BUSINESS BILL PAY EBILLS USER GUIDE

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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.

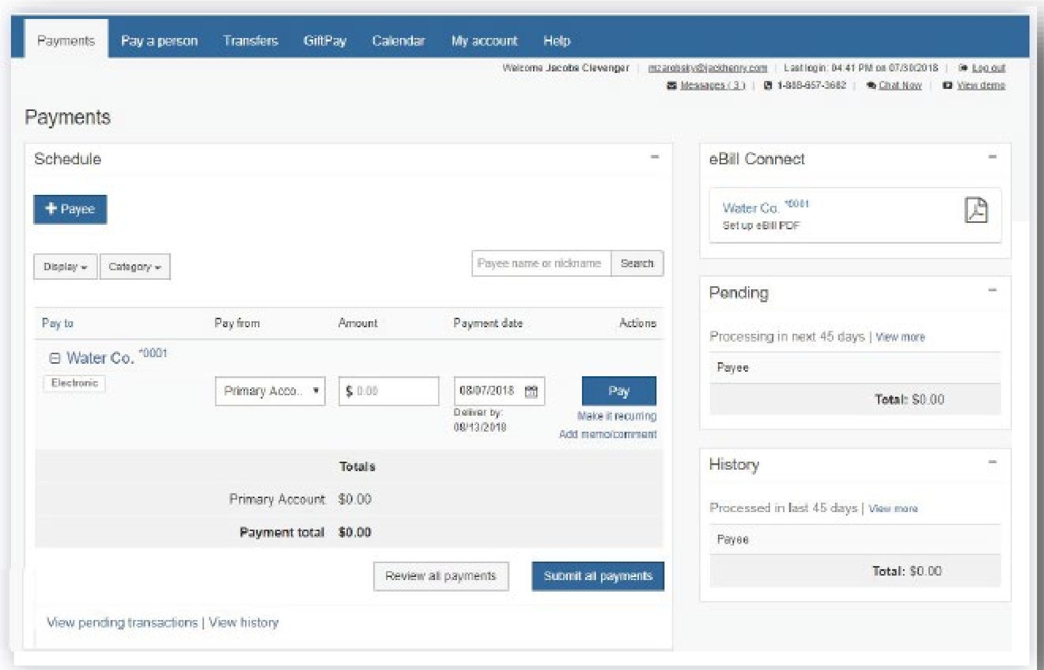
For certain payees, you can see detailed billing information from your payments dashboard. If your payees provide them, you'll see each line of your statement, including:

- 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

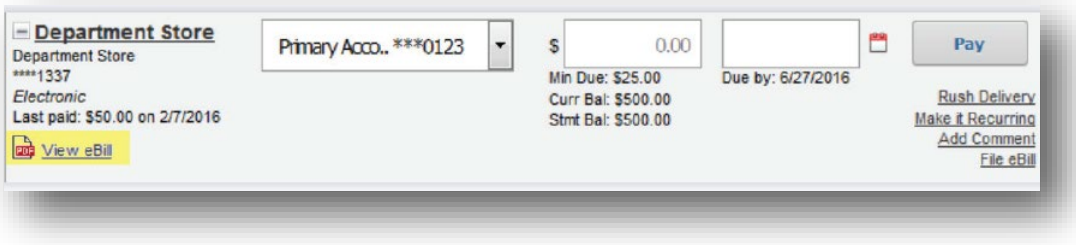
1. From your Bill Pay dashboard, select the **Payments** tab.
2. Under **eBill Connect** on the right, select **Set up eBill** under the payee's name.



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.

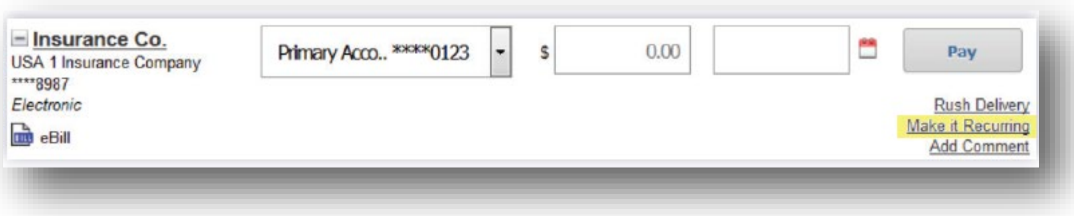


2. You can view the amount due, due date and minimum payment. For certain payees, your whole statement will be provided, including transactions, payment history, credits and more.
3. You can also setup an email alert to notify you when an eBill is available for viewing.

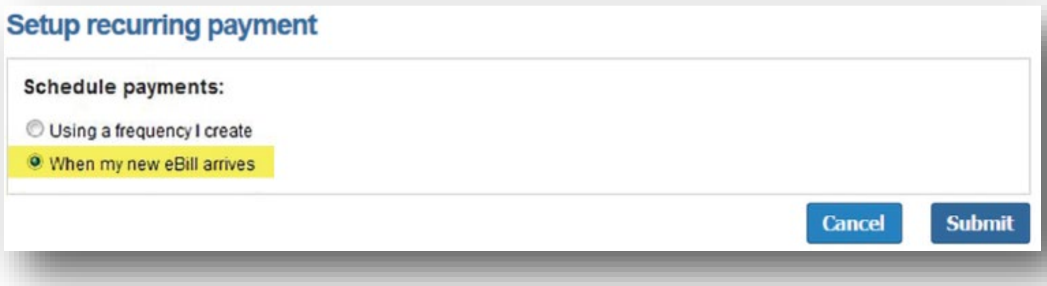
Automated Recurring Bill Payments

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

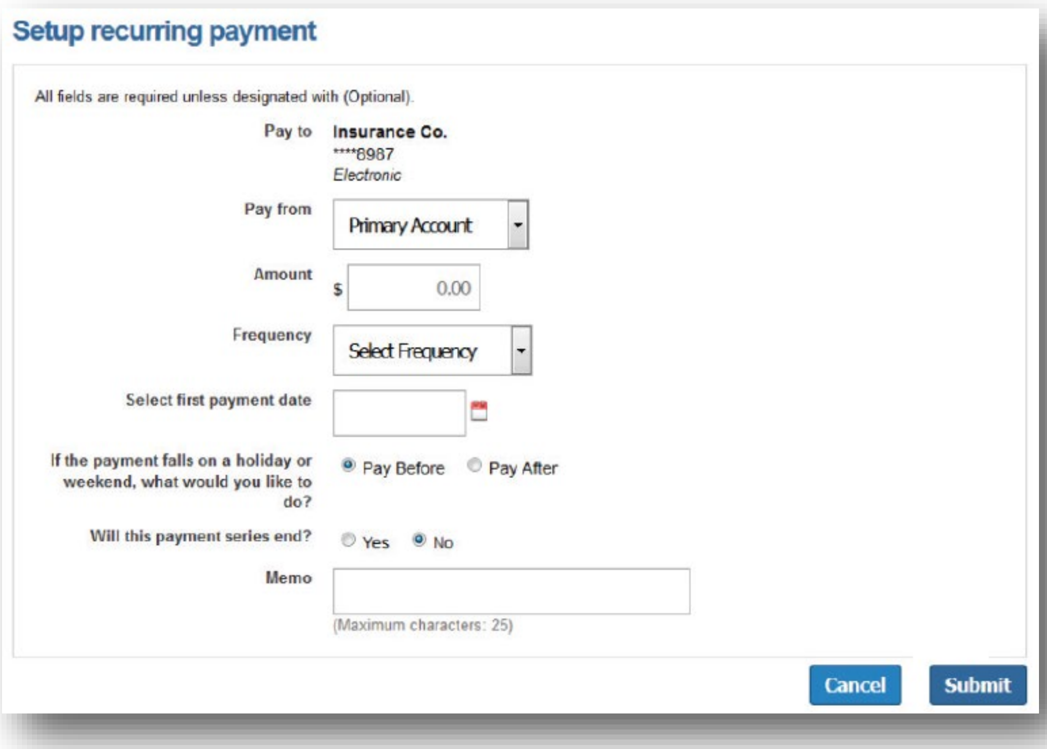
1. From your Bill Pay dashboard, select **Make it Recurring** under the **Actions** column.



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



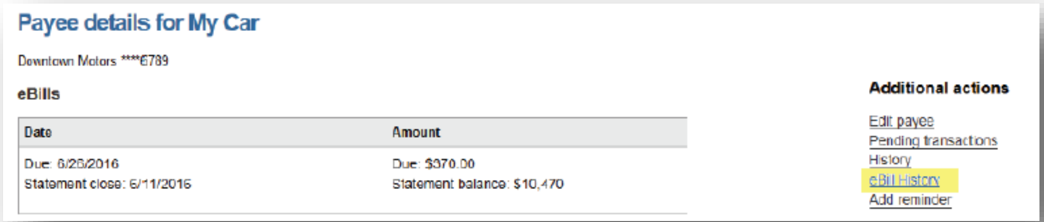
3. Choose the account you want to pay from, amount, frequency, first payment date and scheduling preferences.
4. Review and select **Submit**.



View eBill History

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

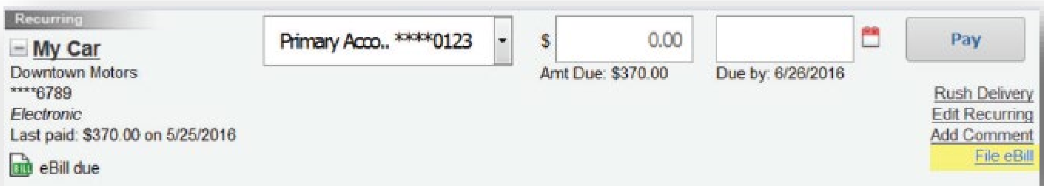
1. Select a payee on your payments dashboard.
2. On the **Payee Details** page, select **eBill History**.



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.



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 or call 844.510.4659.