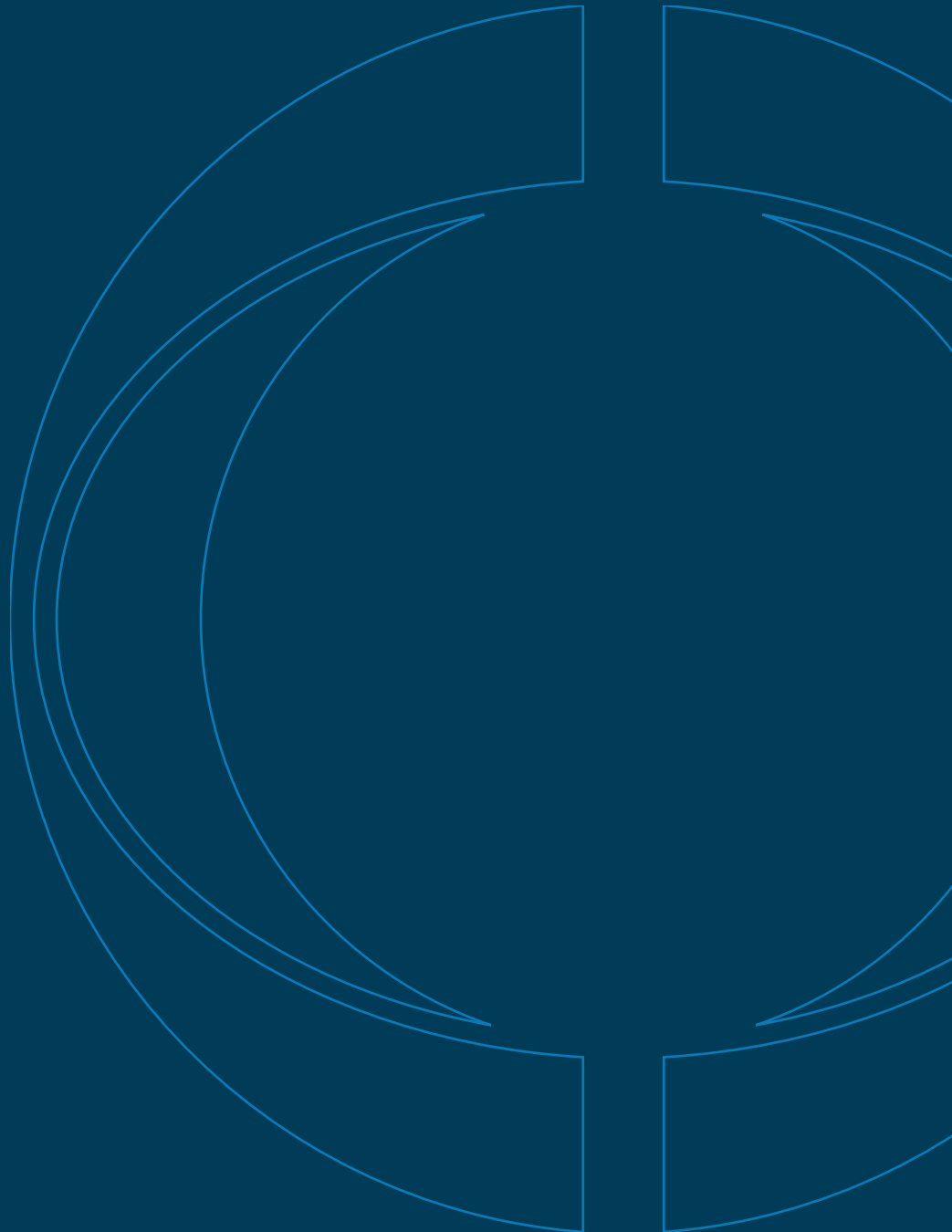


USER GUIDE:  
**BILL PAY**

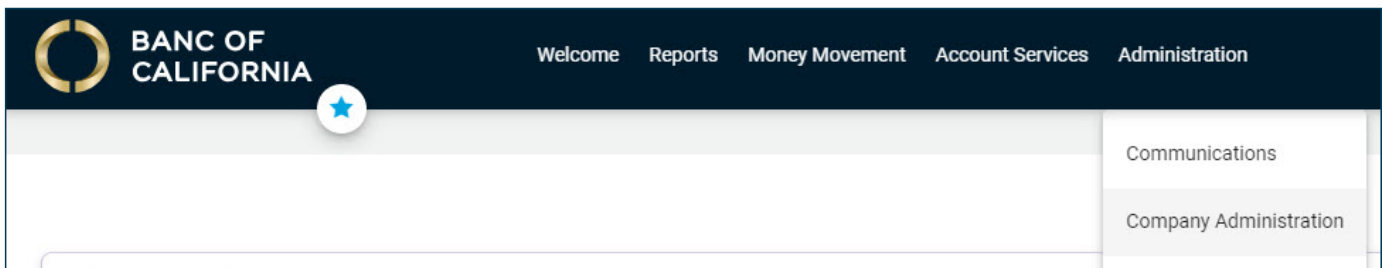


# User Guide: Bill Pay

## Entitle a User to Bill Pay.

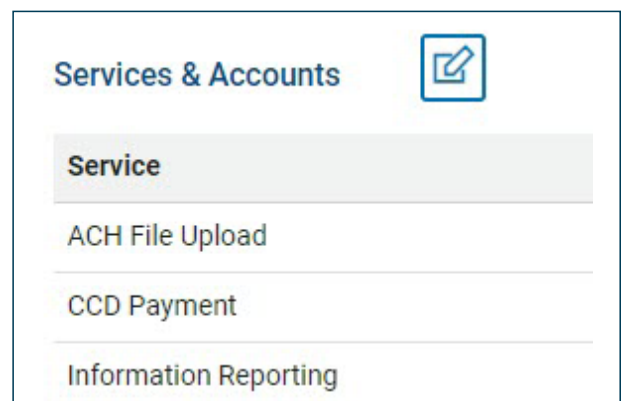
Perform the following steps in order.

- 1 Hover over **Administration** and select **Company Administration**.



- 2 Select the user by clicking on their **User ID**.

- 3 Within the user's profile, click the edit icon next to **Services & Accounts**.



- 4 Click the plus (+) icon beside Bill Pay.


Service		
Accounts		⊕
✓ ACH File Upload	Service enabled, accounts not applicable.	⊗
ACH Positive Pay		⊕
ACH Reporting		⊕
Autobooks		⊕
Automated Reports		⊕
Bill Pay		⊕

(Cont'd on next page)

## (cont'd) Entitle a User to Bill Pay.

Perform the following steps in order.

- Under **Entitled Account**, check the account(s) the user should have access to for Bill Pay.
  - **Note:** Users with the administration role will have access to all accounts within Bill Pay. See additional information below regarding Bill Pay role definitions.

• Bill Pay Service enabled, accounts entitled. 

NOTE: user who are assigned the Administration role have access to all accounts within Bill Pay, regardless of the entitlements set here.

Description	Account Number	TRC	Entitled Account
SMALL BUSINESS CHECKING			<input type="checkbox"/>
Test 12345			<input checked="" type="checkbox"/>
Testing Account			<input type="checkbox"/>

- Scroll down and click **Save Changes**.

## Bill Pay Role Definitions.

A user's role in online banking determines their Bill Pay role.

<b>ONLINE BANKING ROLE</b>	<b>BILL PAY ROLE</b>	<b>BILL PAY PRIVILEGE</b>	<b>AVAILABLE TASK</b>
Administrator	Administrator	Create Payments	Enter current-day or future-dated transactions up to the company limit, regardless of user limits set.
		Approve Payments	Approve any transaction up to the company limit, regardless of user limits set. Transactions can be approved in advance of their effective date.
		Add/Change Payees	Maintain details of payees.
		Add/Change Automatic Rules	Set up recurring payments
		View Payment/Audit Reports	View payment and audit reports.
Set Up Templates	User	Create Payments	Enter current-day or future-dated transactions up to their entry limit.
		Add/Change Payees	Maintain payee details.
		View Payment/Audit Reports	View payment and audit reports.
Approval	User	Create Payments	Enter current-day or future-dated transactions up to their entry limit.
		Approve Payments	Approve any transaction up to the approval limit. Transactions can be approved in advance of their effective date.
		View Payment/Audit Reports	View payment and audit reports.
User (No Role)	User	Create Payments	Enter current-day or future-dated transactions up to their entry limit.
		View Payment/Audit Reports	View payment and audit reports.