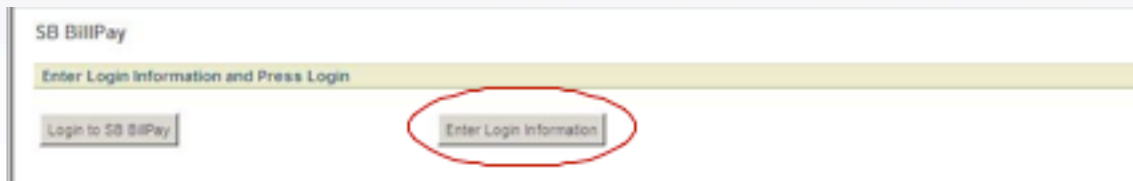


ACCESSING BILL PAY THROUGH BUSINESS GATEWAY™

STEP 1: Login to Business Gateway. Select the **Payments** menu and choose **Bill Payment**.

STEP 2: First time users, click on **Enter Login Information**.



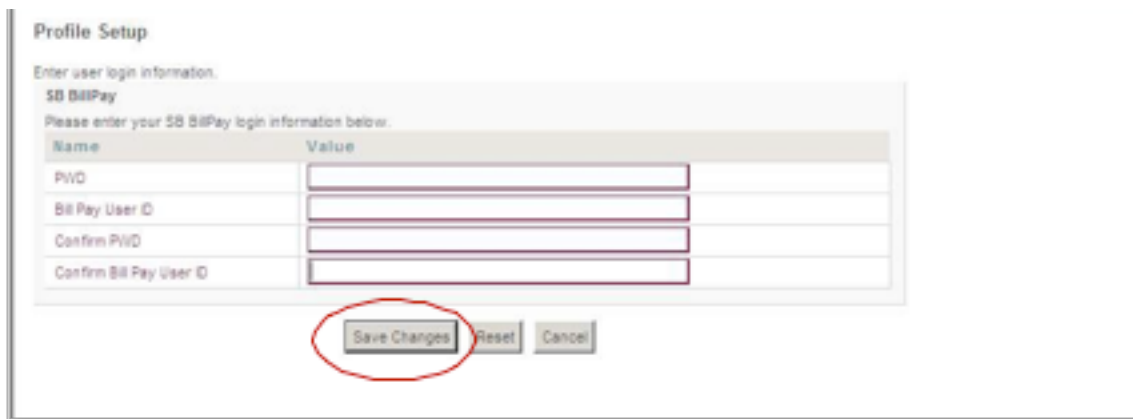
SB BillPay

Enter Login Information and Press Login

Login to SB BillPay

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 Pay center the first time. For subsequent visits, you will simply click the **Login to SB BillPay** button.



Profile Setup

Enter user login information.

SB BillPay

Please enter your SB BillPay login information below.

Name	Value
PWD	<input type="text"/>
Bill Pay User ID	<input type="text"/>
Confirm PWD	<input type="text"/>
Confirm Bill Pay User ID	<input type="text"/>

Save Changes Reset Cancel

ADDING A USER

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

STEP 2: Click the **add a user** link. **Note:** To use Bill Pay, users must be at least 18 years old.

STEP 3: Complete the User Information, Login Information and Privileges sections.

Note: User IDs and passwords are case sensitive.

STEP 4: Click **Add user**.

Note: Leave the "Approve payments" box in the Approvals and Authorization section unchecked if you would like a user's payments to be approved by another user. If you would like a user to be able to send up to a certain dollar amount before another user is required to approve the payments, check the box next to "Approve Payments" and add the dollar limit that the user can send without requiring approval. When approval limits are added, there will not be an alert sent that indicates a payment needs to be approved.

STEP 5: Check the Outbound SSO Services box in the User Service Permissions section.
 (For more information about User Service Permissions the Business Gateway Core User Guide found at www.johnsonbank.com/business/clients.)



EDITING OR DELETING A USER

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

STEP 2: Click the **Edit** or **Delete** link.

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

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

STEP 5: Uncheck the Outbound SSO Services box in the User Service Permissions section.
 (For more information about User Service Permissions, see the Business Gateway Core User Guide found at www.johnsonbank.com/business/clients.)