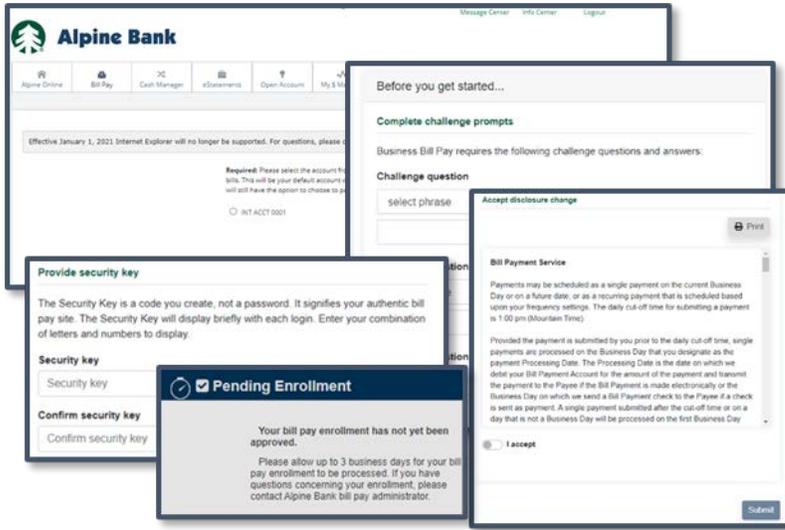# Bill Pay

First Time Using Bill Pay

Log in to your Business Online Banking and select "Bill Pay". You will be required to select the account you most often pay bills from.

Complete Security Settings and Accept Disclosure

Complete your challenge questions and answers. These questions are prompted each time a payment or change is made.

Enter a Security Key, which is a word or phrase that will display briefly each time you log in to Bill Pay.

Review and accept the Bill Payment Service disclosure and click "Submit".

Review the Payments Dashboard

The payments dashboard has several shortcuts to help you make a payment or view your payment history.

To set-up payees, choose the "**Payees**" tab.

Once your bills and payees are set up, visit the "**Payments**" tab to make a single payment or schedule auto payments.

The "**Options**" tab allows you to manage accounts, notifications and establish user permissions.
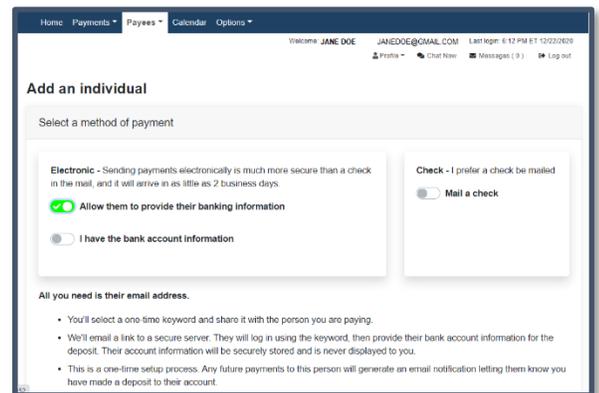
Add Payees

Click on the "Payees" tab. You have the option to pay a company or an individual. If you are a Quicken® or QuickBooks™ user, you are able to import your payees from that software.
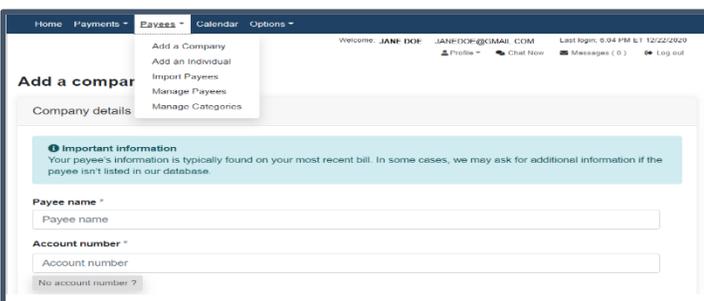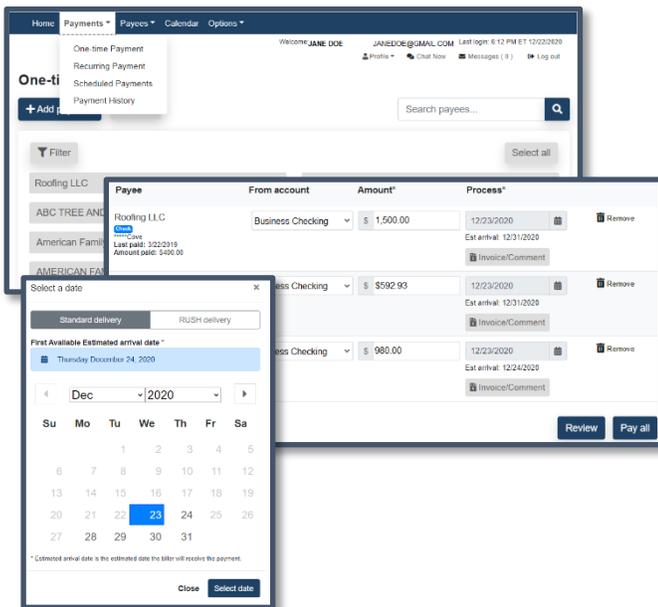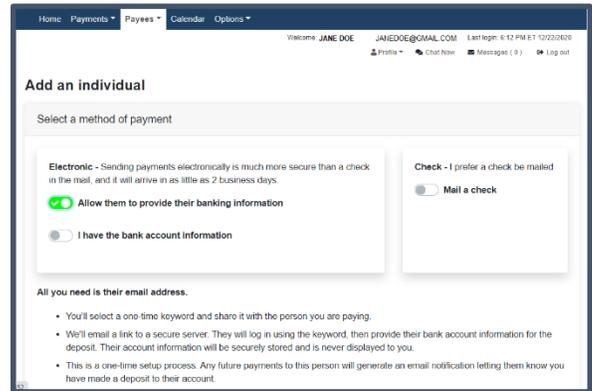
Bill Pay

Pay Individual

Send funds electronically to an individual's bank account, or mail a check payment.

When you pay an individual electronically, you can request that the payee provide their bank account information or if you have their account information, you may set it up yourself.
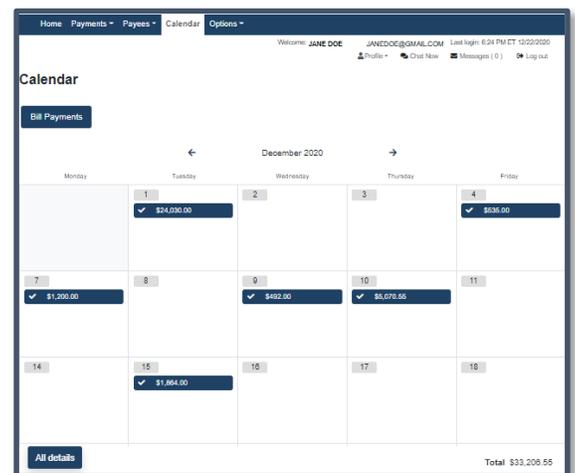

Make a Payment

Select whether you would like to make a "Single Payment" or a "Recurring Payment". To expedite a payment, select the calendar when you are creating a payment and choose the "Rush Delivery" tab.
The cut off time to make a payment is 1:00 PM MT. If your bill payments require approvals, navigate to "Scheduled Transactions" to approve them.
Track your past payments by searching your "Payment History" for a specific payee, or date range.

Payment Calendar

The payment calendar shows recurring payments and payment history. Take a closer look at a payment by clicking on the amount and for additional details, follow the link to your Scheduled Payments.

Bill Pay

Options Settings

Under "Options," you can update your company information, manage bill pay accounts and users, set up eNotifications and pull payment reports.

With "Manage Users", you can establish user's permissions.

eNotifications

Set up text or email notifications to remind you of events, recurring payments or any other customized communication you would like to receive.

Questions?

Please contact us at (970) 254-2747 or toll-free at 800-551-6098.
Thank you for your business!