

QUICK START GUIDE

FIRST BUSINESS BILL PAY



GETTING STARTED

- Work with your Treasury Management Representative to add the module to your Online Business Banking profile
- Log into Online Banking & navigate to Transfers and Payments > Bill Pay > Pay Bills

QUICK NOTES

- The daily limit for Bill Pay is \$20,000.00 & per-transaction limit is \$9,999.99.
- Your account will be debited the same day payment is sent. Sufficient funds must be in the account to cover bill payments in order for the payment to go out.
- Bill Pay can be accessed on a PC, iPad, or via First Business Mobile App.
- Role based: If a user has the entry role and the approval role in Online Banking, the bill payment will be sent. If a user has only the entry role in Online Banking, a different user with the approval role will need to log in to approve the bill payment.

BILL PAYMENT DASHBOARD & FEATURES

ADDING A PAYEE STEP 1

Add a Person or Business to Pay

Add a Popular Payee in Your Area

- | | |
|-------------------------------|---------------------------|
| Credit Cards | Utilities |
| American Express Credit Cards | Alliant Energy WP&L |
| Bank of America Credit Cards | AT&T |
| Capital One Credit Card | AT&T U-verse |
| Chase Credit Card | Madison Gas and Electric |
| Citibank Credit Cards | Spectrum fka Charter |
| Elan Financial Services | US Cellular |
| Kohl's | Verizon Wireless |
| Other Popular Payee | |
| American Family Insurance | State Farm Insurance |
| BMO Harris Loans | Wells Fargo Home Mortgage |

Search here for Payees

Enter Any Person or Business

Enter full name to ensure a better match

Examples: Your cable company, your mobile phone provider, your credit cards, your sister, your gardener.

OR

Adding a Payee:

- If your payment is going to a larger company where the name & address auto populate in the search field above, the payment will likely be sent electronically.
- If you have to manually enter the payee's name and address the payment will be sent via check.

ADDING A PAYEE STEP 2

Confirmation: Add a Person or Business to Pay

✓ You have successfully added Test User.

You can now make payments to Test User in the payment area.

Did you know?

We can make it easier for you to pay Test User. Just pick the option that suits you best!

🔄 [Set up auto-pay](#)

Send payments automatically based on rules.

[Learn more...](#)

🕒 [Add reminder](#)

Remind yourself when a payment is due.

[Learn more...](#)

Add another payee

Pay this payee

ADDING A PAYEE STEP 3

Add payee Approvals Make Payments

View: All Find a payee

Pay To	Coming Due ↓	Last Scheduled	\$ Amount	Send On
FBB - Treasury Management				03/30/20 Deliver by: 04/03
Verizon Wireless ...1234 Setup ebill				03/30/20 Deliver by: 04/01 (Electronic)

Optional Features

Verizon Wirele...1234

- Add invoice
- Set up auto-pay
- Add reminder
- View payment history
- Setup ebill

Modify Delete Hide

Total:
Pay from: FBB TEST ACCT, ...3000

Clear Confirm all payments

MAKE PAYMENTS USING THE FIRST BUSINESS MOBILE APP

- Can only make payments to existing payees that have been set up in Online Banking. New Payees cannot be added in the mobile app.

App Store 10:35 AM 100%

Pay Bill Pay Bill Continue

Verizon Wireless
2 business days to deliver

Pay From FBB TEST ACCT *3000
Available Balance \$0.00

Send On 03/30/2020 >

Amount >

Memo (optional)

Payment will be sent on the selected date.

VIEW PAYMENT STATUS AND CLEARED CHECK IMAGES

Payment Details Print

Paid to: CAPITAL , ...3232 Note

Amount: \$55.00

Paid from: Operating, ...4511

Category: None

Send on: 04/01/2020

Status: Pending ?

Confirmation number: YBNBSSYW

Delivery type: Check

Phone: (734) 734-7342

STATUS:

Pending: payment has not been sent out yet.

Paid: Payment has been sent out, but check has not been cashed yet.

Paid with a date shown: Check has cleared. Click there to view the cleared check image.

Payment Audit History

Action	Completed By	Paid From	Amount	Completed On
Created	Mark Spencer	Operating, ...4511	\$3.00	01:43:33 AM CT
Approved	Mark Spencer	Operating, ...4511	\$3.00	

Close

HELP FEATURE

Activity History **Resources**

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- [Add Payee](#)
- [Funding Accounts](#)
- [Alert Preferences](#)
- [Add/Modify Categories](#)
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Help

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WANT TO LEARN MORE?

Please contact Treasury Management Support by phone in Wisconsin at 608-232-5938 or in Kansas at 913-717-6464.