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## BUSINESS BILL PAY EBILLS USER GUIDE

Your business bill pay has the functionality to add eBills. You can receive, view, pay and track your bills online—all in one secure place.

For certain payees, you can see detailed billing information from your payments dashboard. If your payees provide them, you'll see each line of your statement, including:

- Balance
- Credits
- Recent transactions
- Payment history & amount
- Minimum payment due
- And more

To get started with adding and using eBills, follow the steps below.

### Set Up eBills

1. From your Bill Pay dashboard, select the **Payments** tab.
2. Under **eBill Connect** on the right, select **Set up eBill** under the payee's name.

The screenshot displays the Heritage Bank Business Bill Pay interface. The top navigation bar includes tabs for Payments, Pay a person, Transfers, GiftPay, Calendar, My account, and Help. The main content area is titled 'Payments' and features a 'Schedule' section with a '+ Payee' button and a search bar. Below this is a table for payments to 'Water Co. \*0001' with columns for Pay to, Pay from, Amount, Payment date, and Actions. The table shows a payment of \$0.00 due on 08/07/2018. To the right, the 'eBill Connect' section shows a link to 'Set up eBill PDF' for Water Co. Below this is a 'Pending' section showing a payment of \$0.00 and a 'History' section showing a payment of \$0.00. The bottom of the interface includes links for 'View pending transactions' and 'View history'.



3. Enter your login credentials for the payee's website.
4. Review the terms and conditions, then select **Accept and Submit**.

## Know When an eBill is Due

1. You will see a **View eBill** notice on your Bill Pay dashboard when your payee has a new eBill.

The screenshot shows a bill pay interface for 'Department Store'. It includes a dropdown menu for 'Primary Acco.' with the value '\*\*\*0123'. To the right, there is a balance field showing '\$ 0.00' and a 'Pay' button. Below the balance, it lists 'Min Due: \$25.00', 'Curr Bal: \$500.00', and 'Stmt Bal: \$500.00'. A 'Due by: 6/27/2016' date is also present. On the left, it says 'Department Store', '\*\*\*\*1337', 'Electronic', and 'Last paid: \$50.00 on 2/7/2016'. There is a 'View eBill' button with a document icon. On the right, there are links for 'Rush Delivery', 'Make it Recurring', 'Add Comment', and 'File eBill'.

2. You can view the amount due, due date and minimum payment. For certain payees, your whole statement will be provided, including transactions, payment history, credits and more.
3. You can also setup an email alert to notify you when an eBill is available for viewing.

## Automated Recurring Bill Payments

When you set up recurring payments, you'll never worry about missing a payment.

1. From your Bill Pay dashboard, select **Make it Recurring** under the **Actions** column.

The screenshot shows a bill pay interface for 'Insurance Co.'. It includes a dropdown menu for 'Primary Acco.' with the value '\*\*\*\*0123'. To the right, there is a balance field showing '\$ 0.00' and a 'Pay' button. Below the balance, it lists 'Min Due: \$25.00', 'Curr Bal: \$500.00', and 'Stmt Bal: \$500.00'. A 'Due by: 6/27/2016' date is also present. On the left, it says 'Insurance Co.', 'USA 1 Insurance Company', '\*\*\*\*8967', 'Electronic', and 'eBill'. There is a 'View eBill' button with a document icon. On the right, there are links for 'Rush Delivery', 'Make it Recurring' (which is highlighted with a yellow background), 'Add Comment', and 'File eBill'.

2. Choose the recurring schedule you want (custom frequency or when a new eBill arrives).



### Setup recurring payment

**Schedule payments:**

- ☐ Using a frequency I create
- ☒ When my new eBill arrives

Cancel

Submit

3. Choose the account you want to pay from, amount, frequency, first payment date and scheduling preferences.
4. Review and select **Submit**.

### Setup recurring payment

All fields are required unless designated with (Optional).

Pay to **Insurance Co.**  
\*\*\*\*8987  
Electronic

Pay from **Primary Account**

Amount \$ 0.00

Frequency **Select Frequency**

Select first payment date

If the payment falls on a holiday or weekend, what would you like to do?

☒ Pay Before ☐ Pay After

Will this payment series end?

☐ Yes ☒ No

Memo

(Maximum characters: 25)

Cancel

Submit

### View eBill History

Once an eBill is paid, you can view it in your history for 18 months.

1. Select a payee on your payments dashboard.
2. On the **Payee Details** page, select **eBill History**.



**Payee details for My Car**

Downtown Motors \*\*\*\*6789

**eBills**

Date	Amount
Due: 6/25/2016	Due: \$370.00
Statement close: 6/11/2016	Statement balance: \$10,470

**Additional actions**

- [Edit payee](#)
- [Pending transactions](#)
- [History](#)
- [eBill history](#)
- [Add reminder](#)

## File an eBill

If you pay a bill by cash, check or through your payee's website that you normally pay through Bill Pay, you can "file" that month's payment away so the notice that the bill is due goes away.

1. On your Bill Pay dashboard, select **File eBill** to the right of the payee name.

Recurring

**My Car**

Downtown Motors  
\*\*\*\*6789

Electronic  
Last paid: \$370.00 on 5/25/2016

eBill due

Primary Acct... \*\*\*\*0123

\$ 0.00

Amt Due: \$370.00

Due by: 6/26/2016

**Pay**

- [Rush Delivery](#)
- [Edit Recurring](#)
- [Add Comment](#)
- [File eBill](#)

2. Once the eBill is filed, the due date notice will disappear and the bill will appear in your history.

## Demos

Experience a [demo](#) to see the enhanced features and benefits of business bill pay.

## Contact

If you have any questions, please email [BusinessBillPay@HeritageBankNW.com](mailto:BusinessBillPay@HeritageBankNW.com) or call 844.510.4659.