

# MMFCU Bill Pay

Business Accounts



# Bill Pay for Businesses

Businesses can sign up for Online Bill Pay and streamline the back office functions of their business. Features include:

- Pay bills and view payment activity online anytime.
- Delegate payments tasks and set permission controls for employees.
- Reduce paperwork and manual record keeping with customized reports.

The Master Business User for Online Banking will need to register for Bill Pay. The first time logging onto bill pay, they will have to setup challenge questions and a token passphrase-this is normal for Business-but will not be applicable for Consumer side of things.

Then the Master User can create sub-users if he/she chooses to give others access to Bill Pay.



# The Business Bill Pay Home Page will look different from the consumer side:

The screenshot shows a web interface for Business Bill Pay. At the top, there are three tabs: PAYMENTS, PAYEES, and OPTIONS. Below the tabs, the date is Wednesday, September 13th, 2017. The main content area is divided into several sections:

- new messages:** 1 New Messages, 0 Read Messages, 1 Total Messages.
- attention required:** Payees Require Activation, Payments Awaiting Approval.
- Scheduled to Process in the next 30 days:** A table showing scheduled payments for various vendors.
- History:** A table showing payments processed within the last 30 days.
- Since you last logged in...** and **We sent you the following reminders:** No reminders were sent.

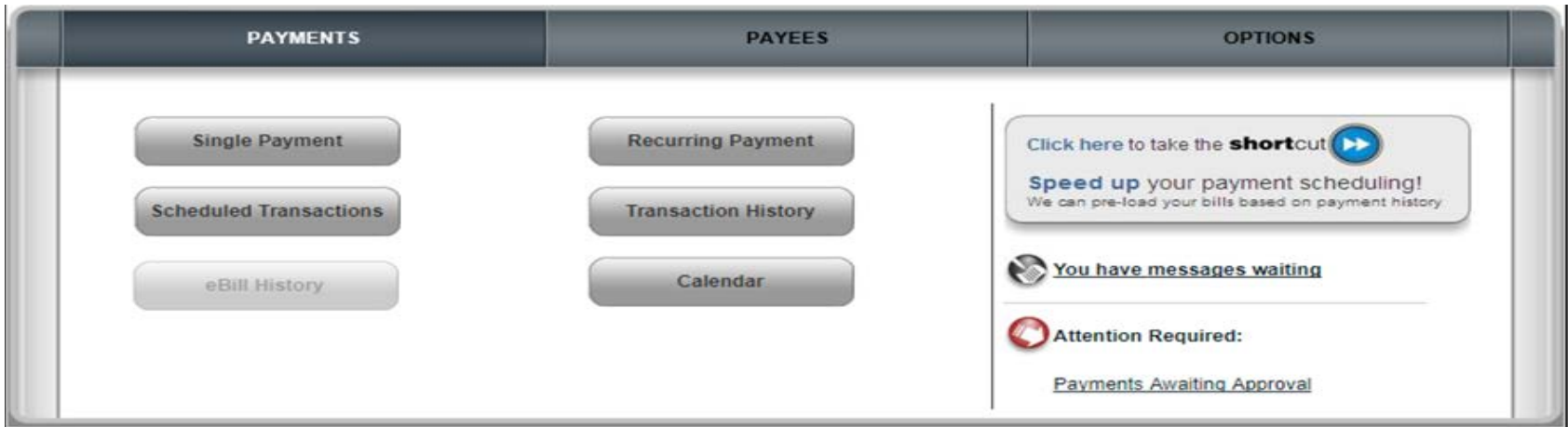
The interface is clean and professional, with a focus on providing clear information about upcoming and past payments.

## Features:

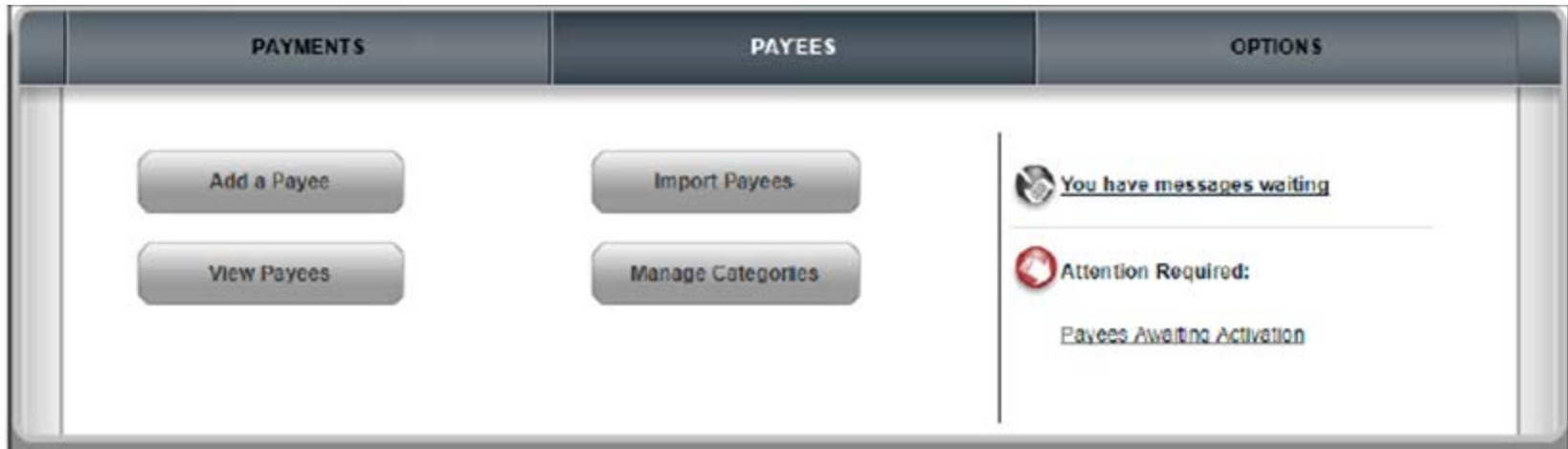
- Message Center
- Attention Required
- Shortcut
- Scheduled Payments
- History



**Payments Tab** allows users to view and manage their bill pay account by using various features of the Payment Tab.



**Payees Tab** allows users to add, view, and import payees along with managing categories.

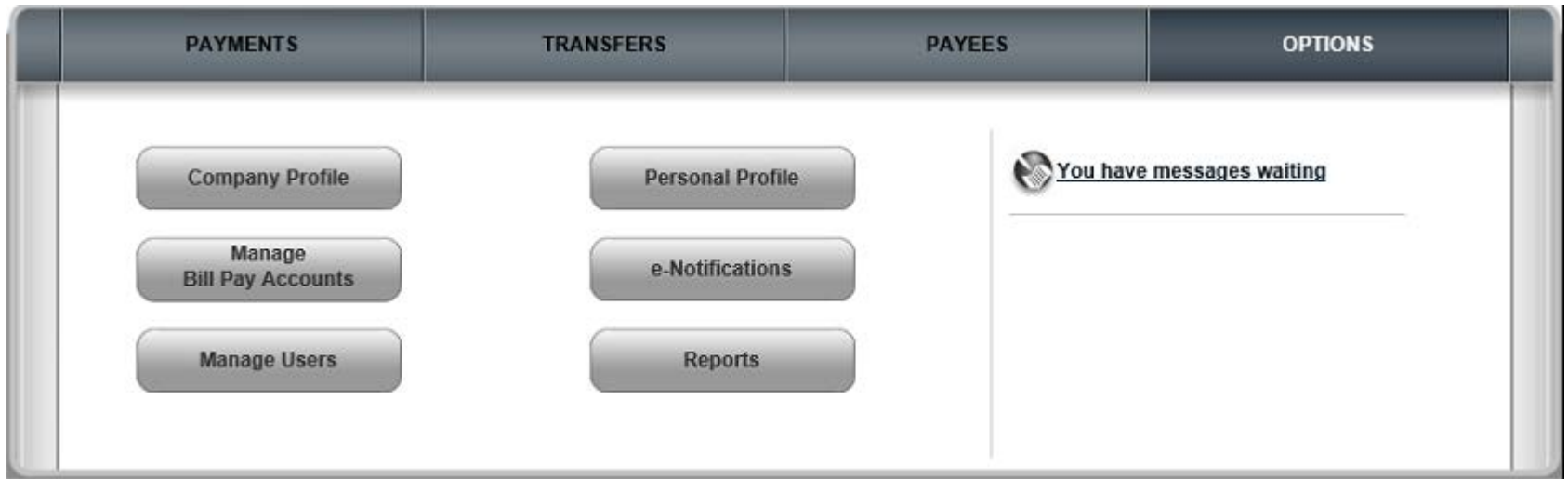


There are three different types of payees that can be added to the bill pay system:

- Pay a Company
- Pay an Individual
- Financial Institution



**Options Tab** has several options to assist the business in managing their bill pay account. This is the section where the Master User will create/edit permissions for sub-users.



For further information/questions on Business Bill Pay, please contact MMFCU.

