# Treasury Management

Quick Reference Guide:
Business Bill Pay

Mobile Business Bill Pay allows enrolled users in iPay Business Bill Pay to create payments, view payees, stop payments/series, view scheduled transactions and view payment history.
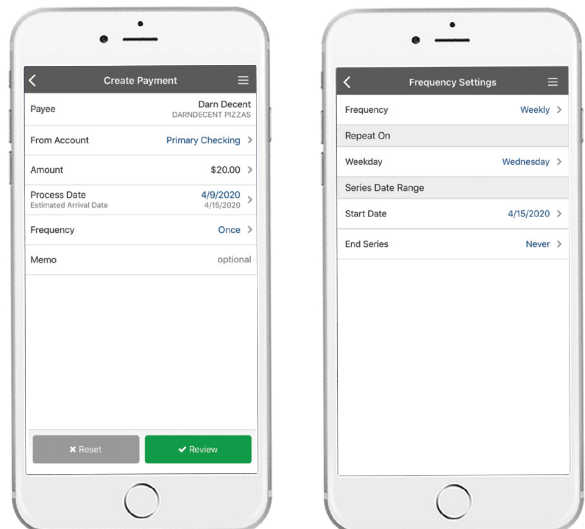
Business Bill Pay

1. From the fly-away menu select **Payments – Business Bill Pay**.

2. Based on iPay user entitlements, the following options may display: Create Payment, Payee List, Scheduled Payments and Payment History.
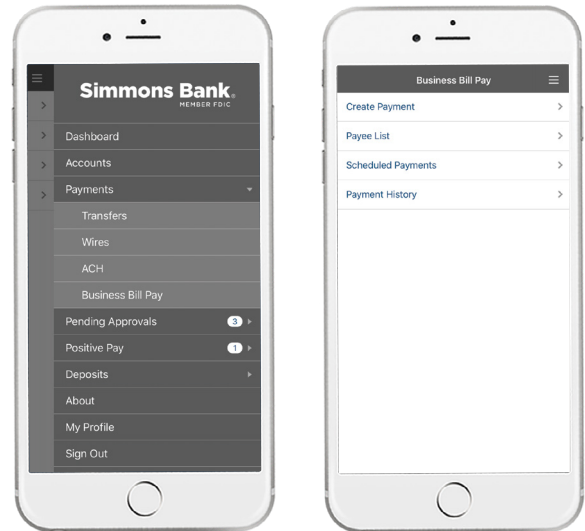
Create Payment

1. Select **Create Payment** from the Business Bill Pay menu.

2. Select a **Payee** to display the Create Payment screen.

3. Select the **From Account**, and enter the dollar amount, date and memo, if needed.

4. Select **Frequency** to display recurring payment options.

5. Select **Review** then confirm to complete the payment.

Need support? We're here to help.
800.551.4471

| PG 1

Treasury Management
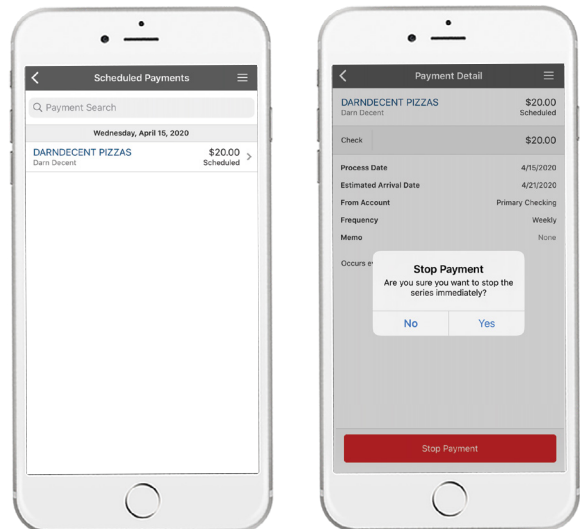
Quick Reference Guide:
Business Bill Pay

Payee List

1. Payee List displays list of all approved payees.

2. Use the Payee Search to search for a specific payee.

3. Select a **Payee** to view details.

4. An option to create a payment displays on Payee Detail page.
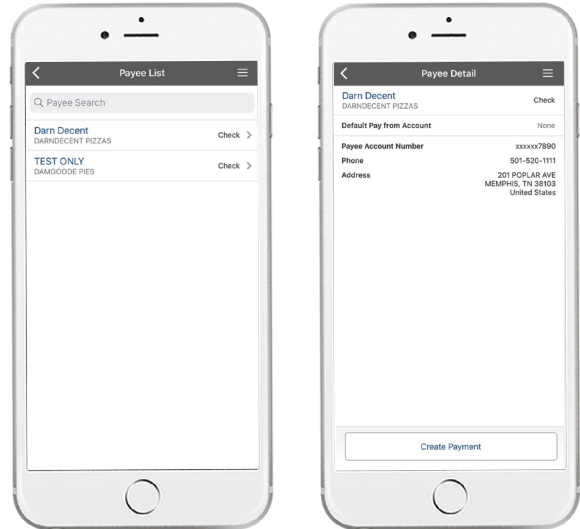
Scheduled Payments

1. Scheduled Payments displays up to 90 days of future dated payments.

2. Use the Payment Search option to search for a specific payment.

3. Select a **payment** to view details.

4. Options available on the Payment Detail page are: Stop Payment (one time), Skip Next Payment and Stop Series (scheduled payments).

5. To stop a one-time payment, select **Stop Payment** and **Yes** on the pop-up. The payment is now stopped and will not be processed.

6. For Recurring payments, there are three options for Stop Payment:

    • Stop Series Immediately will stop the recurring series including the payment selected.

    • Stop Series After Next Payment will stop all recurring payments after the current payment selected processes.

    • Skip Next Payment skips the current payment selected.

Need support? We're here to help.
800.551.4471

| PG 2

Payment History

1. Payment History displays 90 days of payment history.

2. Use Payment Search for a specific payment.

3. Select a **payment** to view additional details.

Need support? We're here to help.
800.551.4471

| PG 3