



TABLE OF CONTENTS

Business Bill Pay eBills User Guide2
Set Up eBills.....2
Know When an eBill is Due.....3
Automated Recurring Bill Payments.....3
View eBill History4
File an eBill5
Demos5
Contact.....5



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.

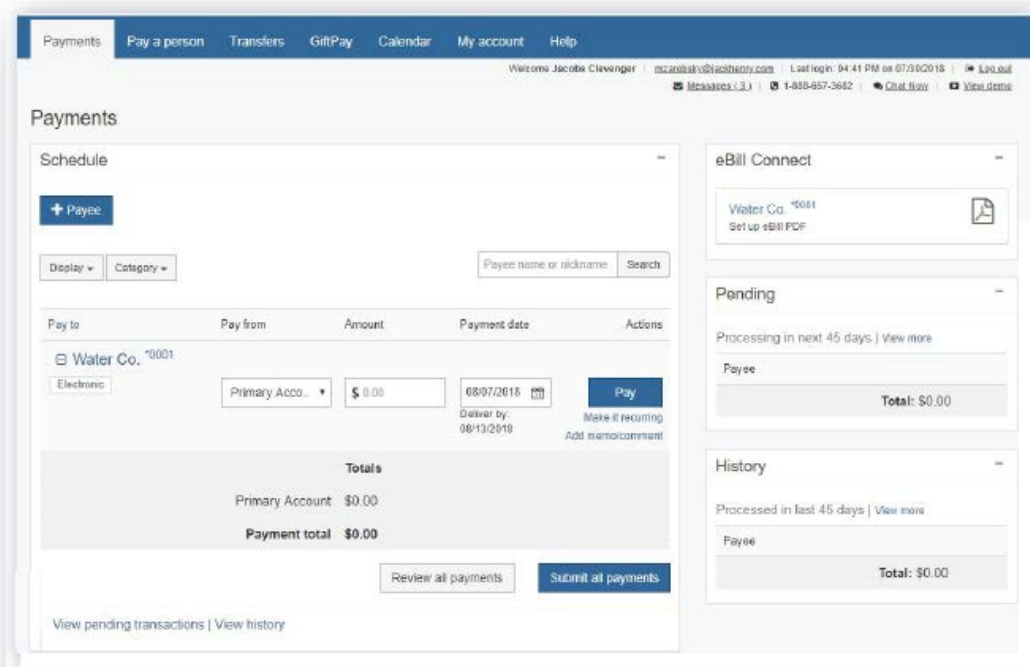
For certain payees, you can see detailed billing information from your payments dashboard. If your payees provide them, you'll see each line of your statement, including:

- 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.

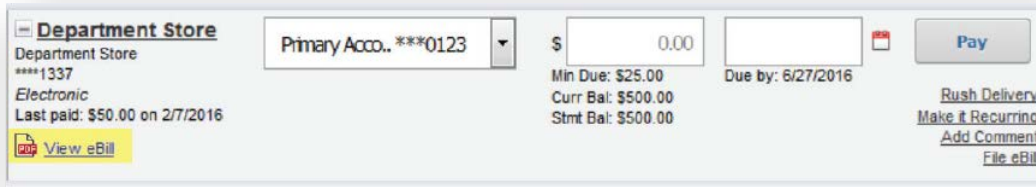




3. Enter your login credentials for the payee's website.
4. Review the terms and conditions, then select **Accept and Submit**.

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).



Setup recurring payment

Schedule payments:

Using a frequency I create

When my 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**.

Setup recurring payment

All fields are required unless designated with (Optional).

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

Pay from

Amount \$

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)

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		Additional actions
Date	Amount	
Due: 6/25/2016	Due: \$370.00	Edit payee Pending transactions History eBill history Add reminder
Statement close: 6/11/2016	Statement balance: \$10,470	

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

Please [view a short video](#) to see the enhanced features and benefits of business bill pay or experience an [interactive demo](#).

Contact

If you have any questions, please email BusinessBillPay@HeritageBankNW.com or call 844.510.4659.