TREASURY MANAGEMENT

Payments – Business Bill Pay

Enrollment

As an Administrator, the first time you click on **the Bill Pay** menu, you will need to enroll the account for Bill Pay. Select the account you wish to enroll.

You will receive the Pending Enrollment message until our Treasury Management Support Team has completed the enrollment.

First Time Using Bill Pay

Once your enrollment has been confirmed, the next time you select the Bill Pay menu, you will be asked to set up challenge questions, a security key phrase and to accept the terms and conditions.

The challenge questions are prompted whenever a payment or change is made. The security key is a phrase that appears when you first go to the Bill Pay menu to let you know it is a secure site.

✉ Message Center   🔔8 Notifications   ⏱ Cut-Off Times   Last Login: 08/26/2024, 03:55 PM, EST   👤 Hi, ksmerlas (PAA2266) ▾

DASHBOARD   ACCOUNTS ▾   PAYMENTS ▾   RECEIVABLES ▾   REPORTING ▾   ADMIN ▾

Bill Pay

Business Bill Pay

⏱ ☑ **Pending Enrollment**

Your bill pay enrollment has not yet been approved.

Please allow up to 3 business days for your bill pay enrollment to be processed. If you have questions concerning your enrollment, please contact The National Bank of Indianapolis bill pay administrator.

THE NATIONAL BANK of INDIANAPOLIS

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

Home Dashboard

The home dashboard has several shortcuts to help you make a payment or view your payment history.

➤ **PAYMENTS:** Once your bills and payees are set up, you may choose the "Payments" tab to make a single payment or schedule auto payments.

➤ **PAYEES:** To set up your payees, choose the "Payees" menu.

➤ **PAYROLL:** Setup employees to receive payroll deposit. (Note: This is not a true payroll system. It does not calculate taxes or tax documents. It only allows you to send payments.)

➤ **CALENDAR:** View an overview of processed payments and scheduled payments.

➤ **OPTIONS:** Allows you to set up permission controls and final approvals for internal controls and security with payments.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

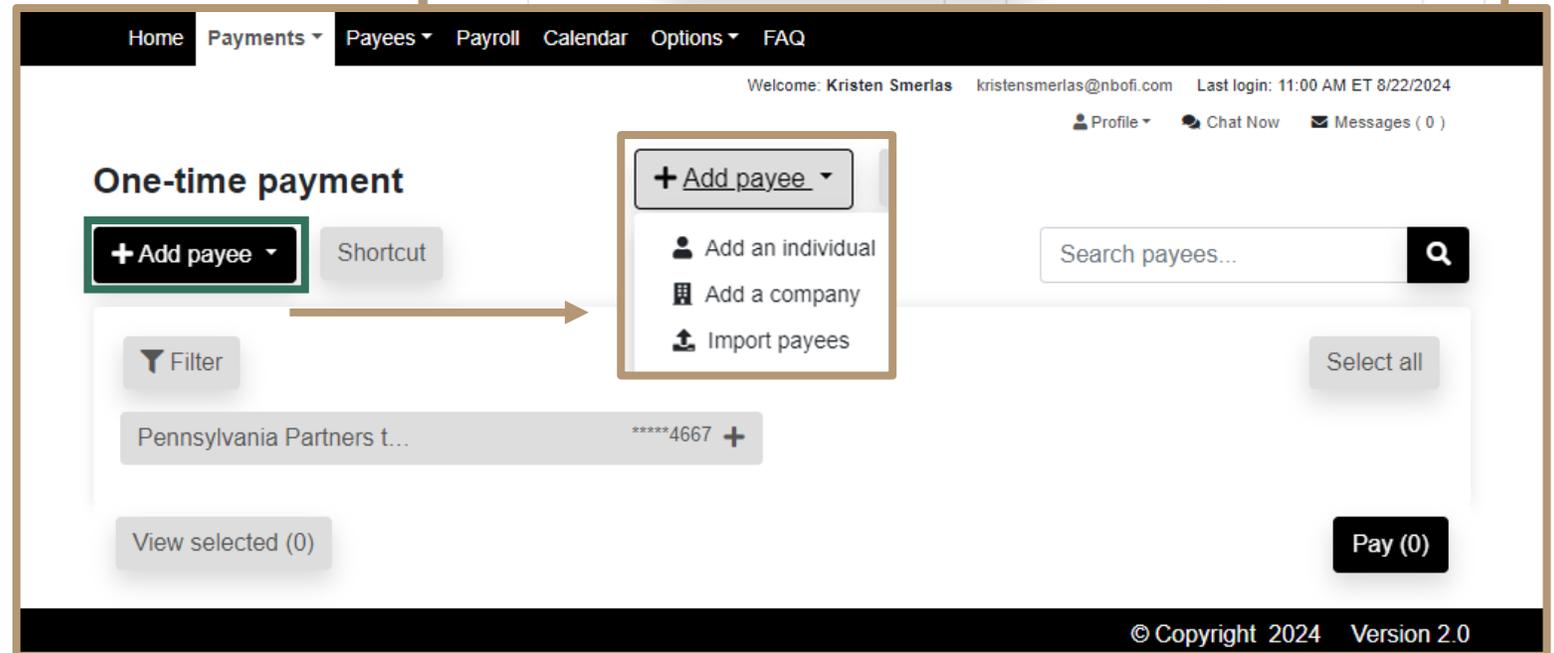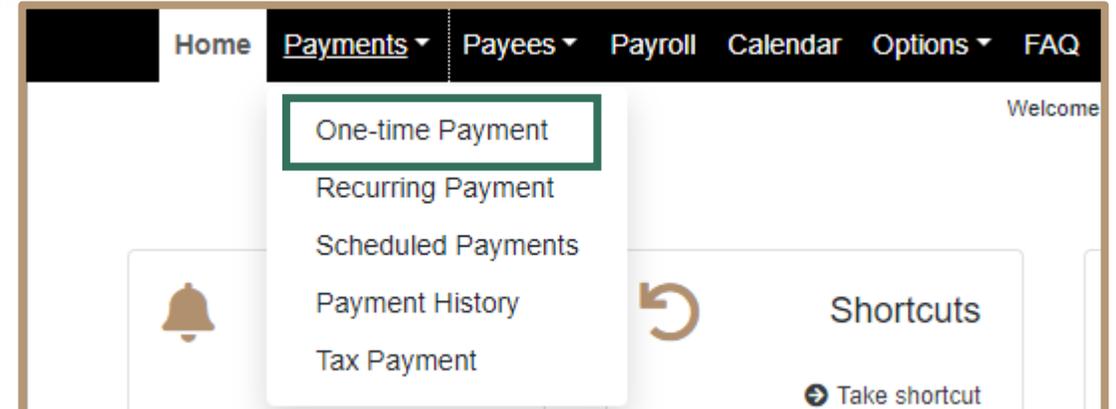## Payments – Business Bill Pay

Payments Menu

To make a payment, select whether you want to make a **One-time Payment** or a **Recurring Payment**. If you need to expedite a payment, you can choose **Rush Delivery** (additional fees may apply).

If you have set up approvals for your bill payments, manage your **Scheduled Transactions** and approve them. Search your **Transaction History** for a specific payee or by date for better tracking of your payments.

Payments Menu : One-time Payment

To make a **One-time Payment** you can use an existing template or select **Add payee** to create a new payment.

Click the **+** by each existing template to pay multiple companies or individuals at once.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payments Menu: Recurring Payment

To make a **Recurring Payment**, select the payee or Add payee, then fill in the recurring payment details.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

THE NATIONAL BANK of INDIANAPOLIS

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payments Menu

Select **Scheduled Payments** to review any payments that are scheduled to be paid.

Select **Payment History** to view processed payments from your defined search criteria.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payments Menu: Tax Payment

Select **Tax Payment**, and then select **Go there now**, to be redirected to the Tax website.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

THE NATIONAL BANK of INDIANAPOLIS

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payees Menu:

You have the option to **Add a Company** or **Add an Individual** or **Import Payees** using a .CSV file. You can also **Manage Payees** and **Manage Categories** within the Payees menu.

Add a Company allows you to send funds to any business account. Add the Payee name, account number, phone number, and payee ZIP code.

Add an Individual allows you to send funds electronically to an individual's bank account or mail a check. If paying electronically, you can request that the payee provide their own bank account information if you do not have it.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payees Menu: Import Payees

If you already have a payee setup in another application or accounting software, you may have the option to import payee information.

The fille must be in .CSV format. Select **Import from: .CSV file** to view the requirements and column order. The minimum required fields are Company name, Account number, First name and Last name.

Once your file is formatted correctly, **Choose File** and **Upload.**

Verify the imported payees and toggle to add. If required information is missing, you will be prompted to add that information. Then select **Submit**.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payees Menu: Manage Payees

Use **Manage Payees** to view, edit, delete, or add a payee or to make a payment.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payees Menu: Manage Categories

In **Manage Categories**, you can create categories and assign payees to categories.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

Payroll Menu

The **Payroll** feature can be used to pay employees.

This is not a true payroll system that calculates taxes. It will only allow you to electronically send funds to an employee.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

Payments – Business Bill Pay

Calendar Menu

This displays a payment calendar for payments that have been processed and any upcoming scheduled or recurring payments.

You can select the payment amount for more information or to be redirected to **Scheduled Payments**.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

THE NATIONAL BANK of INDIANAPOLIS

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

Options Menu

In the **Options** menu, you can manage the following:

➤ Company Profile: keep the address and phone number for the business up to date.

➤ Bill Pay Accounts: add/delete additional offset accounts to the Bill Pay profile. You will need the enter the full account number and it will be **Pending** the banks approval.

➤ e-notifications

➤ Users

➤ Reports

| Home | Payments ▾ | Payees ▾ | Payroll | Calendar | Options ▾ | FAQ |

Welcome: **Kristen Smerlas** kristensmerlas@nbofi.com

👤 Profile

Company profile

Change company information

Company name: PENNSYLVANIA CONSULTING

Address:*

107 N PENNSYLVANIA ST STE 700

| City:* | State:* | ZIP Code:* |
| INDIANAPOLIS | Indiana ⌄ | 46204-0000 |

| Phone number:* | Fax number: |
| (317) 261-9000 | (xxx) xxx-xxxx |

Manage bill pay accounts

+ Add new account

Default	Nickname	Account number	Account type	Status		
●	Primary Checking	*****6821	Checking	Approved	✏ Edit	🗑 Delete
	Default Account					
○	Secondary Account	*****4675	Checking	Pending	✏ Edit	🗑 Delete

THE NATIONAL BANK of INDIANAPOLIS

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

Options Menu: e-Notifications

For **e-Notifications**, preferences for notifications can be created for **Event**, **Logout**, **Recurring**, and **Reminders**.

Start by ensuring your **email address on file** is accurate and adding a **short text address** if you choose.

Event notification options are focused on payment activity through the Bill Pay account. Review the options and toggle on the notifications for each category and select **Submit**.

Logout notifications are for security and at the end of each bill pay session, you can receive a customized email summary of your bill pay activities. These include **scheduled transactions**, **added/deleted payees**, **skipped/stopped transactions** and **added admin user**.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

THE NATIONAL BANK of INDIANAPOLIS

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

Options Menu: e-Notifications

Recurring notifications will provide a list of bill pay information in which you customize how often it is received.

The **Reminders** category allows you to schedule reminders for each time you need to schedule a payment or transfer funds.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

Options Menu: Manage Users

Here you can edit or delete users by selecting the different user permission tabs.

- ➢ User Information
- ➢ Payments & Payroll
- ➢ Payees
- ➢ Options
- ➢ Message Center
- ➢ Approve Authority

User Information

User name	PENNSYLVANIA CONSULTING PENNSYLVANIA CONSULTING
User type	Primary User

User information	Payments & payroll	Payees	Options	Message center	Approve authority

Current Permissions

→ **Payments**
- ✔ Schedule Bill Payments (all)
- ✔ Schedule Email Payments(all)
- ✔ Establish Payment Caps(all)
- ✔ Tax Payments
- ✔ Designate Pay From Accounts
- ✔ Payment History

→ **Payroll**
- ✔ Payroll Deposits
- ✔ Add Employees

→ **Payees**
- ✔ Manage Payees

→ **Options**
- ✔ Access Reports
- ✔ Update Company Info
- ✔ Manage Billpay Users
- ✔ Manage Pay From Accounts
- ✔ Schedule Reminders

→ **Message Center**
- ✔ Access Message Center

→ **Approve Authority**
- ✔ Approve Transactions

Admin user list

THE NATIONAL
BANK of INDIANAPOLIS

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

New Users – Adding Additional Users to Bill Pay

An Admin user will need to login to online banking and give each user access to the Bill Pay module.

Navigate to the **Admin** menu → **User List** → **Edit User** → **Integrated Services**. Here you will check the box to give the user access to **Electronic Bill Payment**.

Be sure to **Save Changes** and **Submit for Approval**. Then navigate back into the **Bill Pay** module and follow the steps on the next page.

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Payments – Business Bill Pay

New Users –
Adding Additional Users to Bill Pay

The new user will need to login to their online banking site and navigate to **Payment → Bill Pay** to establish their **Challenge Questions** and Security Key.

Then, an Admin user will need to go to **Options**, then **Manage Users** within Bill Pay. Here specific permissions can be assigned to each user by using the categorized menu options.

➢ User Information
➢ Payments & payroll
➢ Payees
➢ Options
➢ Message center
➢ Approve Authority

Company Profile
Manage Bill Pay Accounts
e-Notifications
Manage Users
Reports

Home | Payments ▾ | Payees ▾ | Payroll | Calendar | Options ▾ | FAQ

...fi.com   Last login: 1:30 PM ET 9/10/2024
👤 Profile ▾   💬   ✉ Messages (0)

User Information

User name   Kristen Smerlas

User type   Custom

| User information | Payments & payroll | Payees | Options | Message center | Approve authority |

Current Permissions

→ **Payments**
✔ Schedule Bill Payments (all)
✔ Schedule Email Payments(all)
✘ Establish Payment Caps
✔ Tax Payments
✘ Designate Pay From Accounts
✔ Payment History

→ **Payroll**
✔ Payroll Deposits
✔ Add Employees

→ **Payees**
✔ Manage Payees

→ **Options**
✔ Access Reports
✔ Update Company Info
✔ Manage Billpay Users
✔ Manage Pay From Accounts
✔ Schedule Reminders

→ **Message Center**
✔ Access Message Center

→ **Approve Authority**
✔ Approve Transactions

NOTE: Use caution when assigning a Bill Pay user the permissions to add new payees and create payments. These two functions create the ability to quickly add a payee and disburse funds. You should consider keeping them separate for maximum internal control over your payments.

Admin user list

© Copyright 2024   Version 2.0

THE NATIONAL
BANK of INDIANAPOLIS

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

JUNE 2024

TREASURY MANAGEMENT

Payments – Business Bill Pay

You can give certain users the ability to **Approve** bill payment transactions.

New Users – Adding Additional Users to Bill Pay

The Bank highly recommends that there is separation with user functions. You can establish user permission to restrict one user from creating (schedule/manage) and submitting bill payments.

Edit Approve Authority Permissions

User name   Kim Bailey

User type   Custom

Restore Permissions

User information | Payments & payroll | Payees | Options | Message center | Approve authority

Approve transactions

User information | Payments & payroll | Payees | Options | Message center | Approve authority

Schedule bill payments

Schedule to all bill payees | Schedule to specific bill payees

Schedule email payments

Schedule to all email payees | Schedule to specific email payees

Edit Payee Permissions

User name   Kim Bailey

User type   Custom

Restore Permissions

User information | Payments & payroll | Payees | Options | Message center | Approve authority

Manage payees

⚠ High risk permission warning: To protect against fraud, we highly recommend you restrict the combined permissions of Add a Payee and Schedule a Payment to owners, managers, or highly-trusted individuals such as your accountant.

NOTE: If a user has permissions to Schedule, Manage, and Approve, it will NOT require another user to login and approve the transaction for processing. This user would have full access to make payments.

THE NATIONAL BANK of INDIANAPOLIS

Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

JUNE 2024