Heritage BANK

BUSINESS BILL PAY USER PERMISSIONS

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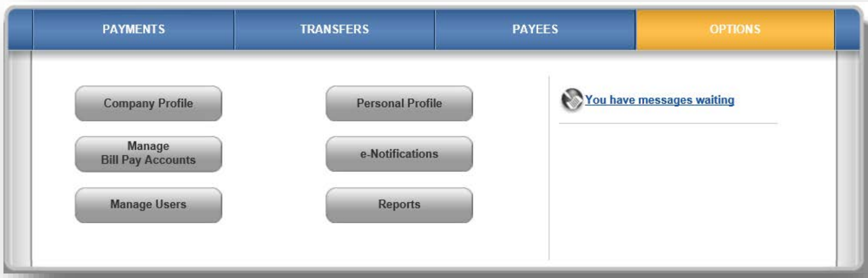
Primary Users

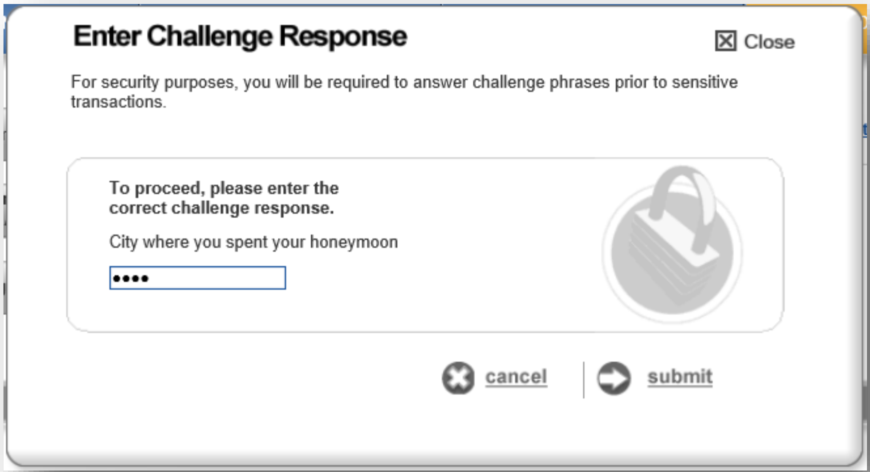
Primary users (admins) will complete an enrollment form accessed through business online banking. The primary user will receive an email when their enrollment has been completed.

Adding Sub-Users

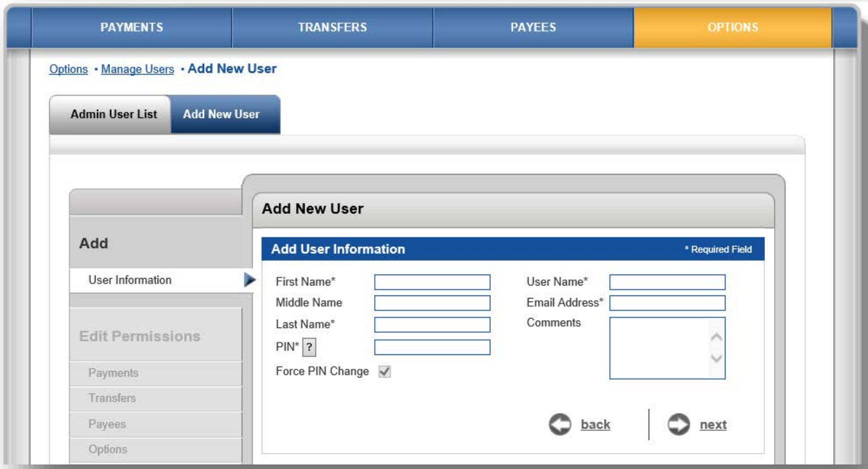
Once the primary user has been created, they will have to ability to create sub-users and define what specific action they can take in business bill pay. To create a sub-user:

1. Go to the **Options** tab and select **Manage Users**. The primary user will need to answer a challenge question to proceed.

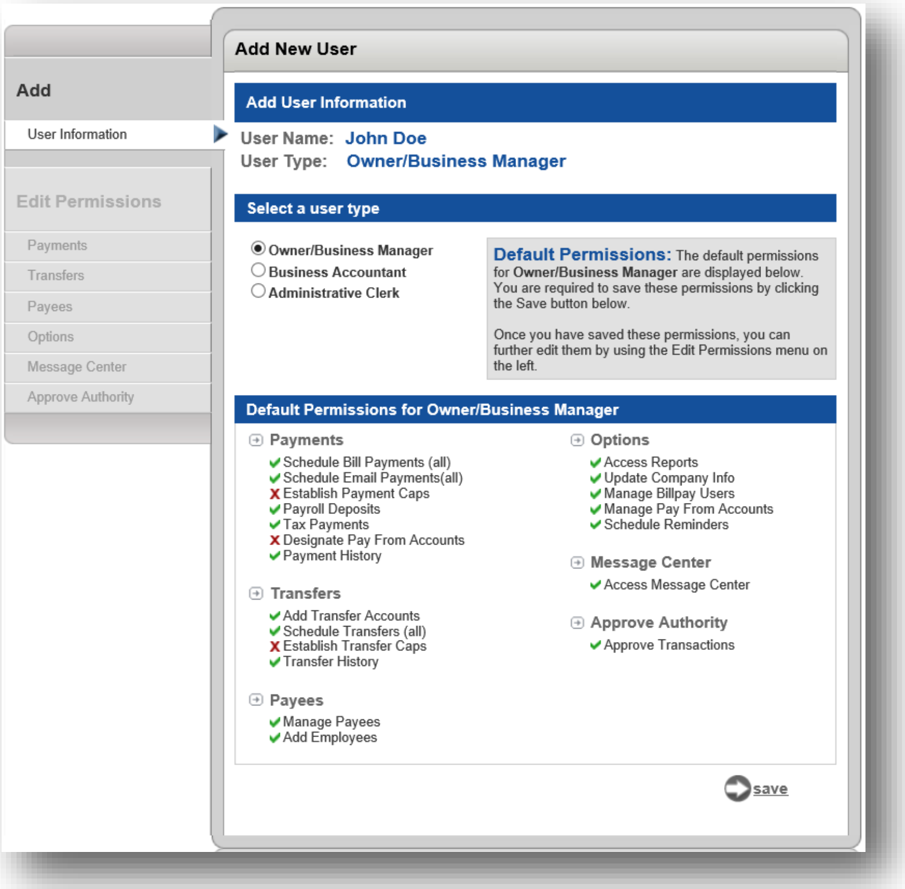




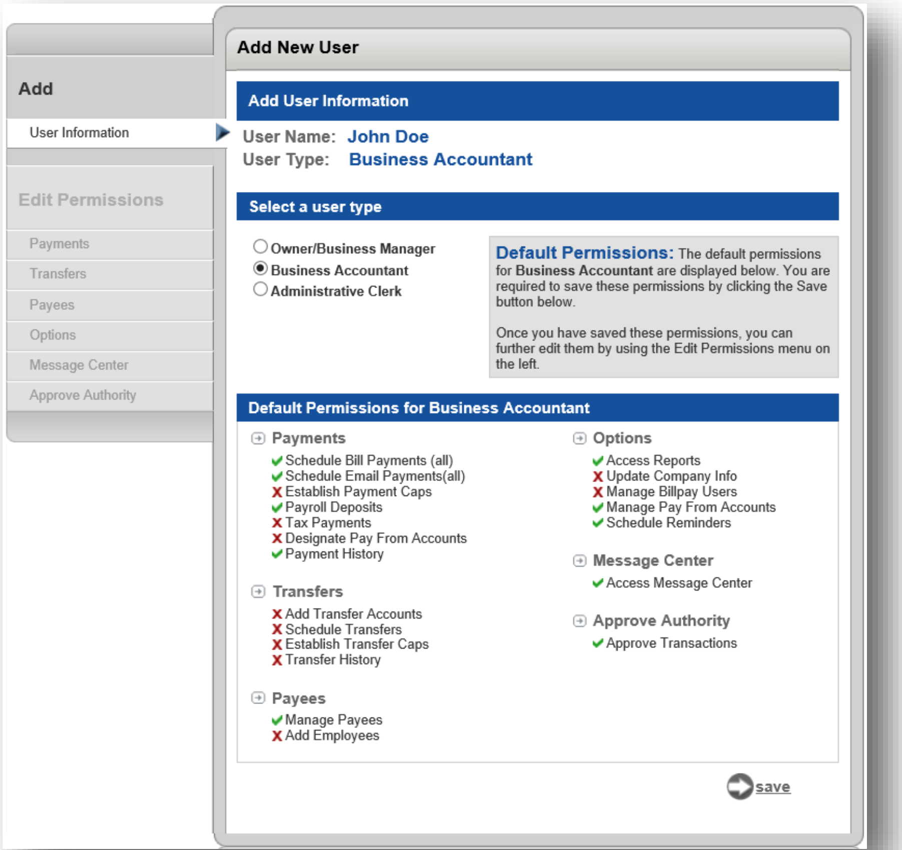
2. Select **Add New User** and enter the user's information.



3. Choose the user type, review the default permission settings, and click save. There are three user types to choose from and each has its own default settings. Note: Once a user is created and saved you can go back and edit the specific permissions and tailor them as you wish.
    - Owner/Business Manager



- Business Accountant



- Administrative Clerk

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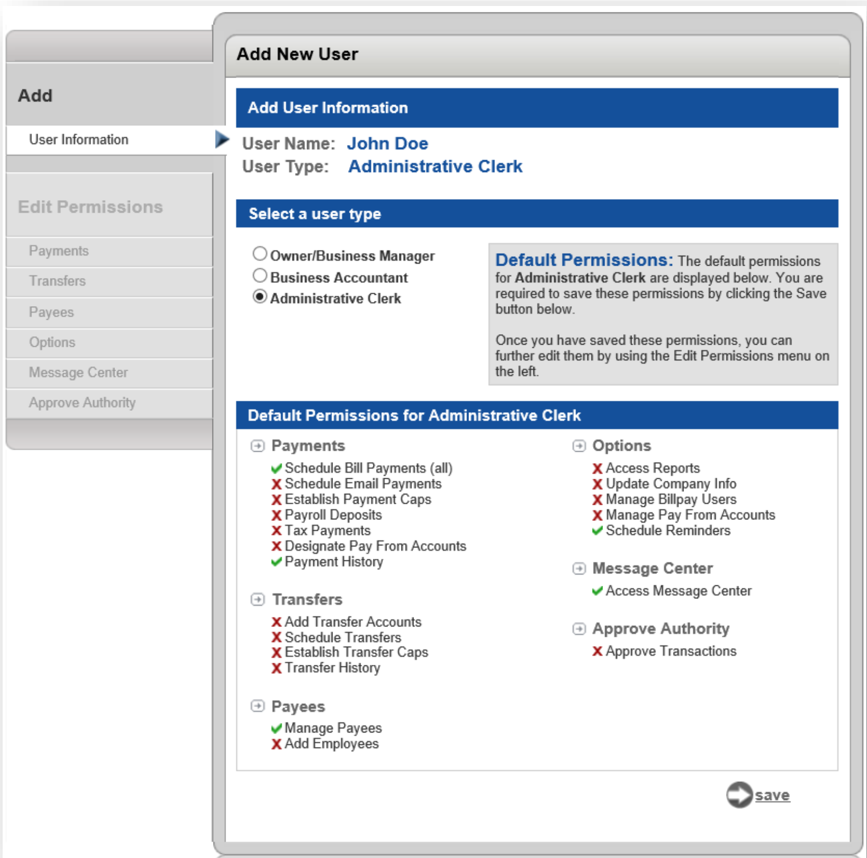
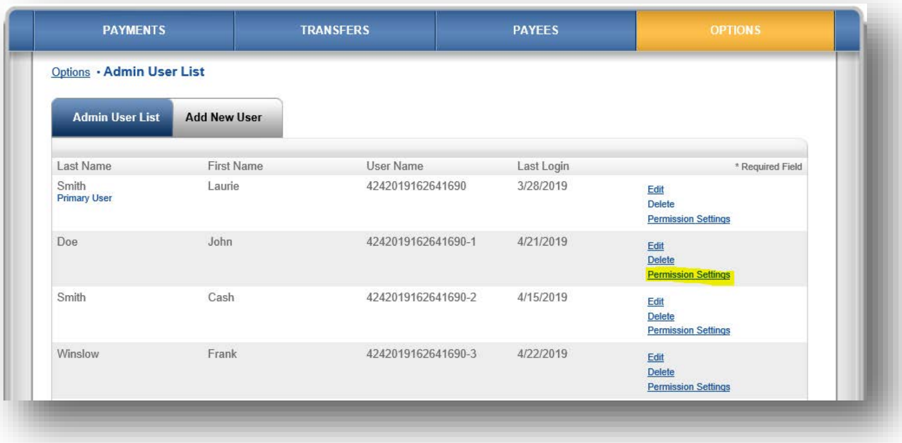
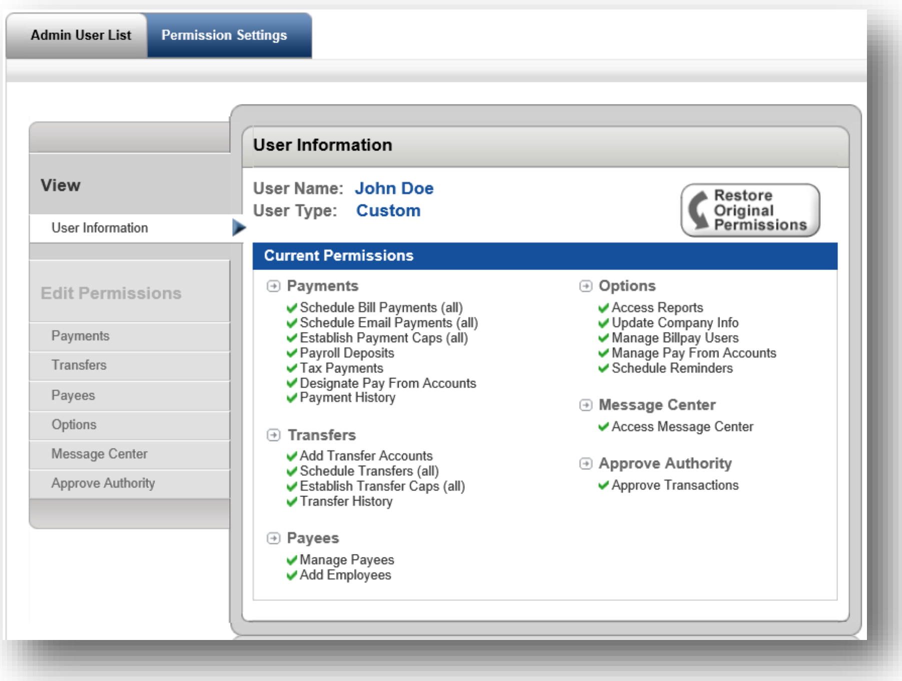


Editing Sub-Users

1. Go to the **Options** tab and select **Manage Users**. The primary user will need to answer a challenge question to proceed.
2. Select permission settings for the user you wish to edit from the list.



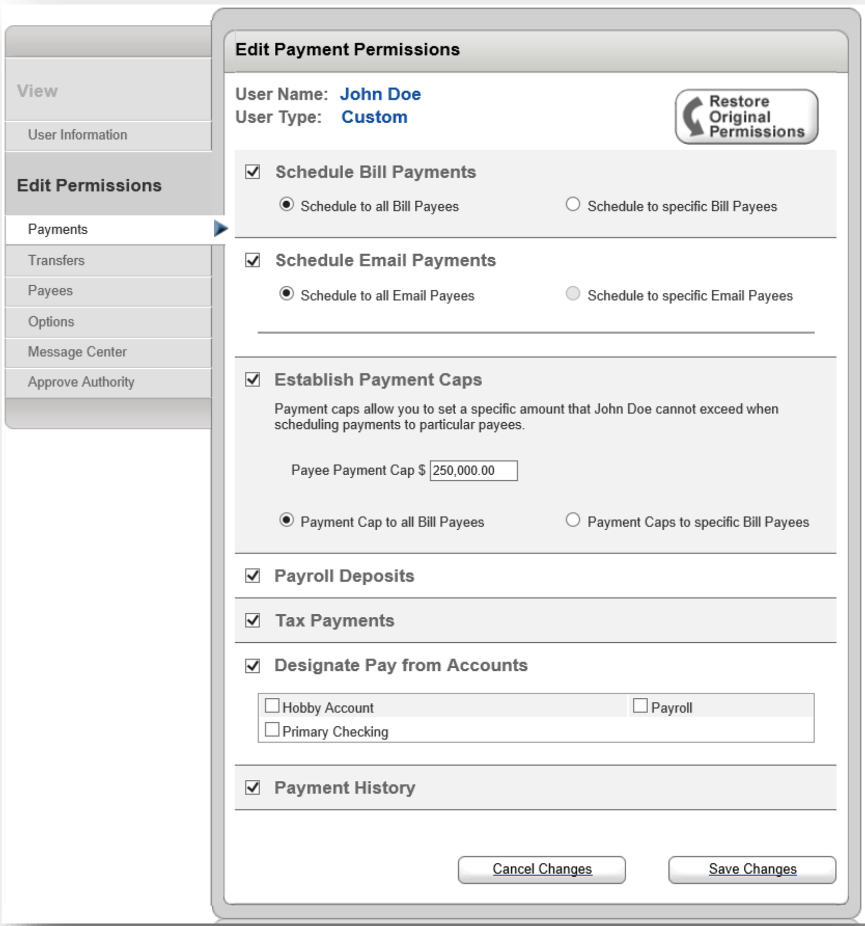
3. Select the type of activity you want to add or remove specific settings for.



Payments

- Schedule Bill Payments – allow user to schedule payments to any payee or to specific payees that you choose

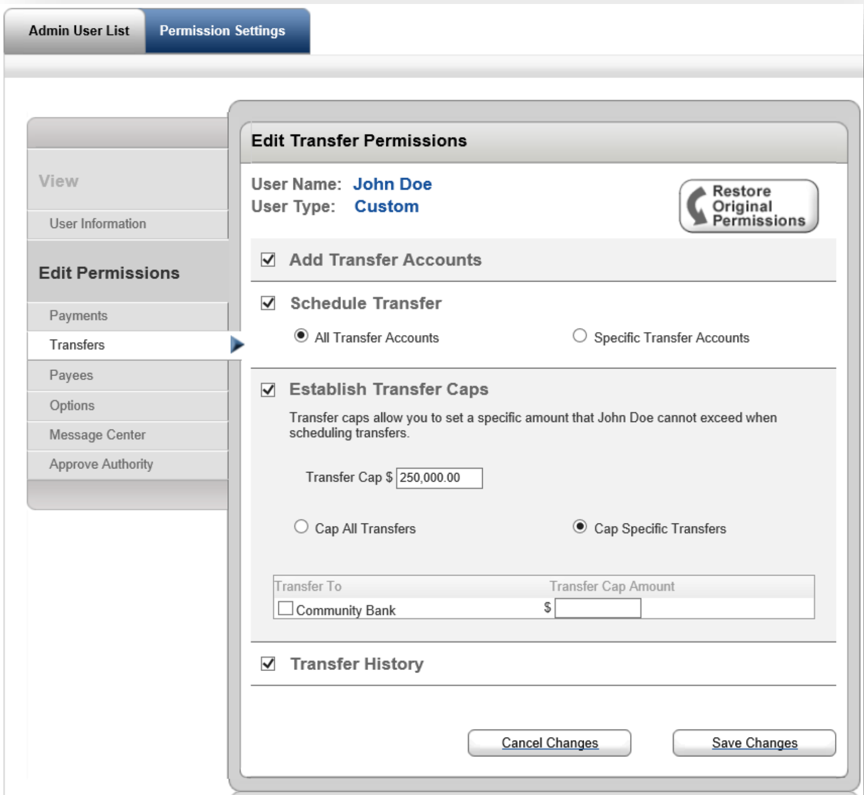
- Schedule Email Payments – allow user to schedule payments to all email payees or to specific email payees that you choose
- Establish Payment Caps – set specific payment caps for each payee or set a payment cap that applies to all payees. The user will not be able to exceed this cap when scheduling payments.
- Payroll Deposits – Allow the user to create payroll payments
- Designate Pay from Accounts – determine which accounts the user can make payments from
- Payment History – Allow viewing of past payments



Transfers

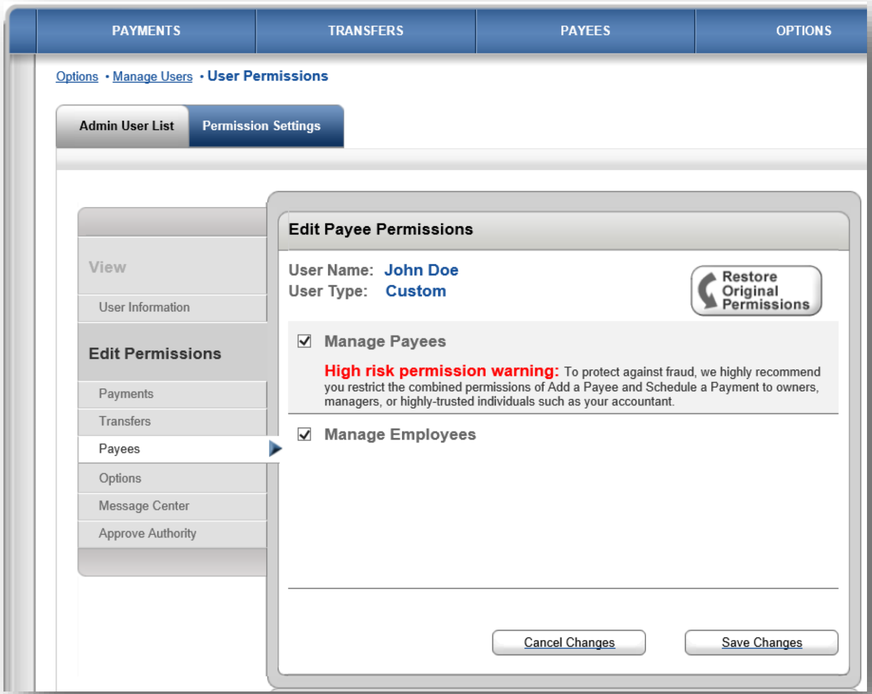
- Add Transfer Account – allow access to add transfer accounts
- Schedule Transfer – allow scheduling of transfers from all or only specific accounts

- Establish Transfer Caps – allow transfers to all up to the limit or designate which transfer accounts are available and caps for each
- Transfer History – allow viewing of transfer history



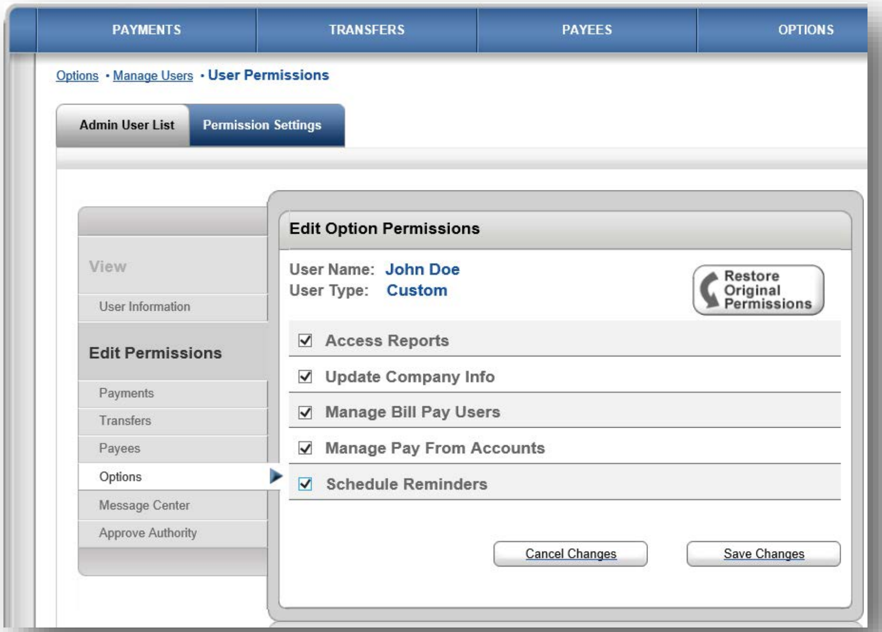
Payees

- Manage Payee – allow sub-user to manage payees
  Note: It's recommended to restrict the combined permissions of "adding payees" and "scheduling payments" to only owners, managers, or highly-trusted individuals in your organization to prevent fraud.
- Manage Employee – allow sub-users to manage employees in the payroll module



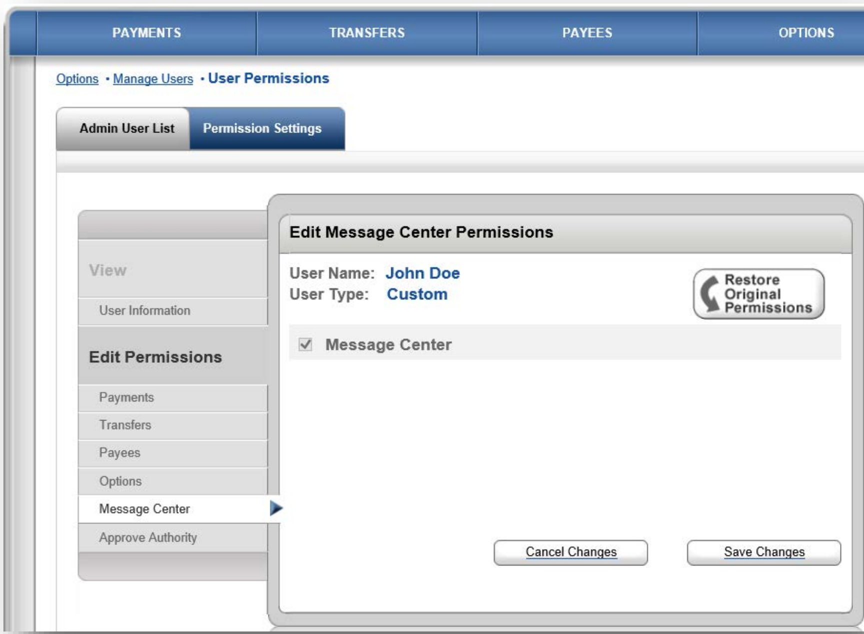
Options

- Access Reports – access to the payments processed, payment changes, payments stopped, payees added, transfers processed, and outstanding check reports
- Update Company Info – ability to change company address details
- Manage Bill Pay Users – ability to edit sub-user profiles
- Manage Pay from Accounts – ability to add, edit, and delete pay from accounts
- Schedule Reminders – ability to add and delete reminders for bills, transfers, and individuals



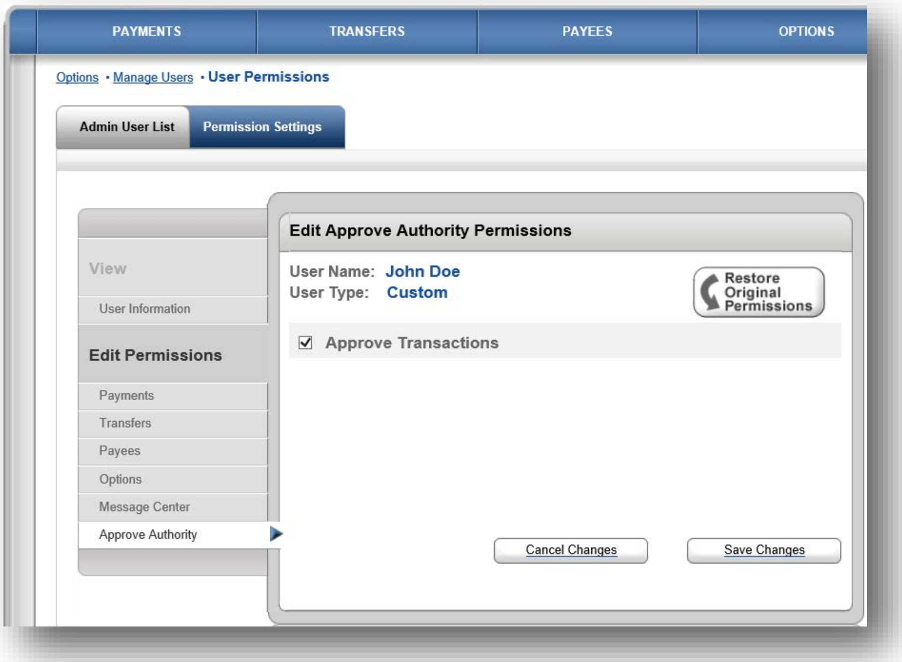
Message Center

- Access to the secure message center



Approve Authority

- Allow user to approve transactions



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.