

## business gateway™ solutions

## bill payment user guide

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#### ACCESSING BILL PAY THROUGH BUSINESS GATEWAY

**Step 1:** In Business Gateway, select SSO Services from the dropdown menu and then click Business Gateway Bill Pay from the navigation bar.

**Note:** If you are accessing the Bill Payment center while outside the United States, your ability to use the site securely may be limited due to limitations of using 128-bit encryption. Please refer to the Browser Requirements at the end of this manual.

Step 2: For first time users, click on Enter Login Information.



**Step 3:** Enter your login credentials and click **Save changes.** You will only be required to enter your login credentials to enter the Bill Payment center the first time. For subsequent visits, you will simply click the **Login to SB BillPay** button.

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5 BillPay		
wase enteryour 38 Billing login	information below.	
Name	Value	
Bill Pay User D	(	
Confirm Bill Pay User ID		
PWD	_	
	-	



#### PAYEE MANAGEMENT

The Payee Management services option allows you to view current payees, add new payees, edit payees, and manage payment categories.

#### Add A New Payee

The Add New Payee option allows you to create a new payee in order to pay a bill, invoice, or statement for a product or service. Acceptable payees include any legal entity within the U.S. and its territories (APO, FPO, Guam and the U.S. Virgin Islands).

**Step 1:** From your navigation links, click **Payee Management** and then **Add New Payee.** 

**Step 2:** Enter the name of the payee you want to add and click **Continue.** 



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## **Step 3:** Enter the required information and click **Add payee.**

**Note:** If your payee is recognized, you only need to provide the account number and Zip Code. If the payee is not recognized, additional information is required.

Person or business name.	Cash Varagement Test	OR Select a common
Assount number	2525182530	LANT. TO'R
	This payee does not ha	ve an account number.
Dip code	53403 .	
	(Where you mail your paymen more accurately identify this p	ta, Entering all b sigita helpa va to styree.)
Vickname	Cash Management Test	Learn mole
Payment category:	Miscelaneous	
And payes	Canon	4

#### **MY PAYEES**

My Payees is a list of the companies or organizations that you set up to pay a bill, invoice, or statement for a product or service. This option allows you to edit or delete existing payees.

#### Edit Or Delete A Payee

**Step 1:** From your navigation links, click **Payee Management.** 

**Step 2:** From your payee list (found on the My Payees tab), click the name of the

corresponding payee that you want to edit or Delete.

**Step 3:** From the Payee Information section click the **Change information** link to edit the payee or click the **delete** link.

## Note: If you edit a payee, you cannot send an expedited payment until the next business day.

**Step 4:** If you chose to delete your payee, review the information on the next page to ensure that this is the payee that you want to delete and click **Delete payee.** 





#### **E-BILL STATUS**

#### Set Up An E-Bill

E-bills are electronic copies of your paper bills that make paying your bills online even faster and easier. **Note:** *E-bills are not available for all payees.* 

**Step 1:** From your navigation links, click **Payee Management.** 

**Step 2:** From your payee list (found on the My Payees tab), if E-bills are available for a payee click the **Set up e-bill** link on the corresponding payee.

**Step 3:** Provide the necessary e-bill information and click **Save changes.** 

**Note:** E-bills can also be set up on the Make Payments page, the My Payees page, or the Payee Details page.

Bills & Payments	Payee Manageme	ent Payment Records	Funding Accounts	Administration	Help
y Payees   Add New Payee   Manu	age Categories				
					Show inactive payee
	F-bit Status	Payment Option	Payment Category	E-mail Notification	is history
Example Bill 12055	Set us Add	itanual Set un automatic	Text Category	Receiving Drange	Esuments
Example Bill Company	Not available	Manual Set un automatic	Test Category	Receiving Change	Parrenta

Add a paver . Change payment categories

#### Cancel An E-Bill

**Step 1:** From your navigation links, click **Payee Management.** 

**Step 2:** Within the E-Bill Status column, click the **Cancel e-bill** link corresponding to the payee for which you no longer want to receive an e-bill.

ly Payees				
Payee	E-bill Status	Payment Option	Payment Category	E-mail Notificatio
ATAT 18471	Receiving e- bil Agter record	Manual <u>Set uz automatio</u>	Telephone	Receiving Change
<u>Hentz</u> 11742	Receiving e- bill Cancel e-cill	Manual Set up automatic	Car Rental	Receiving Shanse
Verizon Wreless	Set.uz a-bil	10 davs before due, Fuil balance	Cell phone	Receiving





#### payment options | PAGE 7

#### **PAYMENT OPTIONS**

The Payment Options allows you to set up or cancel automatic payments and add a memo to a bill payment.

#### Set Up Automatic Payments

**Step 1:** From your navigation links, click **Payee Management.** 

**Step 2:** Within the Payment Options column, click the **Set up automatic** link for the corresponding payee.

Emmi	E-bill Status	Payment Option
Example Bill	EMURA-BH	Set in Automatic
Example Bill Company 15555	Not available	Manual Set us automatic

**Step 3:** From the Funding account box, select the funding account. All future payments to this payee will be made from this account.

**Note:** If you chose the "Always use my default" option and change your default funding account, the account that will be debited for your automatic payment will automatically change to the new default funding account. This does not apply to one time payments. **Step 4:** Enter an optional memo, which will appear on check payments only.

**Step 5:** Select **Pay automatically at regular intervals** for your payment option.

**Step 6:** Fill in the Amount box, Frequency of the payment, Start Date and the Number of instances.

**Note:** If the Number of instances box is left empty, an automatic payment will be sent according to your frequency method until you edit or delete the payment.

#### Step 7: Click Save Changes.

Funding account:	Analysi yan my terapat 👔 Mana tahan hantan taman ing di Camari Cara i	
-	Coontail Addaes of all any Shate Jak marks	
Repriet Later	C Tay nanatay	
Anoust	Party Pressage & after carrier	
Preparation (	Dros & munit.	
Barran.	TERNIT I LANT THE	
Sumpar of Instances	inturcentiat laste ma had pairs in	

#### Cancel An Automatic Payment

**Step 1:** From your navigation links, click **Payee Management.** 

**Step 2:** Within the Payment Options column, click the **automatic option** that is currently in place for this payee.

ty Payees   Add liew Payee   Manag	e Categories	
Lines	E-bill Status	Payment Option
Example DB 1995	Set.up.e-bill	Dace a month. \$1.00
Example Bill Company	Not available	Manual Set up automatic

## **Step 3:** From the Payment option field, select **Pay manually**.

#### Step 4: Click Save Changes.



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#### Add a Memo

If a memo is created for a payee, it will appear on selected pages within the site for all payments for this payee, both check and electronic, but it will only be sent to the payee for check payments. The memo field is 50 characters long. You may overwrite the default payee memo by editing a payment.

## **Step 1:** From your navigation links, click **Payee Management**.

**Step 2:** Click the name the appropriate payee for which you want to add a memo.

#### Step 3: Click the Payment Options link.

**Step 4:** Add your memo in the memo box and click **Save Changes.** 





#### **E-MAIL NOTIFICATIONS**

E-Mail notifications can be set up in order to receive notification when a bill payment is made to a payee. For payees that are set-up to receive e-bills, you also have the option to receive email notifications when a bill is received, no bill is received within a certain number of days and when no payment is made within a certain number of days.

#### Add An E-Mail Notification

**Step 1:** From your navigation links, click **Payee Management.** 

**Step 2:** In the E-mail Notification column, click the **Change** link for the corresponding payee.

**Step 3:** Select the appropriate e-mail notification rule and click **Save changes.** 

					Show matthe pays
	E-full Status	Payment Option	Payment Cat	tegory E-mail Notification	is listory
Canit Management Test 2030	Not available	Hanuai Set su astoriatio	Macelanscus		Eaurenia
Iohnaon Bank 2667	Not avaiable	Manual Bei us automatis	Miscelarieous	Receiving Change	Paurmia
Kalanzer - Chanes umment cate Bills & Paym Payees   Add New Payee	ents Payee I Manage Categories	Management			
Bills & Payment cates Bills & Paym Payees   Add New Payee	ents Payee I Manage Categories	Management			
<u>Bills &amp; Payment of the summer of the summer</u>	ents Payee I Manage Categories allons based on the follow	Management ving rules.	If you would like to rem	nove an	
Bills & Paym Bills & Paym Payees   Add New Payee   ould like to receive e-mail notific	ents Payee I Manage Categories ations based on the follow	Management ving rules. Payment made	If you would like to rem e-mail notification you simply remove the chec click <b>Save changes.</b>	nove an would ck mark and	

**Note:** Only one email can be used, so be sure the appropriate e-mail address is set up for your notifications. You can double check your e-mail on your business profile (For more information on how to access your business profile, go to page 21).



#### MANAGE CATEGORIES

A payment category is a group that you assign to a payee to during setup. The Manage Categories option allows you to group similar payees into a category in order to better manage your payments.

#### Add a Payment Category

Mis & Paymenta

My Payees | Add New Payee | Manage Categorie

Example Bill Company

**Step 1:** From your navigation links, click **Payee Management** and then **Manage Categories.** 

Payee Management

E-bill Status

fict available

Payment Recon

Payment Option

tianual Set up automatic

#### Step 2: Click the Add a new category link.

**Step 3:** In the Payment category field, enter the name of the payment category you wish to create.

**Step 4:** Select the payees you would like to include in this payment category.

Step 5: Click Add category.

ase edit or remove existing categories. To view more details,	cick on a category name. "	If you would like to remove an e-mail notification you would simply remove the check mark	
nyment Category	Hew Categor	and click Save changes.	Delete
da -			
edit Certi			
ousenold			
achlikóścus			
lites		Bills & Payments	Payee Management Payment Record
Save changes Add a new choopry		My Payees   Add New Payee   Man	age Categories
		Specify category and select payees.	
		Payment category: Payrees to include in category:	Test Category           Image: Stample Bill Company           Image: Stample Bill



#### **BILLS & PAYMENTS**

The Bills & Payments option allows you to view incoming and pending bills, approve pending payments, make payments and pay invoices.

#### **MY BILLS**

All of your current bills are listed on the My Bills page. Bills that are waiting approval are listed under Incoming Bills; bills that are scheduled for payment are listed under Pending Payments. The My Bills page allows you to perform most of your tasks, including:

- reviewing pending bills
- reviewing scheduled payments
- reviewing notices from payees
- viewing images of your bills and notices
- approving and scheduling payment
- canceling payments

When we receive a bill, we process the bill according to the options you specified for the payee. If there is no automatic payment option specified for the payee or if the bill is for more than the maximum automatic payment amount for the payee, you must approve the payment before it is sent. If you have an automatic payment option set up for the payee and the bill is for less than the maximum automatic payment amount, a payment for the bill is scheduled and placed in the Pending Payments section.

#### Edit A Payment

The Edit option allows you to change the Dollar Amount, Deliver by Date, the funding account or Payment Category, and add, change, or delete a memo or invoice information.

**Step 1:** From your navigation links, click **Bills & Payments.** 

**Step 2:** From your Pending Payments section on the My Bills page, click the **Edit** link for the appropriate payment.

**NOTE:** You can only edit a payment if it has not been processed. You can add a note to a processed payment.

**Step 3:** Specify your changes to this payment.

Step 4: Click Save changes.





#### Cancel A Payment Or Invoice

**Step 1:** From the Pending Payments section on the My Bills page, click the **Cancel** link for the appropriate payment.

**Step 2:** An alert box will appear making sure you want to delete this payment/ invoice, click **OK.** 

Note: You cannot cancel a payment once it is in process status. Either place a stop payment through Business Gateway or call your Johnson Bank Cash Management Representative.

	Bills & Payments	Payee Management	Payment Records	Lunding Accounts	Administration	liele	Exit Bill Center
y Bills   Pendir	g Approval   Make P	ayments   Pay Invoices	Messages				
Incoming Bills	_						
	1. Contract 1. Con						
There are curren	ly no tems.						
There are curren	ly no berns.						
There are curren Pending Payme	ly no berns. nts		_		_		
Pending Payme	ly no tems. nts <u>Send.To</u>	Pay From	_	Check Number	Am	ount	
Pending Payme	nts Example Be	Pay From Business Che	sking.	Check Humber 1002	Am	ount 1.00 E	ol Carson liciae

#### Add A Note

You can add a note about a payment, up to 500 characters, to remind yourself of any special event associated with it. Special circumstances could be a dispute surrounding the payment, a record of a conversation with customer service, or anything else you want. **Unlike a memo, notes are not shared with the payee,** 

## and they can be added at any time, even after the payment has been processed.

**Step 1:** From the Pending Payments section on the My Bills page, click the **Notes** link for the appropriate payment.

#### **Step 2:** Enter your note and click **Save**.

**Note:** You may also add a note from the Payment Confirmation, View Reports, Payment History, or Search Records pages.

	Bills & Paymen	the Payee Management	Parment Resources	Eurodina Accounts	Administratio	n thria	1
y Bills 1 Pending 4	Approval Bake Payments	Pay Investory   Experiment Payment	Messages				
ncoming Bills							
tern an similar o	o tarta -						
Constant stratts o	e lara.						
Panding Payments							_
These are subratily of Pending Payments	and to	Fax From	Chevil Hum	ber .	Amount		_
Panding Payments	and to Dampie do	Fix From Distance Creating	Check Nam 8027	ber -	Amount	la sea	time.



#### **PENDING APPROVAL**

The Pending Approval option allows the administrator to monitor another bill pay user's activity by requiring a user to approve another user's payment. The Pending Approval option is also used to approve an automatic payment that is set up for less than the incoming bill. All users can view pending payments but only users that have access to approve a payment will be able to approve the payment. To set up approval limits, see the **Add a User** section on page 22.

Note: When you add approval limits, there will not be alerts sent stating that a payment needs to be approved or awaiting approval.

#### Approve A Pending Payment

**Step 1:** From your navigation links, click **Bills & Payments** and then **Pending Approval.** 

**Step 2:** Review the payments on the list, check the box next to the payments you want to approve and click **Approve Payments.** *Note:* You may also edit or cancel a payment that is in a pending approval status.

Ay Bills   Pend	ing Approval   Make Paymen	ta   Pay Invoices	Expedited Payment   Mes	sages			
Pending A	pproval						
tere's a list of pa	ayments that need to be reviewe	d. Please approve the i	appropriate payments and the	n click "Approve payme	ents."		
Approve	Send To	Amounts	Pay From	Colorado I	Initiated P	x.	



#### **MAKE PAYMENTS**

The Make Payments option allows you to make a payment to your active payees.

**Note:** Tax payments, court ordered payments, and payments made outside the U.S. and its territories are unsupported and not recommended.

#### Make a Payment

**Step 1:** From your navigation links, click **Bills & Payments** and then **Make Payments**.

**Step 2:** Specify the details for each payment and click **Make payments.** 

**Note:** A payment will only be made for a payee that has a dollar amount in the "Amount" box.

Bills & Payr Wy Bills   Pending Approval   Wake Payments Do you need to <u>enter invoice detail</u> with your p To make a regular cayment, please enter an amour	nents Paves Miniscement Pave   <u>Pay Involces</u>   <u>Expedited Payment</u>   <u>Message</u> ayment? <u>Learn more</u> n and pelvendy date for each payment and dick. No	All payments are gu by the Deliver By da will automatically d payment can be ma will default to 5 bus payments will defau	aranteed to be delivered ate. The Deliver By date efault to the earliest date ade. *Direct check payments siness days. **Electronic ult to 1, 2 or 3 business days.
Use funds from: Business Checking, *6321 💌 Payee	Last Paid	Amount	Deliver By
Example Bill +5555 Satud e-bill		s 7.20	(1174078) (ED)
Example Bill Company, *6555		۵	10:17/20:1
Make paymenta		Tetal: \$0.00	Lodate Istal

\*A direct check is a check that is drawn from your checking account. Your account is not debited until the payee cashes or deposits the check.

**Note:** A check can clear your account up to 4 business days before the Deliver By date; therefore, your account must be funded 5 business days prior to the Deliver By date.

\*\*An electronic check is when your account is debited via ACH posting up to 2 business days before the Deliver By date.



#### **PAY INVOICES**

The Pay Invoices option allows you to pay a bill to one of your payees that requires invoice information.

**Step 1:** From your navigation links, click **My Bills** and then **Pay Invoices**.

**Step 2:** Specify the details related to the payment, including any invoice information. If you have more than one invoice associated with your payment, click **Add another invoice** and another entry section for invoice information will be added to your page.

#### Step 3: Click Submit invoices.

ty Bills   Pending Approval   Make Payments   Pay Invoices   Expedited Payment   Messages   Pay Invoices   Do you need to make a standard payment? Learn more   Pagese enter the details of your payment and click "Submit invoices." To add another invoice to this agament, click "Add another invoice." Please note, all payments will be made by check.   Send to:   Cash Management Test   Deliver by:   10/21/2011   Use funds from:   Cash Management Test    Payment category:   Type   Invoice   Number   Invoice   Number   Invoice   Nemo:   Credit type will subtract   Your Adjustment:   9.25   Adjustment:   9.25   Yage:   Credit Type will add your   Adjustment:   9.25   Otal invoice:   90.50   Update total   Click Update total before   Click Update total before   Clicking Submit invoices:   Stotal:	Bills & Payments	Payee Management	Payment Records	Funding A
Pay Invoices         Do you need to make a standard payment? Learn more         Passe enter the details of your payment and click "Submit invoices." To add another invoice to this agament, click "Add another invoice." Please note, all payments will be made by check.         Send to:       Cash Management Test         Deliver by:       10/21/2011         Use funds from:       Cash Management Test Account         Payment category:       Test         Nemo:       Invoices         Type       Invoice:         Number       Amount:         Deliver by:       Credit type will subtract from your Adjustment amount from your Net amount and a Debit type will add your Adjustment and unt and a Dubit type will add your Adjustment amount to your Net amount.         Invoice:       50.50       Update total         Memi:       Click Update total before clicking Submit invoices to se your total.	Ny Bills   Pending Approval   Make	Payments   Pay Invoices   Expedit	ed Payment   Messages	_
Do you need to make a standard payment? Learn more   Please enter the details of your payment and click "Submit invoices." To add another invoice to this hayment, click "Add another invoice." Please note, all payments will be made by check.   Send to: Cash Management Test   Delver by: 10/21/2011   Use funds from: Cash Management Test Account   Payment category: Test   Nemo:   Invoices   Invoice Invoice   Number 100   Invoice 111   Invoice \$100   Invoice \$100 <tr< td=""><td>Pay Invoices</td><td></td><td></td><td></td></tr<>	Pay Invoices			
Desage enter the details of your payment and click "Submit invoices." To add another invoice to this bayment, click "Add another invoice." Please note, all payments will be made by check.   Send to: Cash Management Test   Deliver by: 10/21/2011   Use funds from: Cash Management Test Account   Payment category: Test   Memo: Invoices   Invoices 1111   Invoice 1111   Invoice 1111   Invoice 1111   Invoice: \$ 100   Invoice: \$ 25   Invoice: \$ 0.50   Update total Adjustment invoices to ge your total.	Do you need to <u>make a standard p</u>	yment? Learn more		
Send to: Cash Management Test Deliver by: 10/21/2011 Use funds from: Cash Management Test Account Payment category: Test Memo:  Invoices  Type Number Amount Description Invoice \$ 100 Discount: \$ 25 Type: Credit > 00 Discount: \$ 25 Type: S0.50 Uddate total Click Update total before clicking Submit invoices to se your total.	Please enter the details of your paymen payment, click "Add another invoice." P	t and click "Submit invoices." To add anot ease note, all payments will be made by o	her invoice to this theck.	
Deliver by:       10/21/2011         Use funds from:       Cash Management Test Account         Payment category:       Test         Memo:       Invoices         Invoice s       Invoice:         Submit invoice:       \$1.00         Discount:       \$-25         Type:       Net:         Submit invoice:       \$0.50         Used another invoice       \$0.50         Submit invoices:       \$0.50         Vidate total       Click Update total before clicking Submit invoices to see your total.	Send to: Cash Ma	inagement Test		_
Use funds from: Cash Management Test Account  Payment category: Test Memo:  Invoices  Type Invoice Amount Description Invoice 1111 Invoice: \$ 1.00 Discount: \$ -25 OF Credit type will subtract your Adjustment amount and a Debit type will add your Adjustment: \$ -25 OF Credit of the total Click Update total before clicking Submit invoices to see your total.	Deliver by: 10/21/20	11		_
Payment category:       Test         Memo:       Invoices         Invoices       Invoice         Type       Invoice:         Number       Amount:         Description       A Credit type will subtract your Adjustment amount from your Net amount and a Debit type will add your Adjustment amount to your Net amount to your Net amount.         Net:       \$0.50         Vidate total       Vidate total         Click Update total before clicking Submit invoices to see your total.	Use funds from: Cash Ma	inagement Test Account		_
Memo: Invoices Type Invoice Number Amount Description Invoice I 1111 Invoice: \$1.00 Discount \$_25 Adjustment \$_25 Adjustment \$_25 Credt I type will subtract your Adjustment amount for your Net amount and a Debit type will add your Adjustment amount to your Net S0.50 Modate total Click Update total before clicking Submit invoices to se your total.	Payment category: Test	w.		_
Invoices       Invoice Number       Amount: Description         Invoice       1111       Invoice:       \$1.00         Invoice       1111       Invoice:       \$1.00         Discount:       \$.25       .25         Adjustment:       \$.25       .25         Type:       Credit vpe will add your         Net:       \$0.50         Your Net:       \$0.50         Invoices:       \$0.50         Your Net:       Your Net amount to your         Net:       \$0.50         Your Net:       Your Net amount.         Your Net:	Memo:			
Type       Invoice       Amount:       Description         Invoice       1111       Invoice:       \$ 1.00         Discount:       \$ .25       Adjustment:       \$ .25         Adjustment:       \$ .25       Adjustment:       \$ .00         Type:       Credit Vpe will subtract       Your Adjustment amount and a Debit type will add your         Adjustment:       \$ .25       Adjustment amount to your         Net:       \$ 0.50       Update total       Click Update total before clicking Submit invoices to see your total.	Invoices			
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Submit invoices Add another invoice				<b>ate total</b> before Submit invoices to
	Submit invoices Add and	ther invoice	see your t	total.

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#### JOHNSON BANK.

#### **EXPEDITED PAYMENTS**

The Expedited Payments option allows you to make an overnight payment to selected payees for an additional fee.

## **Note:** If you edit a payee, you cannot send an expedited payment until the next business day.

**Step 1:** For the navigation links, click **Bills & Payments** and then click **Expedited Payments**.

**Step 2:** From the Payee dropdown menu, select the Payee you want to send an expedited payment to and click **Continue Payment**.

# **Step 3:** The screen will display the additional fee for the expedited payment service. Choose the payment type, input the payment amount, select the funding account, type the payee address and click **Continue Payment**.

**Note:** If you choose "Over Night Check" as the payment type, your account will not be debited for the amount you are sending to the payee until the check is cashed; however, your account will be debited the expedited payment fee at the time of service.

**Step 4:** Review the payment details to verify the information and click **Make Payment**.

	ills & Payments	Payee Management	Payment.
lity Bills   B	Pending Approval	Make Payments   Pay Invoices	Expedited Paymen
Expedited ( quality for a	payments are deliv an expedited paym	ered faster than our standard paym ent at this time. To schedule a paym	ents. The payees that d
Diessé III3	He a standard pair	nent	
Payee.	ke a standard paur	Cash Management Test, *2630 💌	1

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Bills & Payme	ents Payee Management Payment
My Dillo   Pending App	roval   Make Payments   Pay Invoices   Expedited Payme
Please provide your pa	ment details and click "Continue payment".
Payee	Cash Management Test, *2630
Last paid	
Payment type:	Overnight check - \$25.00
Amount	5 1.00
Convenience fee:	\$25.00
Deliver by	10/17/2011

Use funds from: Cash Management Test Account 12630

For on-time delivery, you must enter your payee's overnight check address, if you dr know that address, contact your payee. Your entry does not affect this payee's address fee.

Address:	555 Main St
	and the state of t
	(Cannot send to an address in Hawaii or Alaska or a P.O Box.)
City:	Racine
State:	W V
Zip code:	63403
Phone number:	877-236-2739
Memo	
Bills & Payment	Payree Management Payment Records
Bills & Payment By Bills   Pending Approv	Bryck Management Payment Records      If Make Payments   Pay Invoices   Expedited Payment   Messages  Enformation. Your address entry may have been modified due to a formation
Bills & Payment Ity Bills   Pending Approv Please verify your paymen preference of the payee. O	Poyce Miniscenses     Payment Records      If Make Payments   Pay Invoices   Expedited Payment   Messages      Information. Your address entry may have been modified due to a formation     ince you click "Hake payment," your payment cannot be edited or cancel
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#### **STOP PAYMENTS**

If your payee is claiming they have not received your payment, you sent a payment in error, or you have changed your mind about a payment and you need to place a stop payment, you will need to place a stop payment within Business Gateway or contact your Johnson Bank Cash Management Representative.

**Note:** You can only place a stop payment within Business Gateway for payments that were made by check. You can obtain the check number from the Payment Records screen. (see page 18)



#### **PAYMENT RECORDS**

The Payment Records option allows you to create and view reports of your bill payment history as well as search for bill payments.

**Note:** The Business Gateway Bill Pay Center shows 12 months of historical information.

#### **VIEW REPORTS**

The View Reports option allows you to create new reports, view your existing reports, as well as view your current month's bill payment history.

#### Create A Report

**Step1:** From your navigation links, click **Payment Records.** 

**Note:** Unless you change your default report, the current month report will show on the bottom of the screen.

Step 2: Click the Create a Report link.

**Step 3:** Enter the required information, click **Create a report.** 

Dills & Pa	ementa Eaves	Management	Payment Records	Funding Accounts	Administration	Help
View Reports   Search Here are the payme want to add a report	n Records ents for this report. T t to this listbox, go to	To view exis choose fror box and the	sting reports, n the dropdown en click <b>View</b> .	port from the "Select a diff	erent report to view	r listbox, if you
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the **Print** link, delete or edit a report by clicking the **Edit/Delete report** link, or download a report to Quicken, Quickbooks, Money (QIF), and text or CVS by clicking the **Download** link.



#### SEARCH RECORDS

The Search Records option allows you to search your entire bill payment history without having to create a report. If you do decide you want your search to be a permanent report, you can also create your report using this option.

**Step 1:** From your navigation links, click **Payment Records** and then click **Search Records.** 

**Step 2:** Select a specific payee or "All payees" from the Payee box.

**Step 3:** Select a specific funding account or "All accounts" from the Funding account box.

**Step 4:** Indicate the timeframe for the data to be selected. Select either a standard list of timeframes or enter a "start" and "end" date.

**Step 5:** Select your subtotal preference.

**Step 6:** If desired, select additional items to include in your search, such as non-bill notices, filed items, unpaid bills, and pending payments.

Step 7: Click Search records.

	<u>Bills &amp; Payments</u>	Payee Management	Payment Records	Funding Accounts	Administration	Help
New Reports   Search	Records					
To search for one or mo options, go to the <u>Create</u>	re payments, please enter the f a Report page.	ollowing information and click	"Search records." For adva	nced reporting		
Payee:	Example Bill	You can a report or	also create a o this page			
Funding account:	All accounts		, and page.			
Time frame:	Use pre-defined range					
	Last 30 Days	-				
	C Define oustom date ra	nge				
	From: 08/17/2011	To: 09/16/2011				
Subtotal:	Do Not Subtotal					
Include:	🗖 Filed items 🔲 Un	paid bills				
Options:	Show audit activity for	r each payment				
Seamh records						
search records						



#### **FUNDING ACCOUNTS**

Your funding account is your Johnson Bank checking account that will be debited when you create a bill payment.

#### FUNDING ACCOUNT LIST

The Funding Account List option shows you your current Johnson Bank accounts that you can choose to have debited when you create a bill payment and allows you to edit only the funding account nickname as well as the starting check number. **Note:** Contact your Johnson Bank Cash Management Representative in order to add a new funding account.

#### Edit A Funding Account

**Step 1:** From your navigation links, click **Funding Accounts.** 

**Step 2:** Click the name of the funding account that you would like to edit.

**Step 3:** Make the required changes and then click **Save changes.** 

Bills & Payment	s Payee Manageme	ent <u>Payment Re</u>	cords Fundin	g Accounts Admini
Funding Account List				
Here is a list of your current fu	inding accounts.			
Funding Account	Des	ription	Status	Default Account
Business Checking 14321	Johr Che	son Bank ;king	Active	Yes
		You may delete a fur your default funding have pending payme link. You can also ch account by clicking t of your new default f <b>Note:</b> Any automati the default funding a change to your new	nding account that is account and does n ents by clicking the <b>I</b> ange the default fun the <b>Change</b> link in th funding account. c payment set up us account will automat choice.	not ot <b>Delete</b> ding ne row ing tically

#### ADMINISTRATION

The Administration option allows you to view and edit your business profile as well as view, edit, and add new bill payment users.

#### **BUSINESS PROFILE**

The Business Profile option allows you to view your current business profile as well as make changes to your profile.

#### Update Your Business Profile

**Step 1:** From the Navigation links, click **Administration** and then click the **update your profile** link.

**Step 2:** Make the necessary changes and click **Save changes**.

Bills & Payments	Payee Management	Payment Records	Hunding Accounts	Administratio
Business Profile   Business Users	5			
Business Profile				
If any of the information below is in	correct, please update your profile			
Business Information				
Business Name:	Johnson Bank			
Tax ID:	Onfile			
Address:	555 Main St. Suit Racine, WI 5340 United States	e 370 3		
Phone:	262-619-2103			
Email address:	cashsupport@joh	nnsonbank.com		
Product Information				
Email notification format:	HTML			
Service level:	Standard			
Service level.	Standard			
Update your profile				
Glossary FAQs Contact Us				

>

administration | PAGE 21





#### **BUSINESS USERS**

The Business Users option allows you to view, edit and add new bill payment users.

**Note:** A user cannot have access to add a memo to a payee; set up an automatic payment; send an expedited payment; view, edit, add or delete a user; edit or delete a funding account; and edit the Business Profile.

#### Add A User

**Step 1:** From your navigation links, click **Administration** and then **Business Users.** 

Step 2: Click the add a user link.

**Note:** A user must be 18 years old in order to use Bill Pay.

**Step 3:** Provide entries in the User Information, Login Information, and Privileges sections. User IDs and passwords are case sensitive.

#### Step 4: Click Add user.

**Note:** If you would like a user's payments to be approved by another user, leave the "Approve payments" box under the Approvals and Authorization section unchecked. If you would like a user to be able to send up to a certain dollar amount before another user has to approve their payments, check the box next to "Approve Payments" and add the dollar limit that they can send without requiring an approval. Keep in mind when you add approval limits there will not be an alert after a payment is sent stating that a payment needs to be approved.

**Step 5:** Check the Outbound SSO Service Permissions section. (see page 13 in the Business Gateway Solutions User Guide found at johnsonbank.com/business/clients)

#### Edit Or Delete A User

**Step 1:** From your navigation links, click **Administration** and then **Business Users.** 

**Step 2:** Click the **Edit** or **Delete** link depending on what you would like to do.

**Step 3:** If you chose the **Edit** link, make your necessary changes and click **Save changes.** 

**Step 4:** If you chose the **Delete** link, verify you would like to delete the user and click **Delete user**.

**Step 5:** Uncheck the Outbound SSO Services box in the User Service Permissions section. (*see page 13 in the Business Gateway Solutions User Guide found at johnsonbank. com/business/clients*)

Bills & Payments	Payee Management	Payment Records	Funding Accounts	Administration
Business Profile Dusiness User				
Business Users				
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Here's a list of your current busine	iss users. You can add a user it a	ny time		
Here's a list of your current busine	iss users. You can add a user it a User ID	ny lime	<u>User Type</u>	



#### HELP

The Help service option retrieves a window that contains a **How Do I** guide for commonly used tasks, a Glossary of terms, and Frequently Asked Questions.

#### CONTACT US

At the bottom of any page within the Bill Payment services option, you can click the **Contact Us** link to either obtain the Cash Management toll free number or send an e-mail.

Avera ex	Contact Us - Micr	wolt Internet Explorer provided by h	davison Dank	
	https://xigkar.com	presentment.com		
Services	Contact Us			-
Bills & Payments	Enter your message b	Now, then click Send message, Clustomer Si	ervice will respond its soon its	possible. Into East
Bills   Pending Approval   Mak	For phone support, ple	ase al 877-296-2739.		
romine fills	Hames	test		
	E-mill address:	(First and Last)		
There are currently no items.	c-men address.	(namel@company.com)		
	Subject:	Payment tracking		
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#### **BROWSER REQUIREMENTS**

Operating System	Microsoft Internet	Apple Inc. Safari®	Mozilla Firefox®	Google Chrome®
	Explorer			
Windows® XP SP2	7 or higher	5.x	3.x	6.x
Windows® Vista	7 or higher	5.x	3.x	6.x
Windows® 7	8	5.x	3.x	6.x
Mac OS X 10.5 (Leopard™)	N/A	5.x	3.x	6.x
Mac OS X 10.6 (Snow Leopard™)	N/A	5.x	3.x	б.х

**Note:** Cookies and JavaScript must be enabled. Also, to protect your personal and financial information, we require that you log in using 128-bit RC4 encryption. If you are using any of the browsers listed above you are automatically equipped with this feature.