

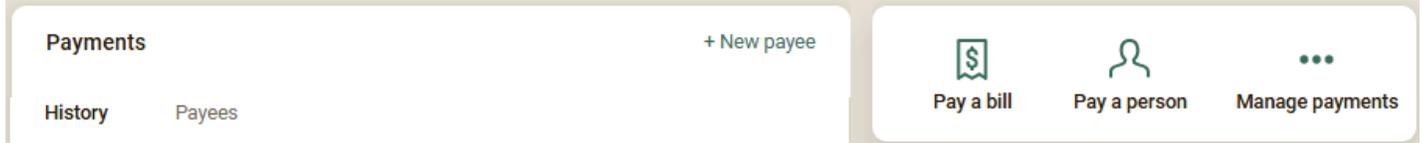
Business Digital Banking **BILL PAY**



For questions, contact First Bank & Trust toll-free at 844.836.9722
or email cash.management@bankeasy.com.



Bill pay

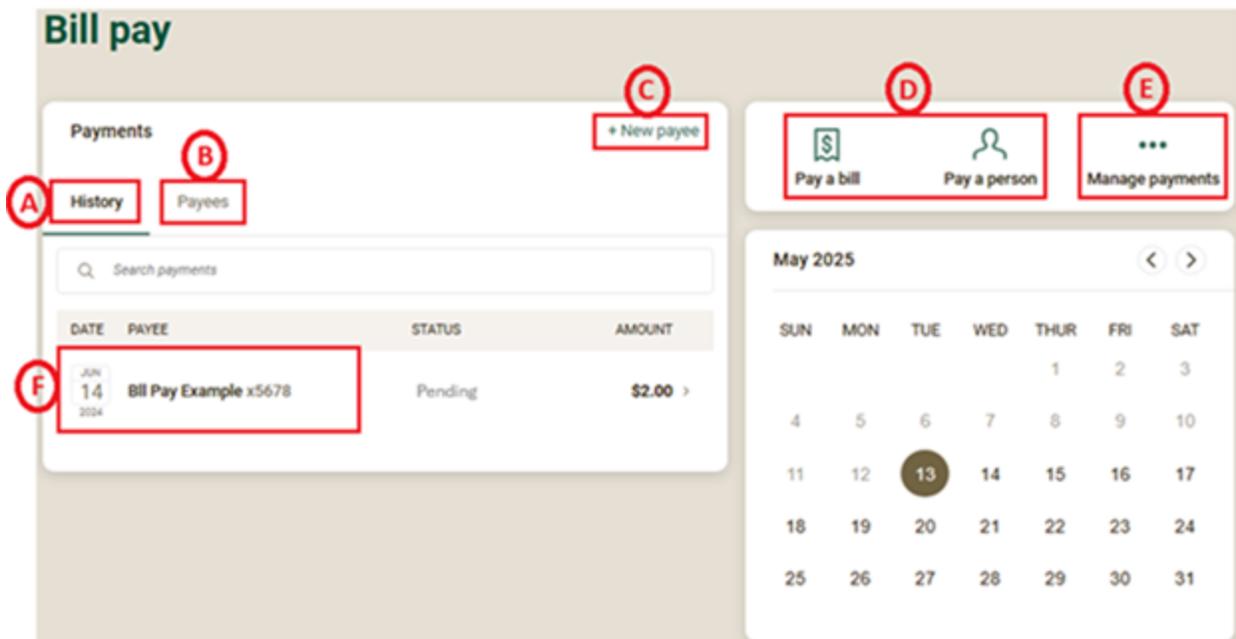


Business Bill Pay allows businesses to manage their bill payments efficiently and securely. It enables clients to pay bills online, saving time and postage on traditional mailing methods.

Overview

From the Payments menu, select **Bill Pay**.

- A. **History** to view your current and past Bill Pay payment details.
- B. **Payees** for a list of established payees.
- C. **New Payee** to set up new payee information.
- D. **Pay a Bill** or **Pay a Person** to make a payment.
- E. **Manage Payments** launches you to the Bill Pay vendor program for additional access.
- F. Bill Pay Details will display with the status of the process or details.



Creating New Payee

1. Click **New Payee** button.
2. Select **Company** (to pay a bill) or **Person** (to send money to an individual person).
 - ❖ If Person, select payment method in which the funds will be sent or accepted.
3. Enter the Company or Person **name, phone number, and required payment information**.
 - ❖ This will vary depending upon the payment method selected.
4. Select **Submit**.

5. Confirm the submission.
6. Click **Done**.

Edit a Payee

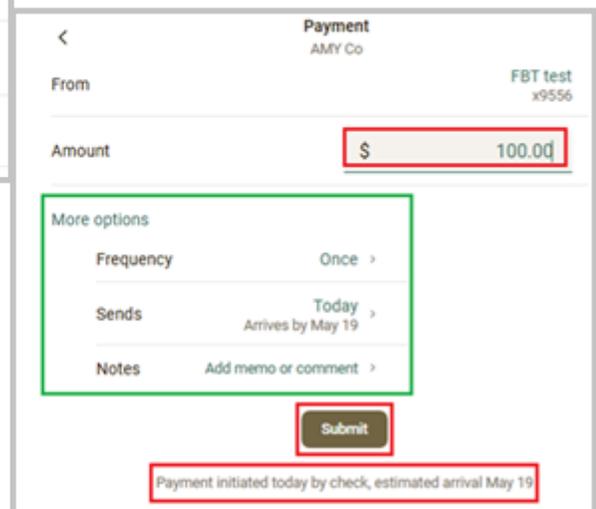
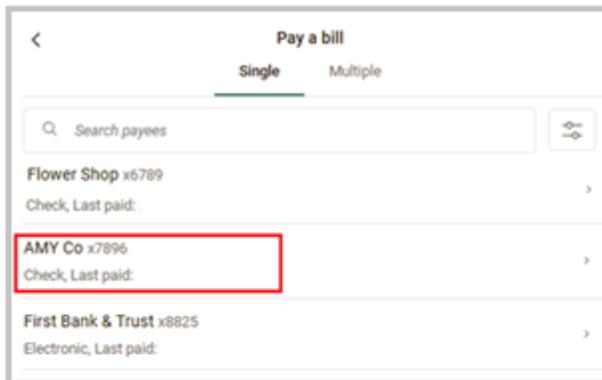
1. Select **Payees**.
2. Click the **Payee** you wish to edit.
3. Select **Edit**.
4. Make the necessary changes.
5. Select **Save Changes**.
 - ❖ 🗑️ Will display to remove a payee record

Pay a Bill

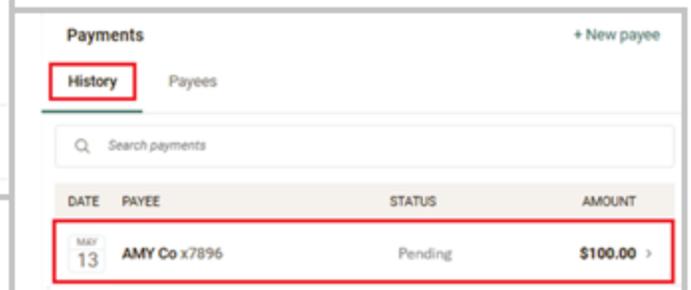
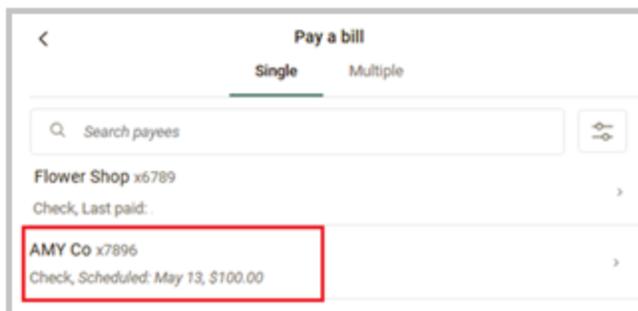
1. Select **Pay a Bill** or **Pay a Person**.
2. Select the **Payee** name.
3. Enter **Amount** to be sent.
 - ❖ **More Options** allows for:
 - ✓ Set a Frequency
 - ✓ Schedule a date
 - ✓ Memo note or comment

IMPORTANT: The method of the payment and estimated arrival date will display below the Submit button.

4. Select **Submit**.

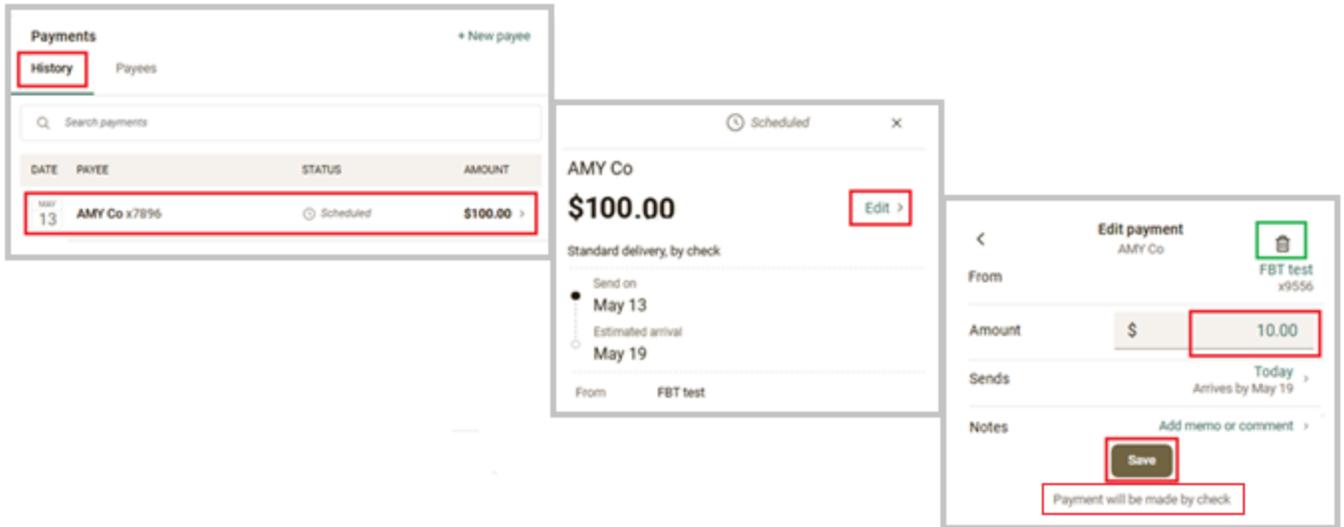


5. Confirm the payment.
6. The payment status will display under the Payee information and History.



Edit or Delete a Pending Payment

1. Select a Scheduled or Pending payment from History.
 - ❖ Only a payment in a “Scheduled” or “Pending” status may be modified.
2. Select **Edit**.
3. Make the necessary changes.
 - ❖ 🗑️ To stop a Scheduled or Pending payment, click the 🗑️.
4. Select **Save**.



5. Select **Done**.
 - ❖ The updated payment will display with the updates.

