# Business Digital Banking BILL PAY



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



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Bill pay				
Payments	+ New payee	\$	Å	•••
History Payees		Pay a bill	Pay a person	Manage payments

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.

Bill pay		0			ົ			G	5
A History Payees		+ New payee	Pay	a bill	P	ې ay a perse	on	Manage	•• payments
Q. Search payments			May 20	025				(	0 🔊
DATE PAYEE	STATUS	AMOUNT	SUN	MON	TUE	WED	THUR	FRI	SAT
Bill Pay Example x5678	Pending	\$2.00 >	4	5	6	7	1 8	2 9	3 10
			11	12	13	14	15	16	17
			18	19	20	21	22	23	24
			25	26	27	28	29	30	31

#### **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.

<	Add a bill
Payee name	
Payee nickname (optional)	
Phone number	
Account number	
Name on bill (optional)	
Payee address	
Street line 1	
Street line 2 (optional)	
City	State
	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.
  - ✤ I Will display to remove a payee record

Payments	*	New payee						
History Payees				Details	×			
History Payees       Q. Search payees       TYPE     PAYEE       (2)     Drew       (2)     Drew       (2)     Drew       (2)     Drew       (2)     FIRST BANK & T	Mitthoo Direct d Check RUST x1179 Electro	lepost >	Drew DREW JONES Direct deposit payment & Call (605) :===== Make a payment Payment history	Details	X Edt >	<ul> <li>First and list.name</li> <li>DREW JONES</li> <li>Nickname (optional)</li> <li>Drew</li> <li>Phone number</li> <li>(605) 585-1212</li> <li>Account Information</li> <li>Account Npe</li> <li>Checking</li> <li>Bourse number</li> <li>091408446</li> <li>WST BANK &amp; TRUST</li> <li>Account number</li> <li>122456</li> <li>Need help Inding noting and account num</li> </ul>	Edit payee Direct deposit	
						Perform pay from account FBT frest If you have more than one account with bill this payee.	pay enabled, you may select a different acco	w Left To use with

#### 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.

< Pay a bill Single Multiple				
Q. Search payees	\$			
Flower Shop x6789				
AMY Co x7896	<		Payment AMY Co	
Check, Last paid:	From	1		FBT tes x955
First Bank & Trust x8825 Electronic, Last paid:	Amo	unt	S	100.00
	More	options		
		Frequency	Once →	
		Sends	Today , Arrives by May 19	
		Notes	Add memo or comment >	
			Submit	

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

< Pay a bill				
Single Multiple				
Q. Search payees	\$	Paymente		+ New name
Flower Shop x6789 Check, Last paid: .	>	History Payees		• New payee
AMY Co x7896 Check, Scheduled: May 13, \$100.00	>	Q. Search payments		
		DATE PAYEE	STATUS	AMOUNT
		13 AMY Co x7896	Pending	\$100.00 >

### **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.
  - ♦  $\hat{m}$  To stop a Scheduled or Pending payment, click the  $\hat{m}$ .
- 4. Select Save.

Payments History Payees Q. Search payments		+ New payee	Scheduled	×			
DATE PAYEE	STATUS	AMOUNT	AMY Co				
13 AMY Co x7896	() Scheduled	\$100.00 >	Standard delivery, by check	Eart >	< From	Edit payment AMY Co	FBT test x9556
			May 13 Estimated arrival May 19 From FBT test		Amount Sends	\$	10.00 Today ves by May 19
					Notes P	Add mem Save	o or comment >

#### 5. Select Done.

The updated payment will display with the updates.

Payments			+ New payee
History	Payees		
Q Search	h payments		
DATE PAY	'EE	STATUS	AMOUNT
13 AM	<b>IY Co</b> x7896	⊙ Scheduled	\$10.00 >