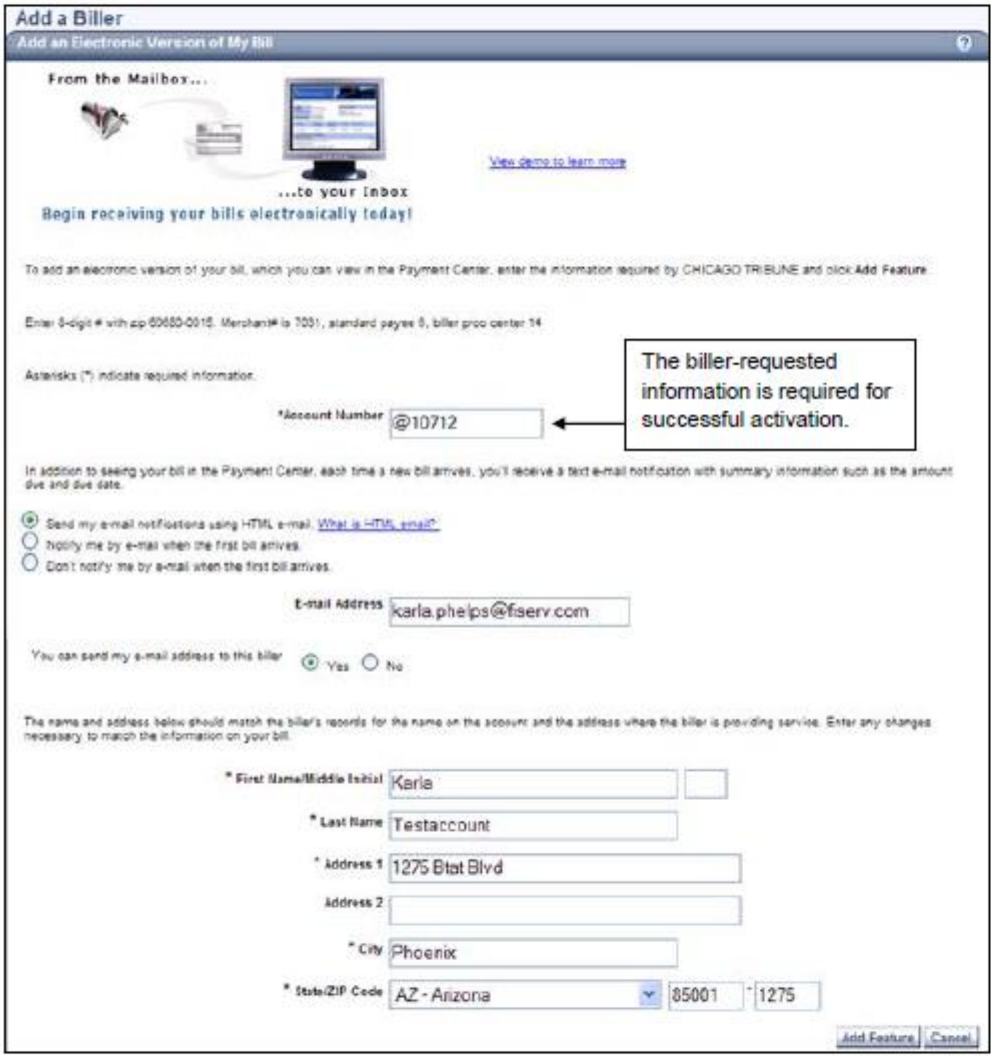
We can send payments electronically to this biller, which makes the delivery of your payments faster.

Get your bills where you pay your bills - online.
Click Here to Learn More.
GET BILL
Sign up for an electronic version of your bill.

Click **Add Another Bill** to add another company or person to pay, or click **Finished** to go to the Payment Center and pay your bills.

Add Another Bill
Finished

Click Sign up for an electronic version or your bill and the Add a Biller screen will appear.



Add a Biller

Add an Electronic Version of My Bill

From the Mailbox...
...to your Inbox
Begin receiving your bills electronically today!
View demo to learn more

To add an electronic version of your bill, which you can view in the Payment Center, enter the information required by CHICAGO TRIBUNE and click **Add Feature**.

Enter 8-digit # with zip 60680-0015. Merchant# is 7031, standard payee 5, biller proc center 14

Asterisks (*) indicate required information.

*Account Number: @10712

The biller-requested information is required for successful activation.

In addition to seeing your bill in the Payment Center, each time a new bill arrives, you'll receive a text e-mail notification with summary information such as the amount due and due date.

● Send my e-mail notifications using HTML e-mail. What is HTML email?
○ Notify me by e-mail when the first bill arrives.
○ Don't notify me by e-mail when the first bill arrives.

E-mail Address: karla.phelps@fiserv.com

You can send my e-mail address to this biller ● Yes ○ No

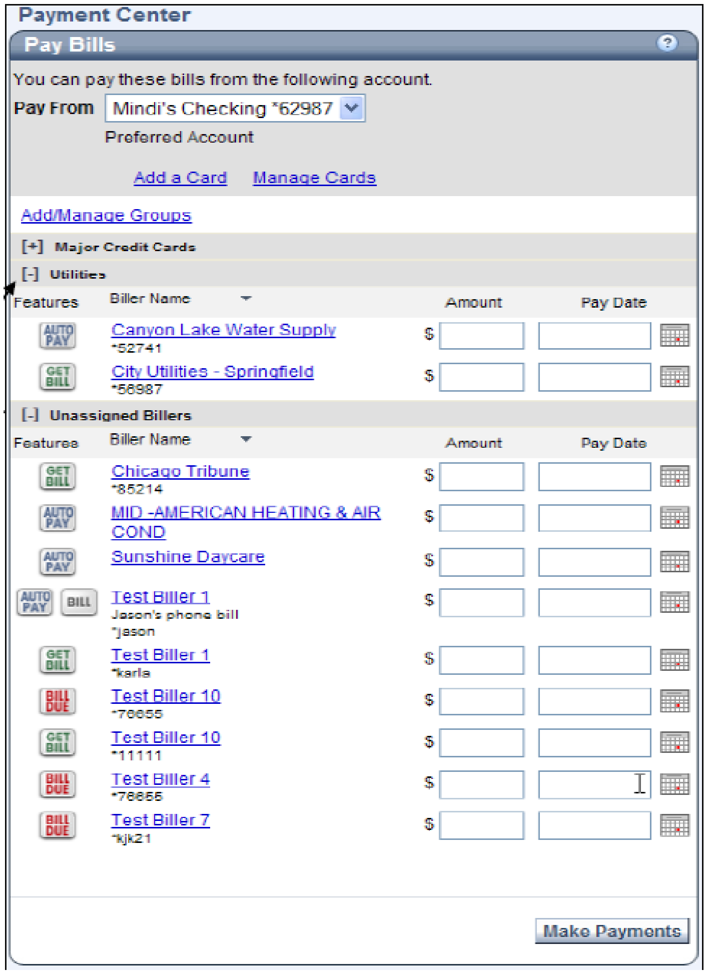
The name and address below should match the biller's records for the name on the account and the address where the biller is providing service. Enter any changes necessary to match the information on your bill.

* First Name/Middle Initial: Karla
* Last Name: Testaccount
* Address 1: 1275 Btat Blvd
Address 2:
* City: Phoenix
* State/ZIP Code: AZ - Arizona 85001 - 1275

Add Feature
Cancel

Once you have filled out the required information and clicked Add Feature, a message appears letting you know the request has been submitted. Click Finish.

Step 8: If interested, biller grouping allows you to categorize billers into groups.



Payment Center

Pay Bills

You can pay these bills from the following account.

Pay From: Mindi's Checking *62987

Preferred Account

[+] Major Credit Cards

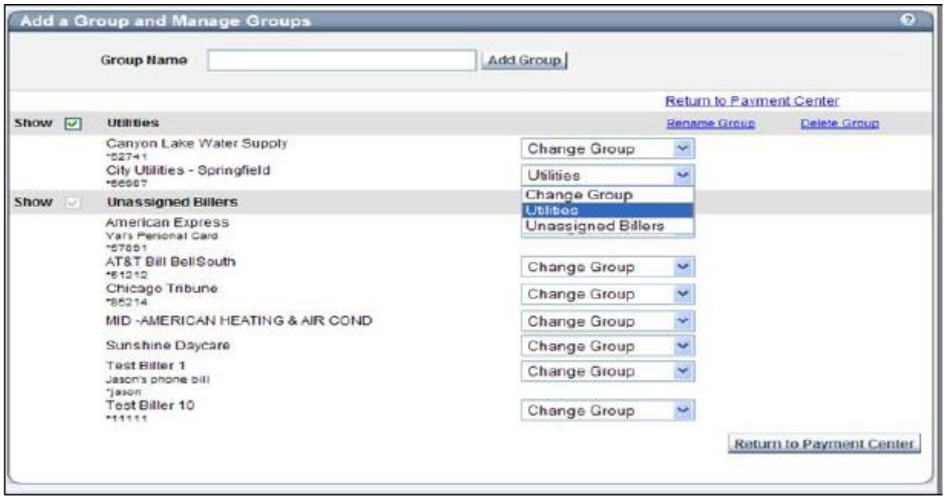
[-] Utilities

Features	Biller Name	Amount	Pay Date
AUTO PAY	Canyon Lake Water Supply *52741	$	
GET BILL	City Utilities - Springfield *56987	$	

[-] Unassigned Billers

Features	Biller Name	Amount	Pay Date
GET BILL	Chicago Tribune *85214	$	
AUTO PAY	MID -AMERICAN HEATING & AIR COND	$	
AUTO PAY	Sunshine Daycare	$	
AUTO PAY BILL	Test Biller 1 Jason's phone bill *jason	$	
GET BILL	Test Biller 1 *karla	$	
BILL DUE	Test Biller 10 *76655	$	
GET BILL	Test Biller 10 *11111	$	
BILL DUE	Test Biller 4 *78655	$	
BILL DUE	Test Biller 7 *kjk21	$	

- Click Add/Manage Group.
- Enter a Group Name, then click Add.
- Next to the biller there is a drop-down list to change the group.
- Once changed, return to the Payment Center to see the updates reflected.


Add a Group and Manage Groups
Group Name
Add Group
Return to Payment Center
Show
Rename Group
Delete Group
Return to Payment Center

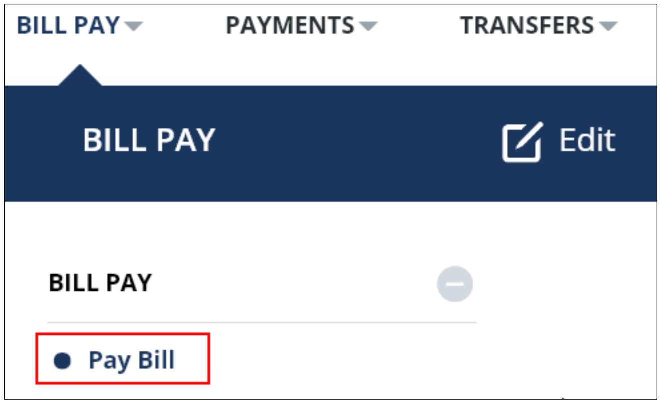
Show ☑	**Utilities**	
	Canyon Lake Water Supply *52741	Change Group
	City Utilities - Springfield *66987	Utilities (Change Group / Utilities / Unassigned Billers)
Show ☐	**Unassigned Billers**	
	American Express Val's Personal Card *57651	
	AT&T Bill BellSouth *61212	Change Group
	Chicago Tribune *85214	Change Group
	MID -AMERICAN HEATING & AIR COND	Change Group
	Sunshine Daycare	Change Group
	Test Biller 1 Jason's phone bill *jason	Change Group
	Test Biller 10 *11111	Change Group

Making Bill Payments

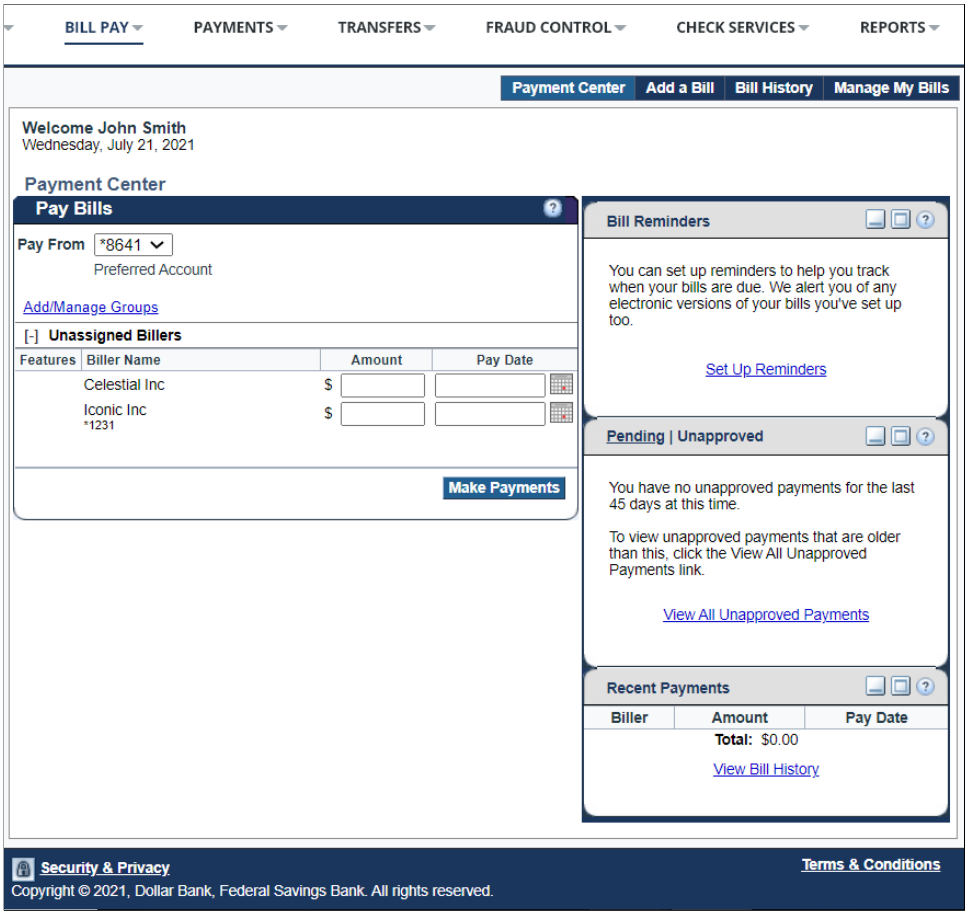
From the Payment Center you can make a payment to the billers. Also, there are quick links to Set Up Bill Reminders, View All Unapproved Payments and View Bill Payments.

Task 2: Make Payments to a Biller

Step 1: Click Bill Pay and select Pay Bill.


BILL PAY
PAYMENTS
TRANSFERS
BILL PAY
Edit
BILL PAY
Pay Bill

In the Payment Center you can manage biller groups, sort your biller list, sign up for and view eBills or make a payment.


BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
Payment Center
Add a Bill
Bill History
Manage My Bills
Make Payments

Welcome John Smith
Wednesday, July 21, 2021

Payment Center

Pay Bills

Pay From *8641
Preferred Account

Add/Manage Groups

[-] Unassigned Billers

Features	Biller Name	Amount	Pay Date
	Celestial Inc	$	
	Iconic Inc *1231	$	

Bill Reminders

You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too.

Set Up Reminders

Pending | Unapproved

You have no unapproved payments for the last 45 days at this time.

To view unapproved payments that are older than this, click the View All Unapproved Payments link.

View All Unapproved Payments

Recent Payments

Biller	Amount	Pay Date
	Total: $0.00	

View Bill History

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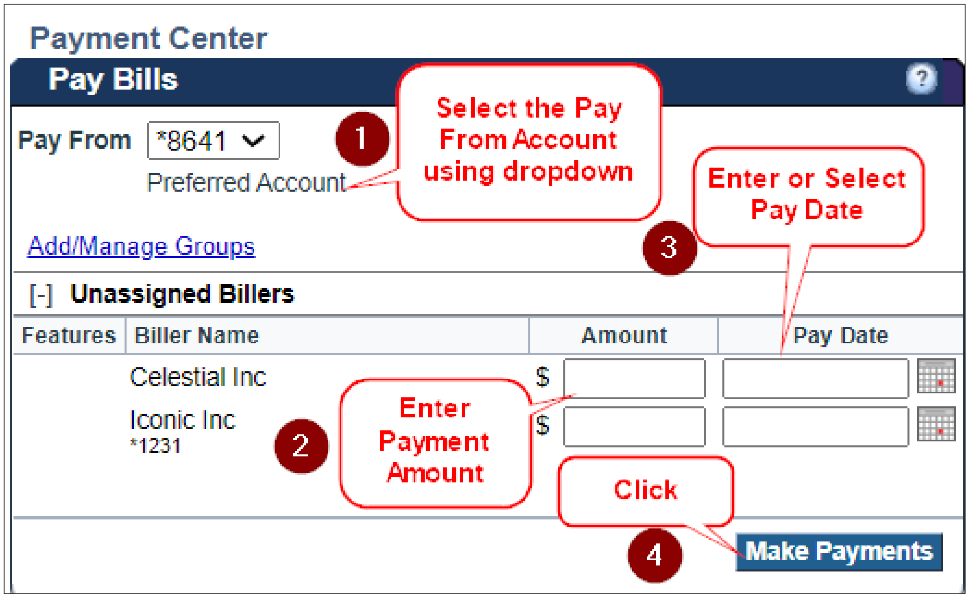
NOTE: If you want to pay a biller that is not currently listed, you need to add the biller. Click Add a Bill to go to the Quick Add a Company or Person to Pay screen.

Step 2: Enter the details in payment widget for your desired biller.

- From drop-down, select the account from which payment will be processed.
- Enter the Amount.
- Enter the Pay Date manually or select from the calendar.
- Click Make Payments.


Payment Center
Pay Bills
Pay From
*8641
Preferred Account
Add/Manage Groups
[-] Unassigned Billers
Features
Biller Name
Amount
Pay Date
Celestial Inc
$
Iconic Inc
*1231
$
Make Payments

1 Select the Pay From Account using dropdown

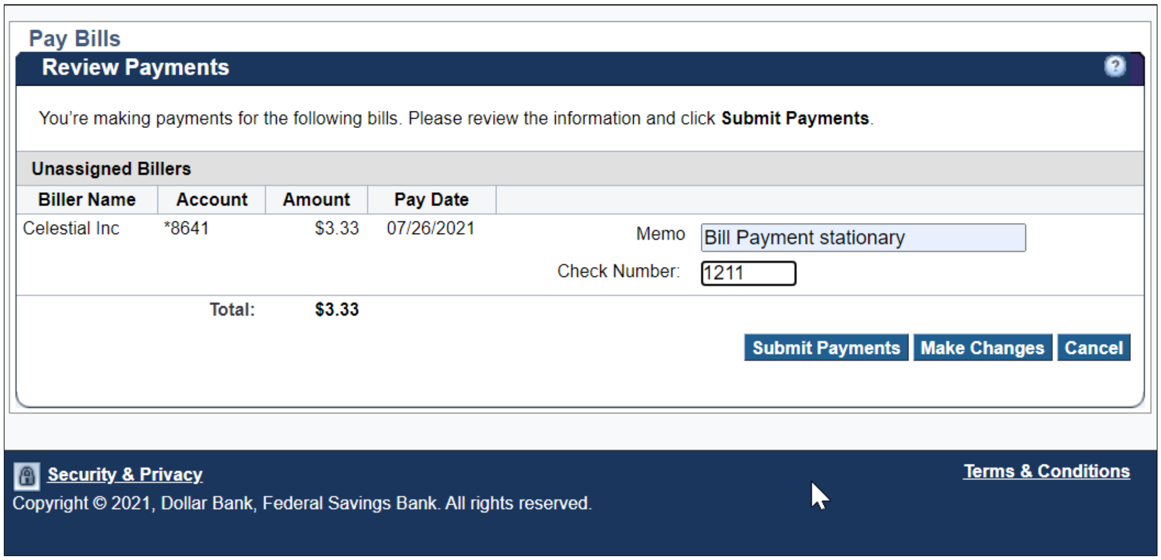
2 Enter Payment Amount

3 Enter or Select Pay Date

4 Click

Step 3: The Review Payments screen shows the total amount for all payments you’d like to make.

- In Memo, type additional information as needed to send with the payment (up to 34 characters).
- In Check No., type a reference number for this payment.
  If it is an electronic payment, the check number is replaced by a transaction number.


Pay Bills
Review Payments
Submit Payments
Make Changes
Cancel
Security & Privacy
Terms & Conditions

You’re making payments for the following bills. Please review the information and click **Submit Payments**.

Unassigned Billers

Biller Name	Account	Amount	Pay Date
Celestial Inc	*8641	$3.33	07/26/2021
	Total:	**$3.33**	

Memo: Bill Payment stationary

Check Number: 1211

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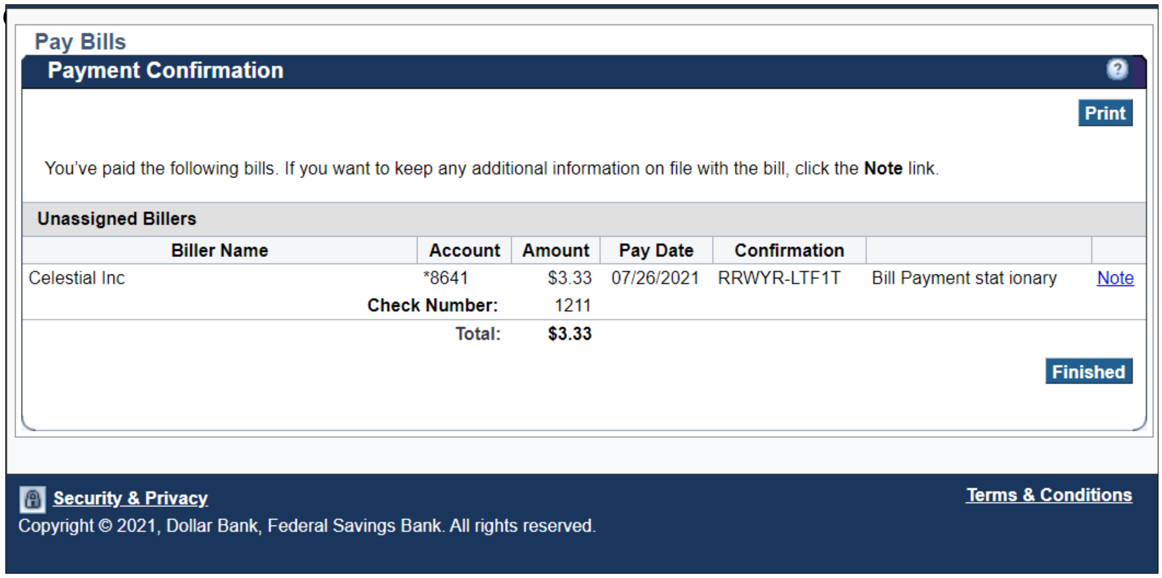
- Click Submit Payments. The Payment Confirmation screen displays the confirmation numbers automatically assigned to each of the payments.

Step 4: Click Note to add a description of the payment (up to 256 characters).
The Note isn't sent with the payment. To view the note, go to Bill History.

To print the payment confirmation click Print. Click Finished to return to the Payment Center.



Pay Bills

Payment Confirmation

Print

You've paid the following bills. If you want to keep any additional information on file with the bill, click the **Note** link.

Unassigned Billers

Biller Name	Account	Amount	Pay Date	Confirmation		
Celestial Inc	*8641	$3.33	07/26/2021	RRWYR-LTF1T	Bill Payment stat ionary	Note
Check Number:		1211				
Total:		**$3.33**				

Finished
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Terms & Conditions

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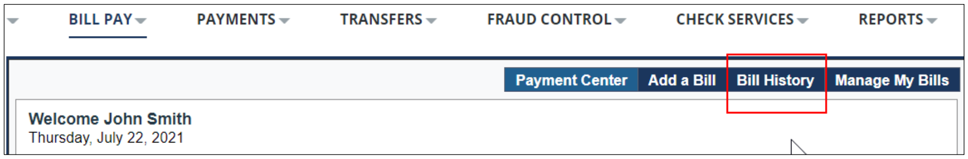
Bill History

Task 3: Search Bill History of Payments

In Bill History, you can search all payments and bills for the past 18 months.

Step 1: Click Bill Pay and select Pay Bill. Then, click Bill History.



BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
Payment Center
Add a Bill
Bill History
Manage My Bills

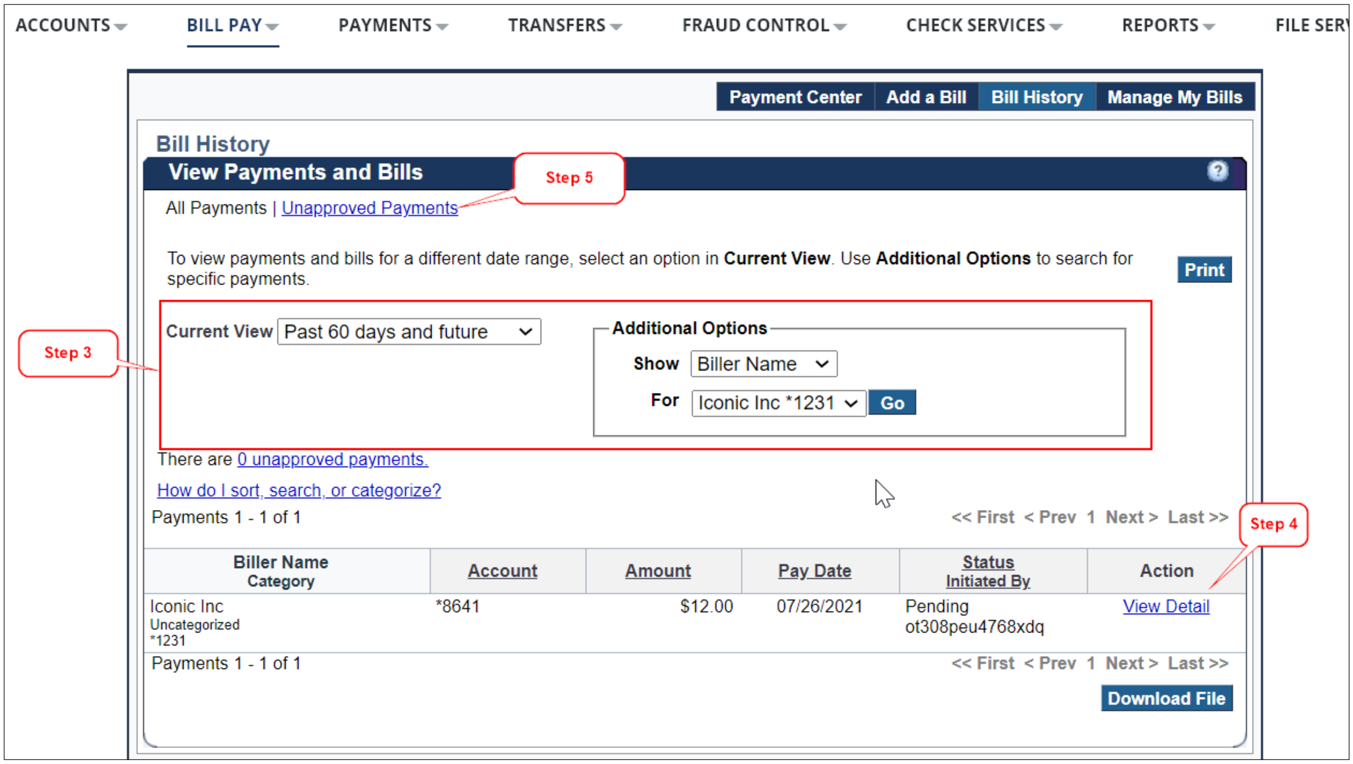
Welcome John Smith
Thursday, July 22, 2021

Step 2: The View Payments and Bill screen will display the following: Biller Name, Account, Amount, Pay Date, Status, Initiated By and Action. Statuses can be Pending, Unapproved, Paid, Canceled, Unpaid and Filed.

Step 3: To view payments and bills for a different date range, select the desired option in Current View**.** Options are: Past 30 days and future, Past 60 days and future, Past 90 days and future, Past 180 days and future, Past 12 months and future, Past 18 months and future and Specific date range.

Use Additional Options to search for specific payments. Options are Biller name, Category, Payment status, Account number and Initiated By.

When ready, click Go.


ACCOUNTS
BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
FILE SER
Payment Center
Add a Bill
Bill History
Manage My Bills
Step 5
Step 3
Step 4
Print
Go
<< First < Prev 1 Next > Last >>
Download File

Bill History

View Payments and Bills

All Payments | Unapproved Payments

To view payments and bills for a different date range, select an option in **Current View**. Use **Additional Options** to search for specific payments.

Current View Past 60 days and future

Additional Options

Show Biller Name

For Iconic Inc *1231

There are 0 unapproved payments.

How do I sort, search, or categorize?

Payments 1 - 1 of 1

Biller Name Category	Account	Amount	Pay Date	Status Initiated By	Action
Iconic Inc Uncategorized *1231	*8641	$12.00	07/26/2021	Pending ot308peu4768xdq	View Detail

Payments 1 - 1 of 1

Step 4: Click View Details to view Bill Details. Click Print to print the details. Click Finished to return to the View Payments and Bills screen.

Step 5: Click the Unapproved Payments link to view unapproved payments and approve as needed.

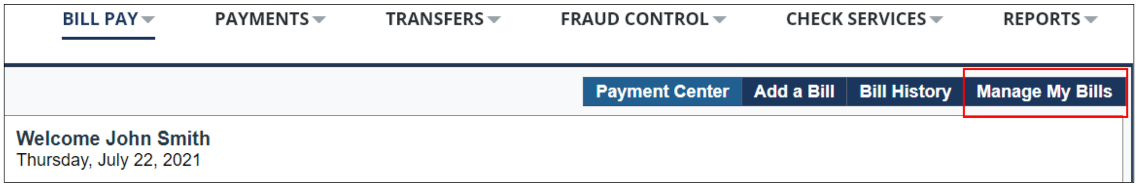
Step 6: Click Print to print the screen information, or Download File to download.

Manage My Bills

Manage My Bills allows you to update biller information, set up bill reminders or automatic payments, receive your bill online and delete billers.

Task 4: Update Biller Information

Step 1: Click Bill Pay and select Pay Bill. Then, click Manage My Bills.

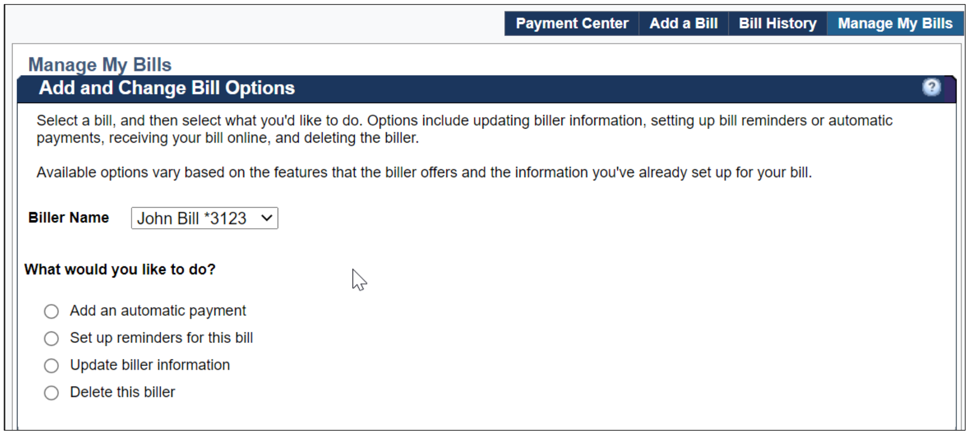

BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
Payment Center
Add a Bill
Bill History
Manage My Bills

Welcome John Smith
Thursday, July 22, 2021

Step 2: Select the Biller Name from the drop-down to add or change options.

Available options are:

- Add an automatic payment
- Set up reminders for this bill
- Update biller information
- Delete this biller



Manage My Bills

Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

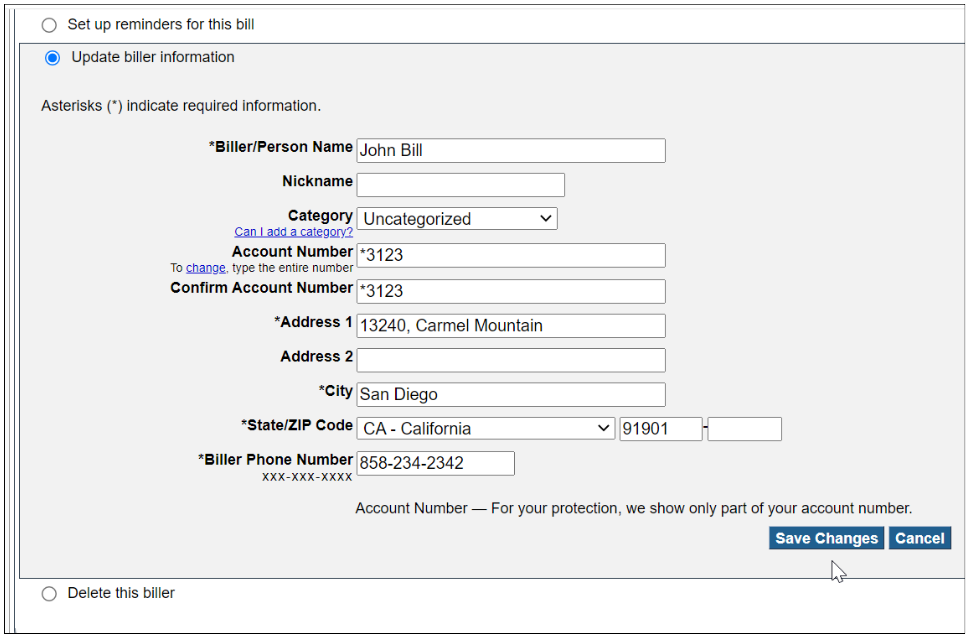
Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name John Bill *3123

What would you like to do?

○ Add an automatic payment
○ Set up reminders for this bill
○ Update biller information
○ Delete this biller

Step 3: The screen will differ according to the option selected. Enter the requested information accordingly. In this example, the option Update biller information has been selected. When complete, click Save Changes.



○ Set up reminders for this bill
● Update biller information

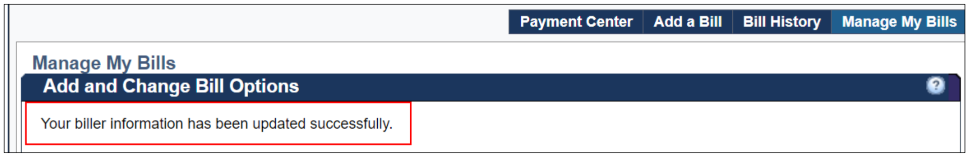
Asterisks (*) indicate required information.

***Biller/Person Name**	John Bill
Nickname	
Category Can I add a category?	Uncategorized
Account Number To change, type the entire number	*3123
Confirm Account Number	*3123
***Address 1**	13240, Carmel Mountain
Address 2	
***City**	San Diego
***State/ZIP Code**	CA - California 91901 -
***Biller Phone Number** xxx-xxx-xxxx	858-234-2342

Account Number — For your protection, we show only part of your account number.

○ Delete this biller

Step 4: A message will appear that your biller information has been updated successfully.


Payment Center
Add a Bill
Bill History
Manage My Bills

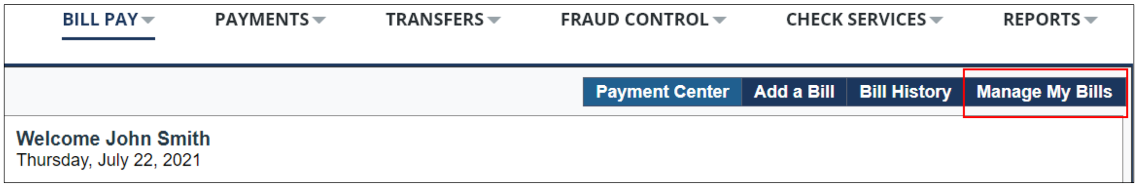
Manage My Bills

Add and Change Bill Options

Your biller information has been updated successfully.

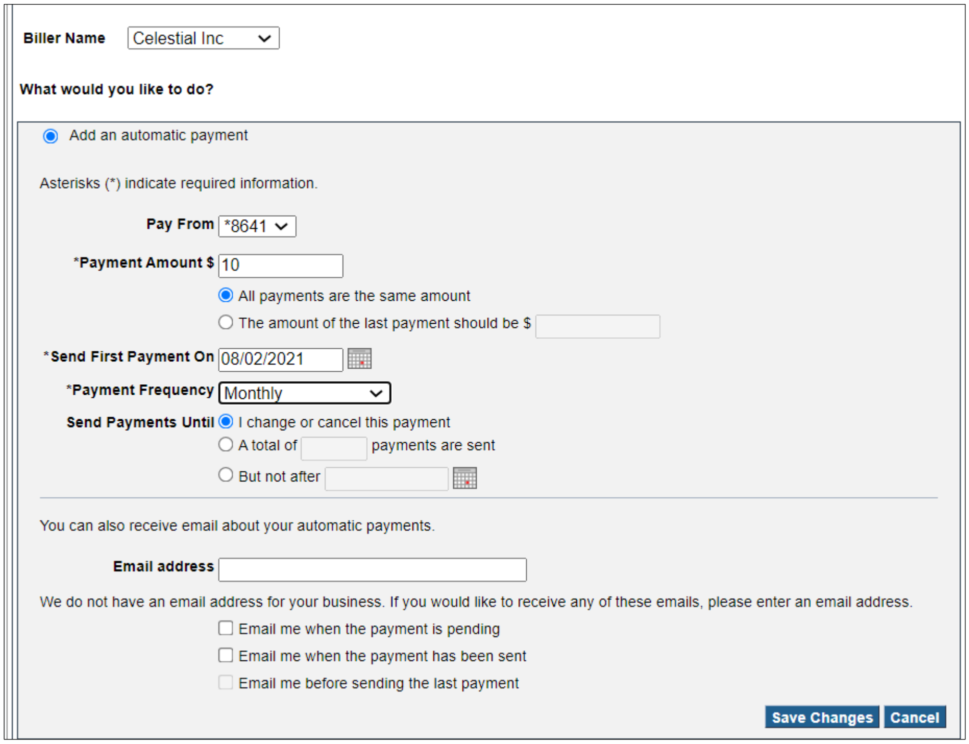
Task 5: Add an Automatic Payment

Step 1: Click Bill Pay and select Pay Bill. Then, click Manage My Bills.


BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
Payment Center
Add a Bill
Bill History
Manage My Bills

Welcome John Smith
Thursday, July 22, 2021

Step 2: Select the Biller Name from the drop-down and select Add an automatic payment. Enter the required fields as marked by an asterisk (*).



Biller Name Celestial Inc

What would you like to do?

● Add an automatic payment

Asterisks (*) indicate required information.

Pay From *8641

***Payment Amount $** 10

● All payments are the same amount

○ The amount of the last payment should be $

***Send First Payment On** 08/02/2021

***Payment Frequency** Monthly

Send Payments Until ● I change or cancel this payment

○ A total of payments are sent

○ But not after

You can also receive email about your automatic payments.

Email address

We do not have an email address for your business. If you would like to receive any of these emails, please enter an email address.

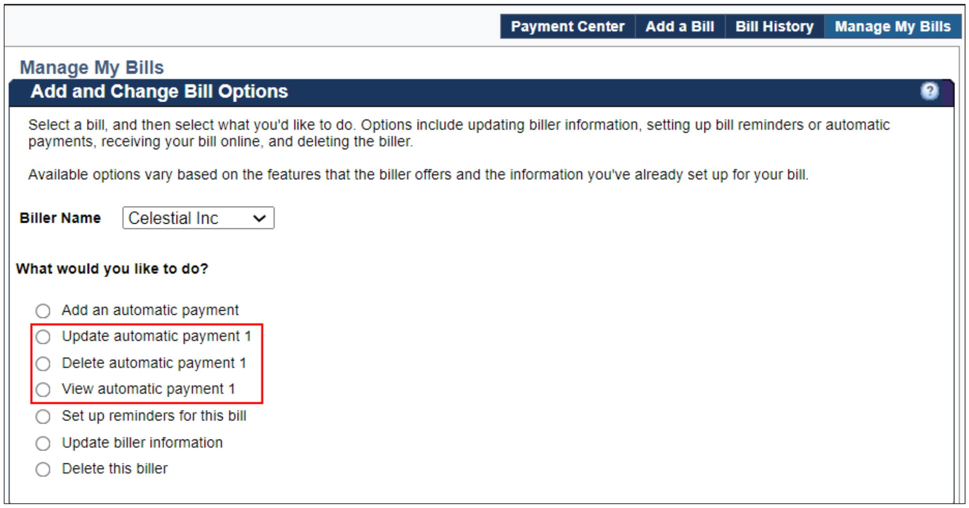
☐ Email me when the payment is pending

☐ Email me when the payment has been sent

☐ Email me before sending the last payment

Save Changes
Cancel

Step 3: When complete, click Save Changes. Options to Edit, Delete or View the newly added payment will appear.


Payment Center
Add a Bill
Bill History
Manage My Bills

Manage My Bills

Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

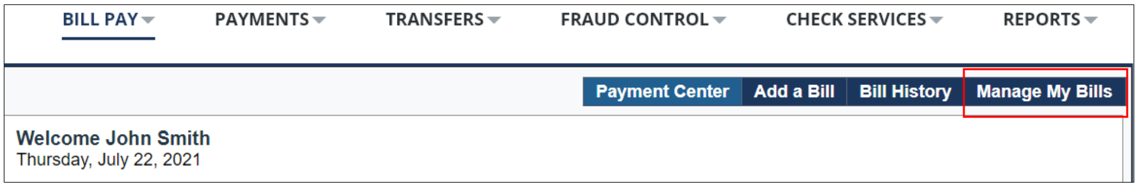
Biller Name Celestial Inc

What would you like to do?

○ Add an automatic payment
○ Update automatic payment 1
○ Delete automatic payment 1
○ View automatic payment 1
○ Set up reminders for this bill
○ Update biller information
○ Delete this biller

Task 6: Set Up Reminders for a Bill

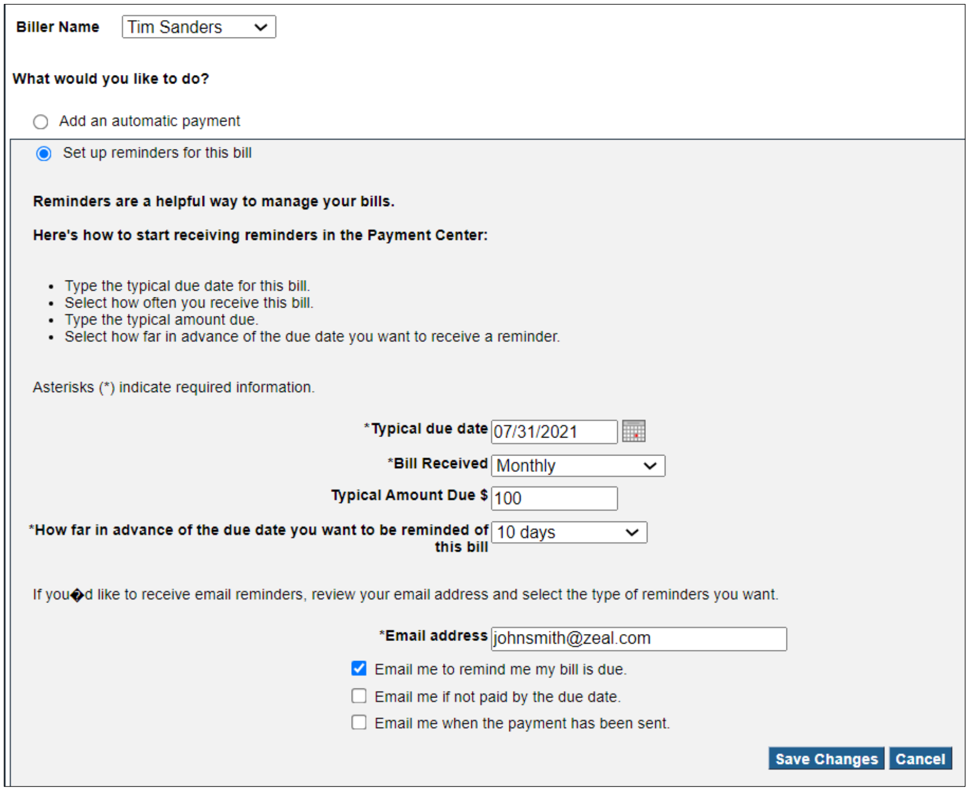
Step 1: Click Bill Pay and select Pay Bill. Then, click Manage My Bills.


BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
Payment Center
Add a Bill
Bill History
Manage My Bills

Welcome John Smith
Thursday, July 22, 2021

Step 2: Select the Biller Name from the drop-down and select Set up reminders for this bill.

Step 3: Enter the required fields as marked by an asterisk (*).



Biller Name Tim Sanders

What would you like to do?

○ Add an automatic payment
● Set up reminders for this bill

Reminders are a helpful way to manage your bills.

Here's how to start receiving reminders in the Payment Center:

- Type the typical due date for this bill.
- Select how often you receive this bill.
- Type the typical amount due.
- Select how far in advance of the due date you want to receive a reminder.

Asterisks (*) indicate required information.

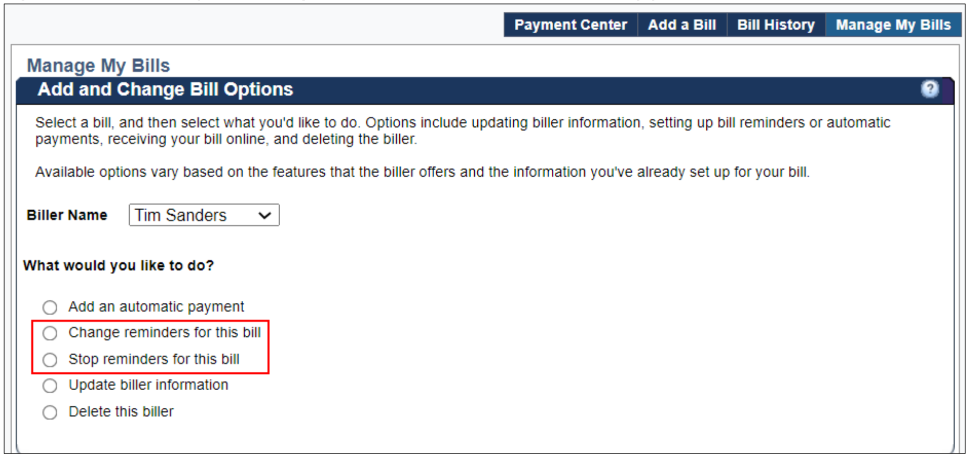
***Typical due date** 07/31/2021
***Bill Received** Monthly
Typical Amount Due $ 100
***How far in advance of the due date you want to be reminded of this bill** 10 days

If you�d like to receive email reminders, review your email address and select the type of reminders you want.

***Email address** johnsmith@zeal.com
☑ Email me to remind me my bill is due.
☐ Email me if not paid by the due date.
☐ Email me when the payment has been sent.

When complete, click Save Changes.

Step 4: Options to Change or Stop reminders for this bill will appear.



Manage My Bills

Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

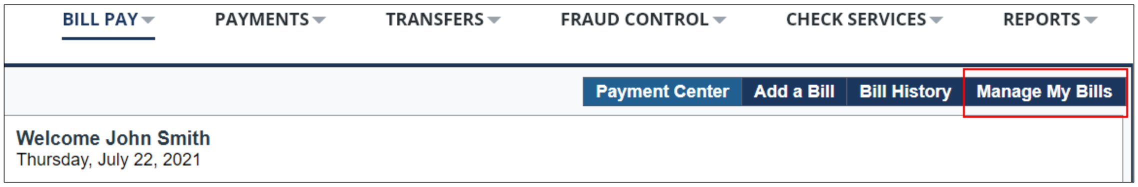
Biller Name Tim Sanders

What would you like to do?

○ Add an automatic payment
○ Change reminders for this bill
○ Stop reminders for this bill
○ Update biller information
○ Delete this biller

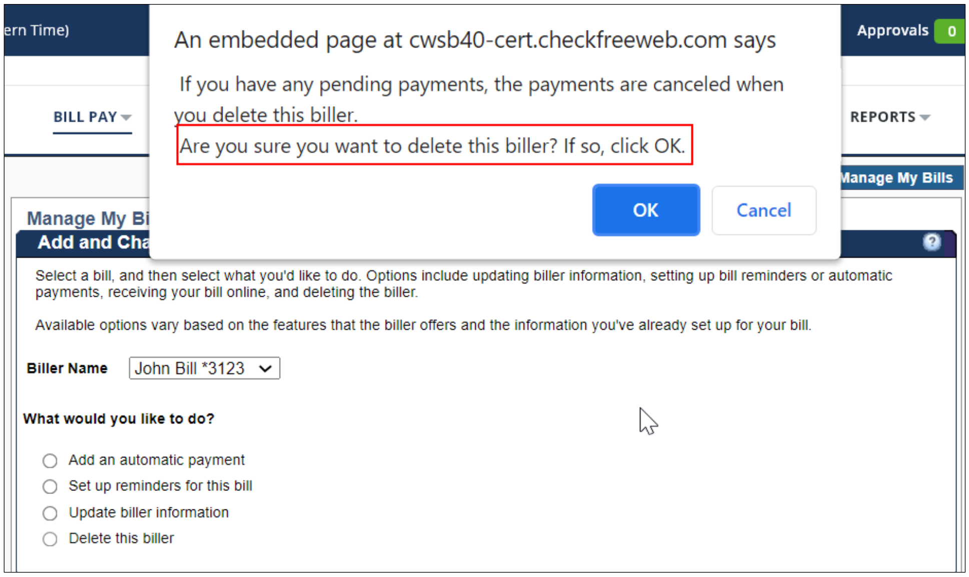
Task 7: Delete a Biller

Step 1: Click Bill Pay and select Pay Bill. Then, click Manage My Bills.


BILL PAY
PAYMENTS
TRANSFERS
FRAUD CONTROL
CHECK SERVICES
REPORTS
Payment Center
Add a Bill
Bill History
Manage My Bills

Welcome John Smith
Thursday, July 22, 2021

Step 2: Select the Biller Name from the drop-down and select option Delete this biller. A message will appear to confirm the deletion.


ern Time)
Approvals 0
BILL PAY
REPORTS
Manage My Bills
OK
Cancel

An embedded page at cwsb40-cert.checkfreeweb.com says

If you have any pending payments, the payments are canceled when you delete this biller.

Are you sure you want to delete this biller? If so, click OK.

Manage My Bi
Add and Cha

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

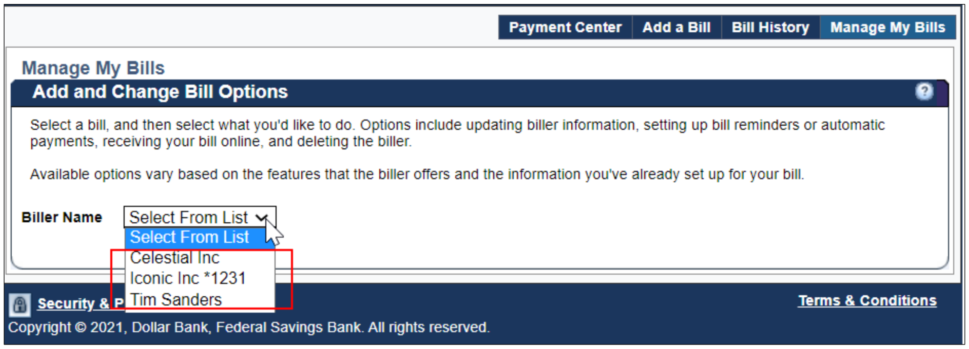
Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name John Bill *3123

What would you like to do?

○ Add an automatic payment
○ Set up reminders for this bill
○ Update biller information
○ Delete this biller

Click OK. The biller is deleted from the list.


Payment Center
Add a Bill
Bill History
Manage My Bills
Security & P
Terms & Conditions

Manage My Bills
Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name Select From List
- Select From List
- Celestial Inc
- Iconic Inc *1231
- Tim Sanders

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