Business Access
FIS Bill Pay System Guide

BuseyBANK®

Business | Wealth Management | Personal

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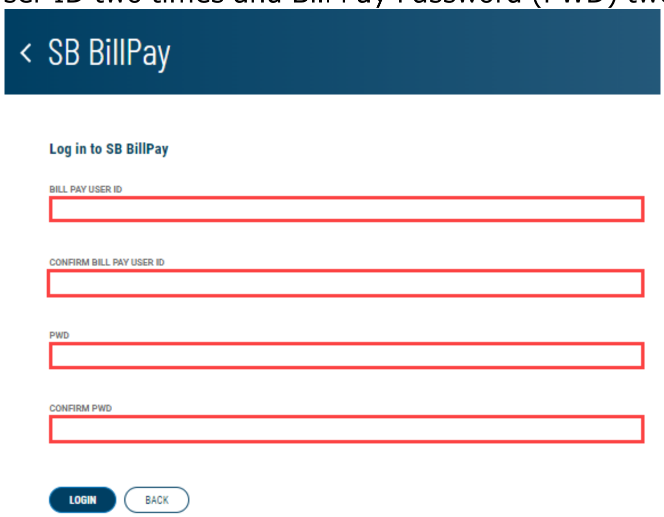
Logging In for the First Time

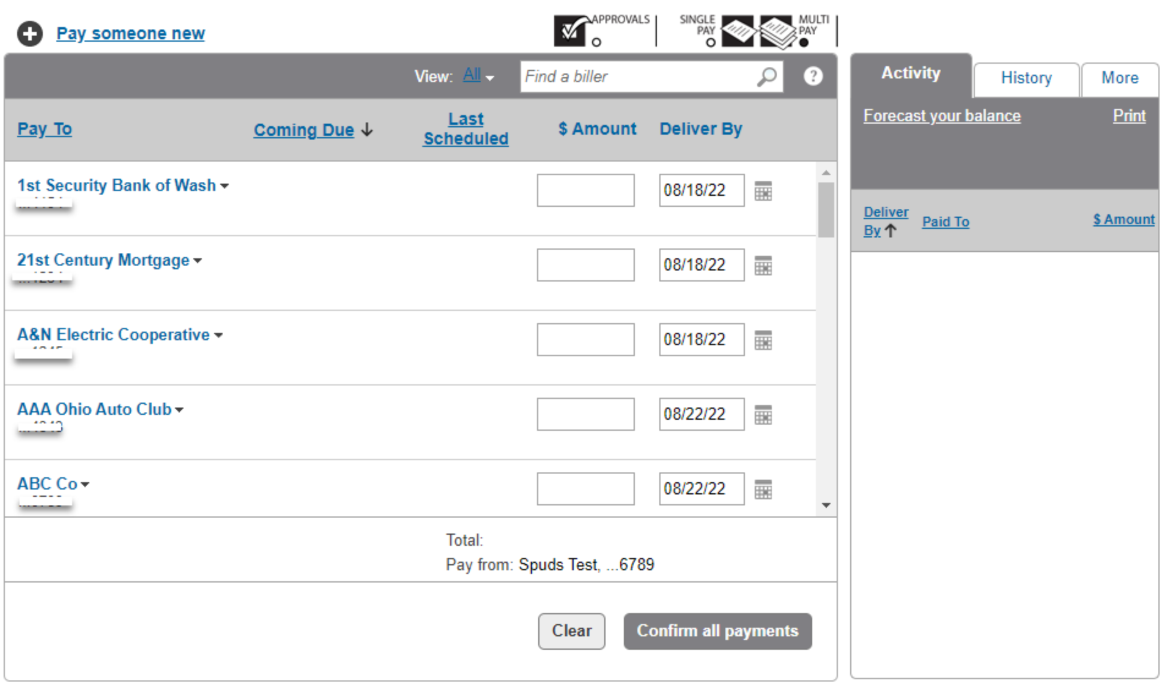
1. Log into Business Access @ Busey with your Customer ID and User ID.

2. Open the left navigation menu, click the plus sign to expand the **Other Services** menu, then select **Bill Payment**.

3. Enter your Bill Pay User ID two times and Bill Pay Password (PWD) two times, then click *Login*.



4. The screen should now resemble the screenshot below.



5. You have successfully logged into Busey Bill Pay. You will not need to enter your login information again. Next time you log into Bill Pay, simply follow Step 1 above followed by Step

Users

The Bill Pay product supports multiple users within a single business customer. Each user is assigned separate login and password credentials. There are three types of users:

Administrator - The administrator has full access and privileges for all Bill Pay features and functionality. The business must have at least one active administrator at all times. The following privileges are available only to administrators:

- Has full privileges, including maximum dollar limits and access to all approved funding accounts.
- Can create automatic payment rules, schedule expedited payments, and manage other users' access and privileges.

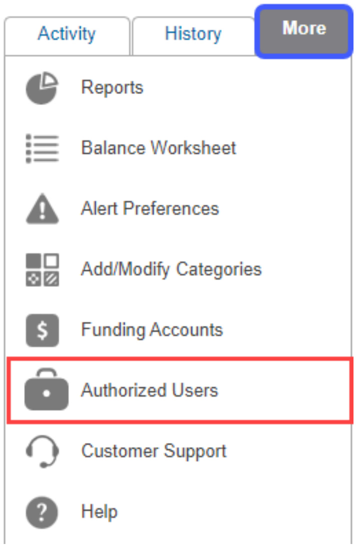
Authorized User - A user has a limited set of privileges and access to Bill Pay features. Users and user privileges are managed by an administrator.

- Has limited privileges to perform various activities.
- Privileges are established by an administrator and can be modified any time.
    - Funding account (access to one or more accounts)
    - Schedule payments & payment dollar limit
    - Approve payment & approval dollar limit Payee management
    - Payment reports

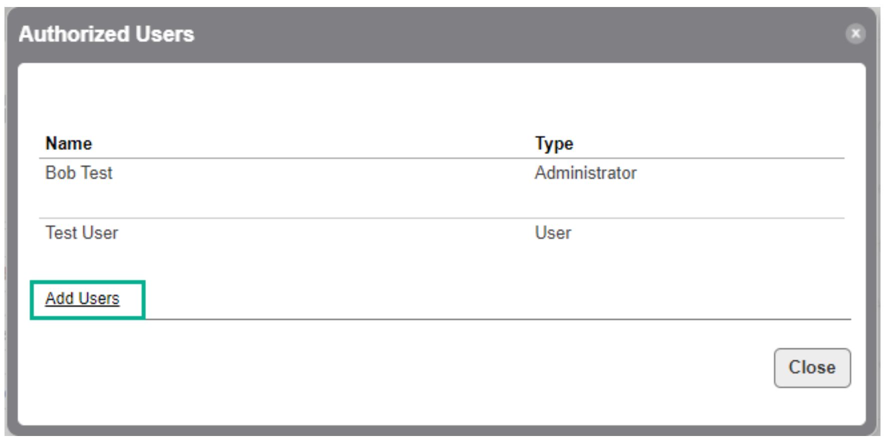
Additional Contact - (Not commonly used) A business contact is a person authorized to contact Customer Service for assistance regarding the business Bill Pay account. However, an additional contact does not have login credentials and has no access to the Bill Pay platform.

Add a User

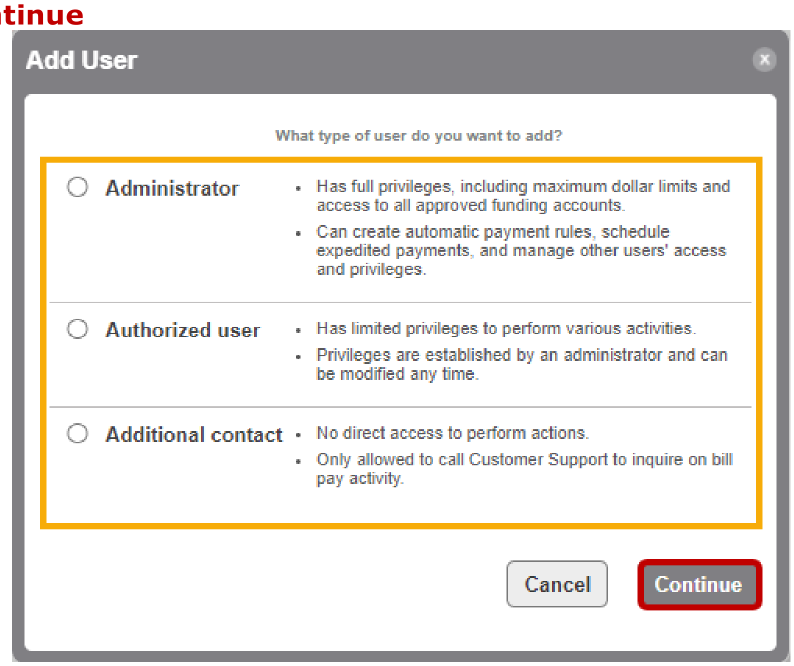
1. Click the **More** tab
2. Click **Authorized Users**



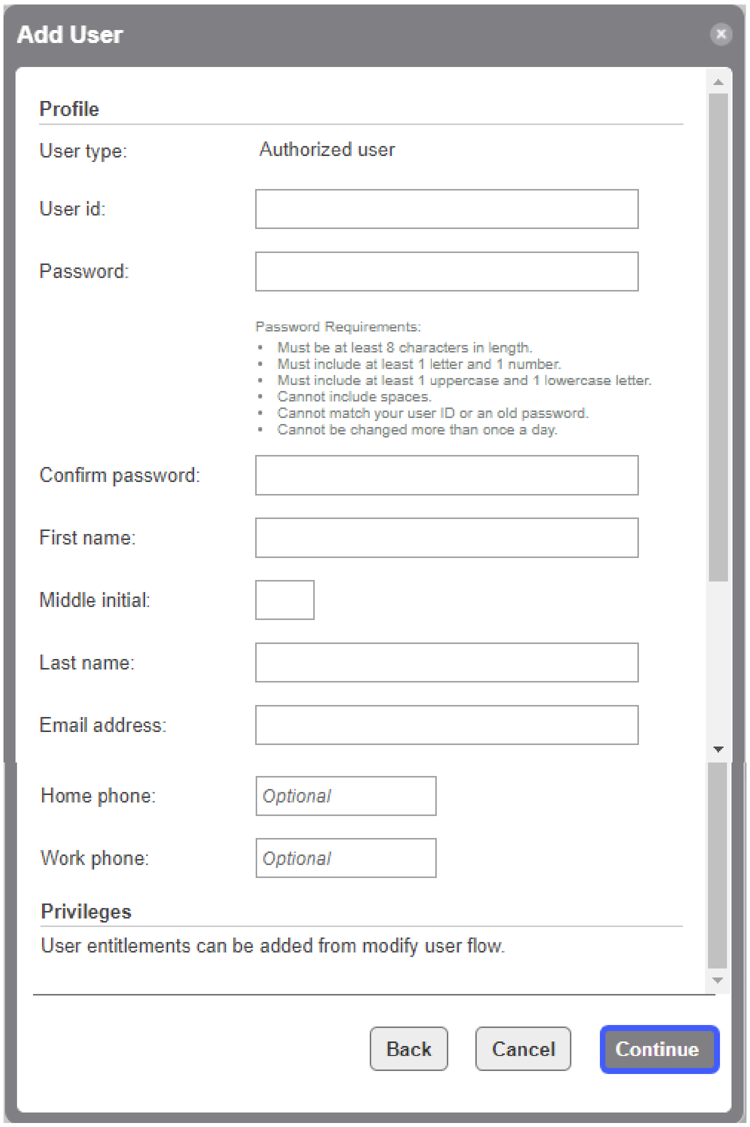
3. Click **Add Users**



4. Choose the **type of User** you want to add
5. Click **Continue**

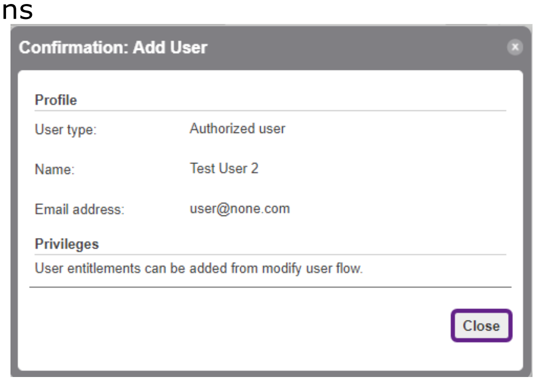


6. Enter the following info for the user ***Note:*** some fields will not be available for Additional Contact users
    - User id
    - Password
    - Confirm Password
    - First Name
    - Middle Initial (optional)
    - Last Name
    - Email address
    - Home phone – optional but is preferred
    - Work phone – optional but is preferred
7. Click **Continue**

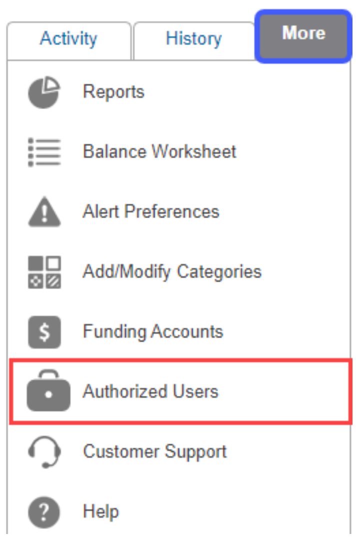


8. A confirmation screen will appear
    - If an Administrator or Additional Contact was added, click **Close**. The process is complete

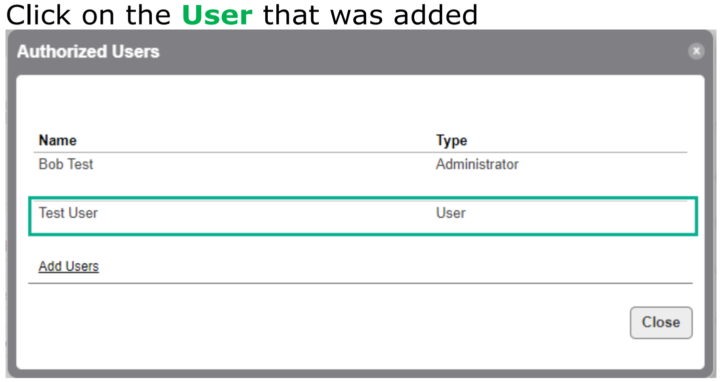
- If an Authorized User was added, click **Close**. Complete the below steps to add permissions



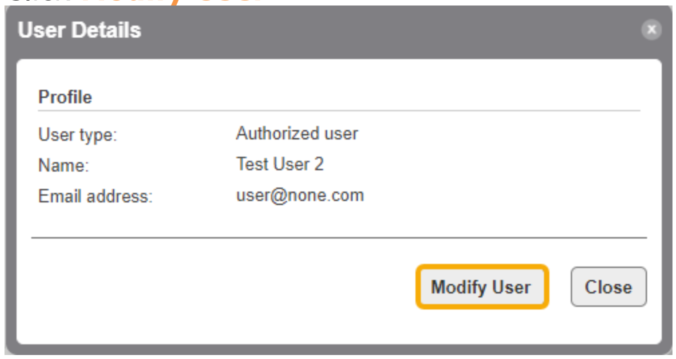
a. Click the **More** tab and choose **Authorized Users**



b. Click on the **User** that was added



c. Click **Modify User**



d. Update the below information

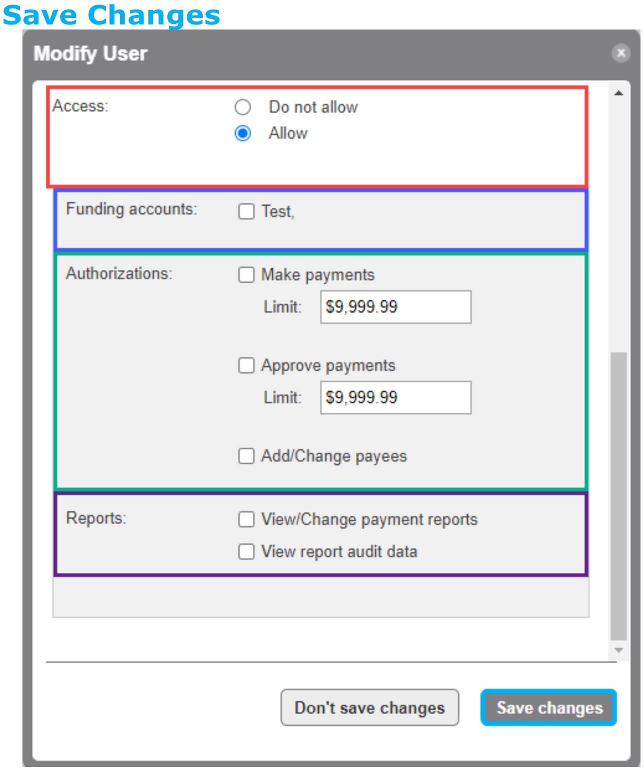
i. **Access** – click the radio button next to Allow

ii. **Funding Accounts** – check the box next to the account(s) the user should have access to

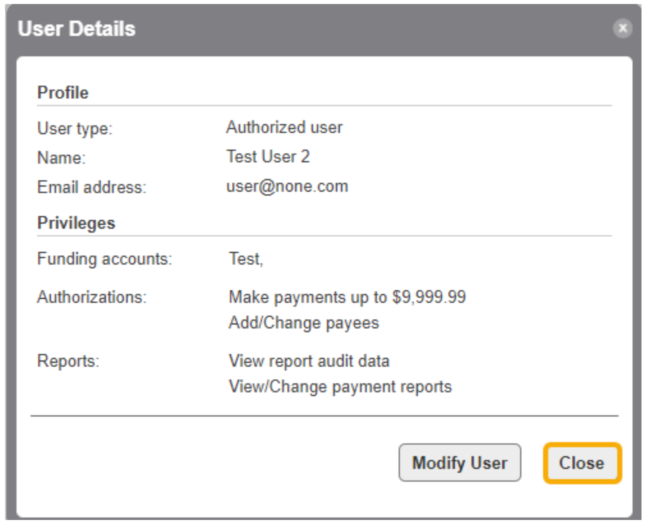
iii. **Authorizations** – check the box(es) next to the permission(s) the user should have and enter limits for those permissions. ***Note:*** Limits will default to $9,999.99 but can be changed to allow the appropriate limit for the user

iv. **Reports** - check the box next to the report(s) the user should have access to

e. Click **Save Changes**

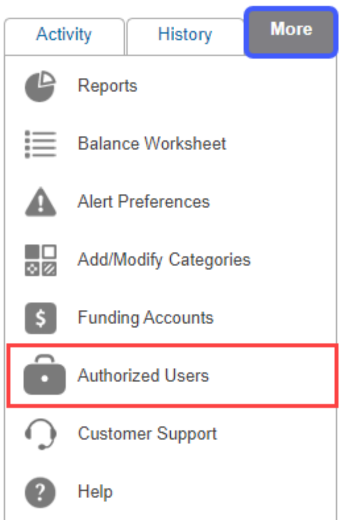


f. The User Details screen will appear, click **Close**.

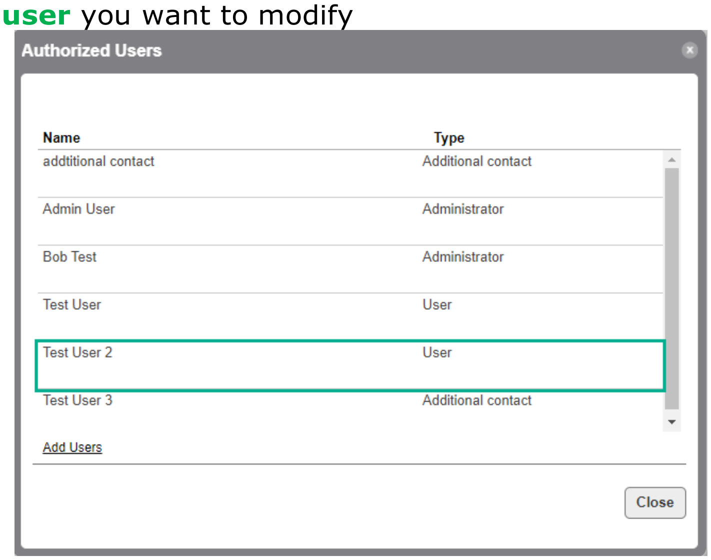


Modify a User

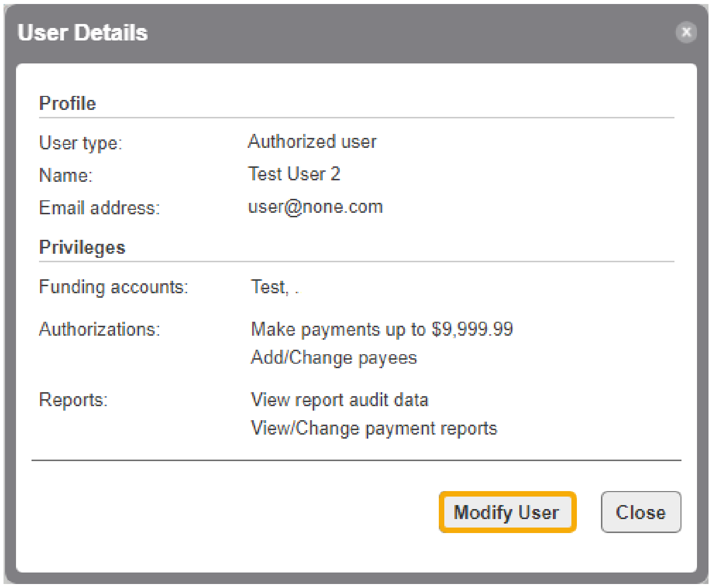
1. Click the **More** tab and choose **Authorized Users**



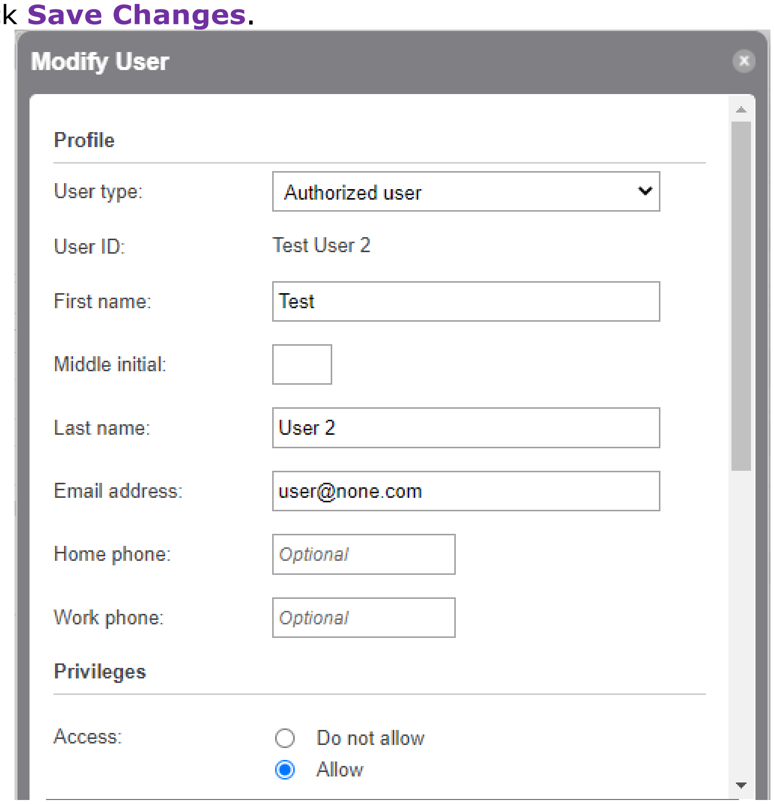
2. Click the **user** you want to modify

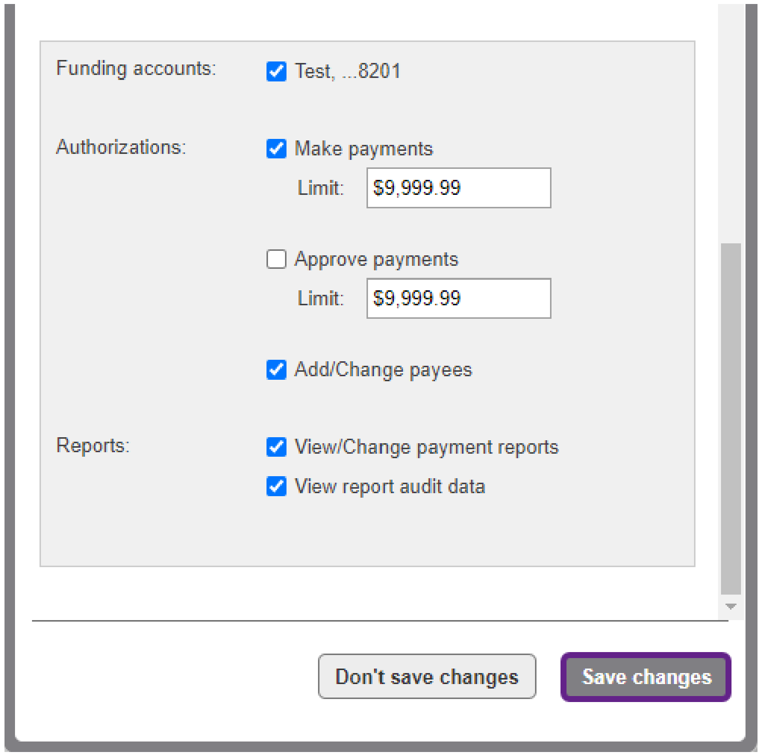


3. The User Details screen will appear. Click **Modify User**.



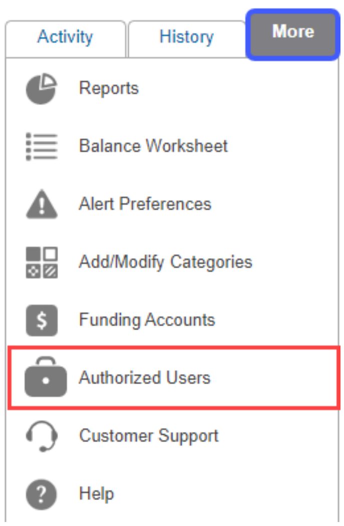
4. The Modify User screen appears. Update the information and/or Permissions for the user. Click **Save Changes**.





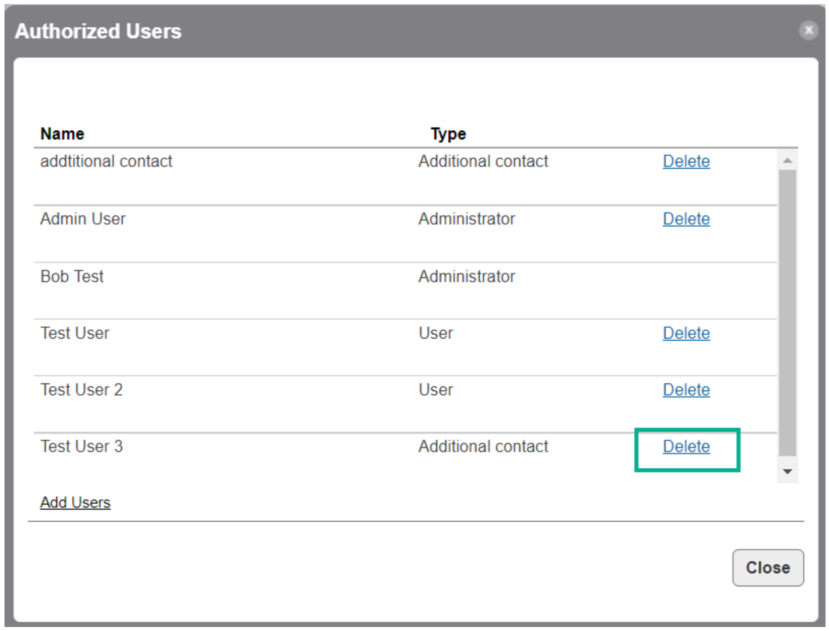
Delete a User

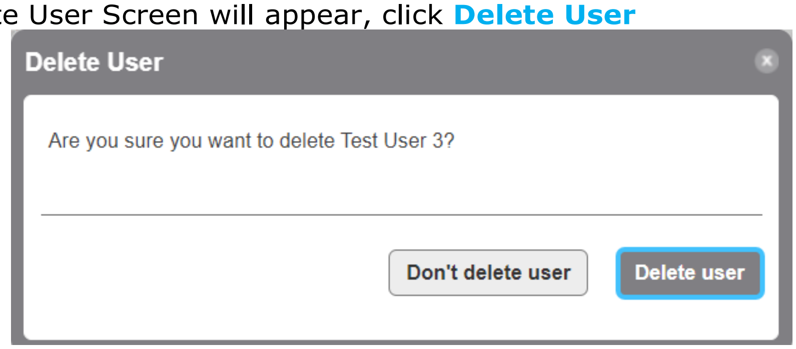
1. Click the **More** tab and choose **Authorized Users**



2. Click **Delete** next to the user you want to delete. ***Note:*** An admin can't delete their own profile

3. The Delete User Screen will appear, click **Delete User**

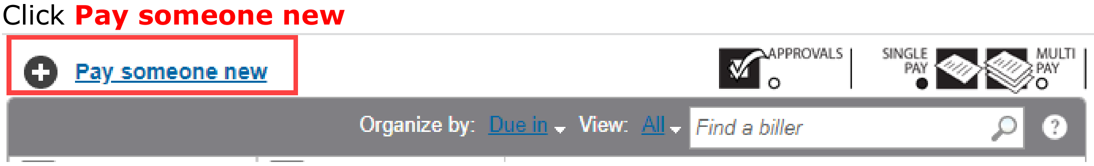




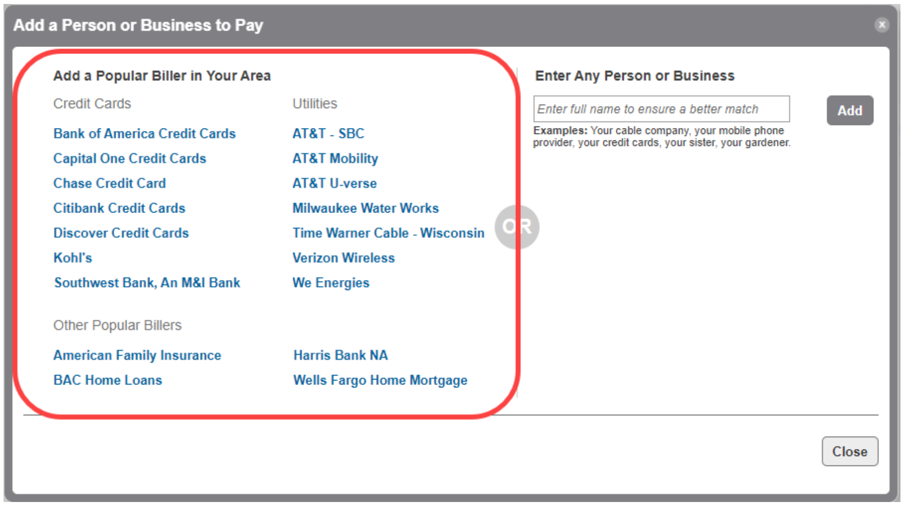
Payees

Add a Payee

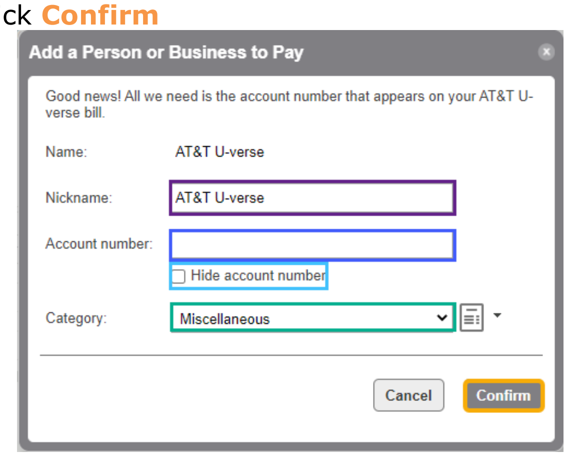
1. Click **Pay someone new**



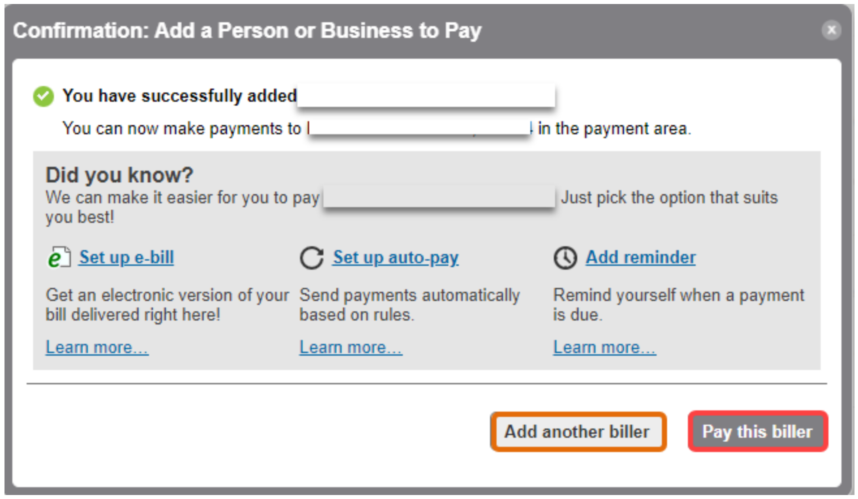
2. The Add a Person or Business to Pay screen will appear.
   a. **Add a Popular Biller in Your Area**



i. Click the link for the payee you want to use
   - The screen with the payee info will appear. Enter or update the below information:
     - **Nickname** – Can be updated to display the nickname you would like to use
     - **Account Number** – Enter the account number for the payee
     - **Hide Account Number checkbox** – click if you would like to hide
     - **Category** – choose a category. ***Note:*** an icon will display next to this field based on the category chosen. If you want to change the icon, you will need to modify the category
        i. Add/Modify Category – this allows you to add a new category or modify an existing one
        ii. None
        iii. Auto
        iv. Credit Card
        v. Household
        vi. Miscellaneous
        vii. Utilities
   - Click **Confirm**

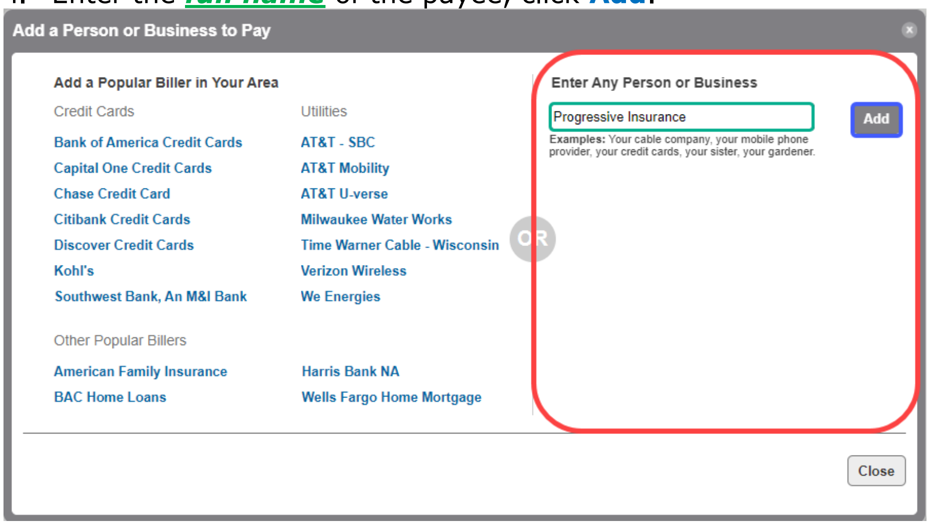


   - A Confirmation screen will appear.
     - Click **Pay this biller** if you are ready to pay the payee
     - Click **Add another biller** if you would like to add another payee



b. **Enter Any Person or Business**

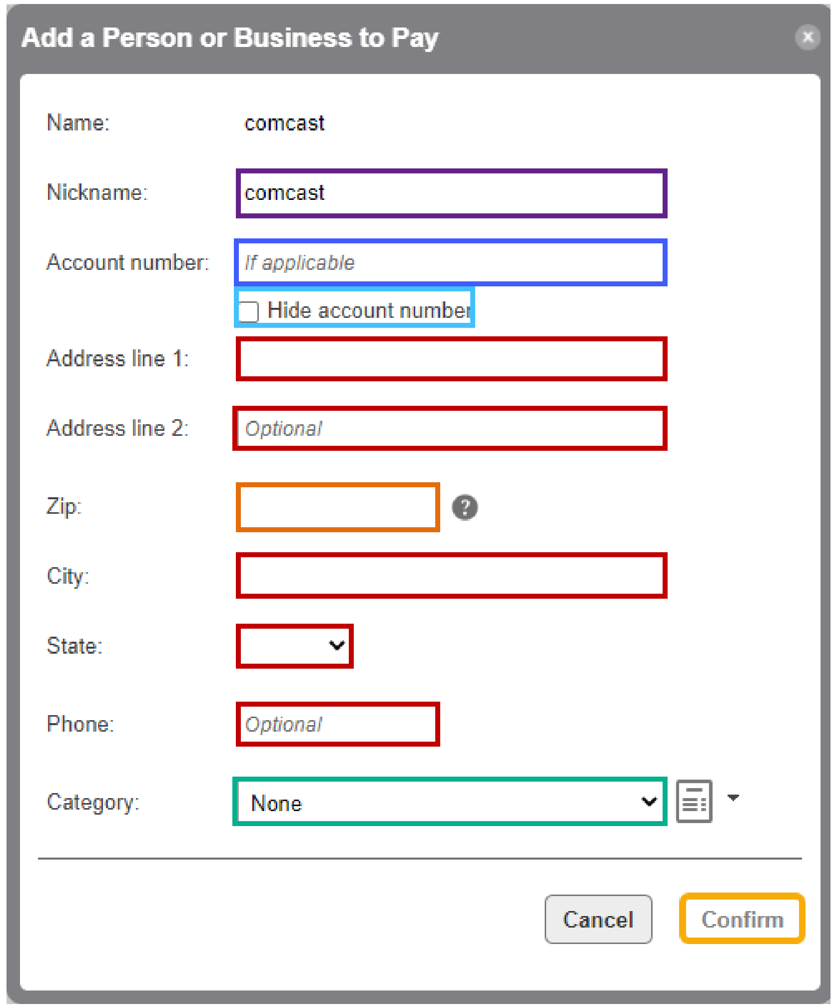
i. Enter the ***full name*** of the payee, click **Add**.



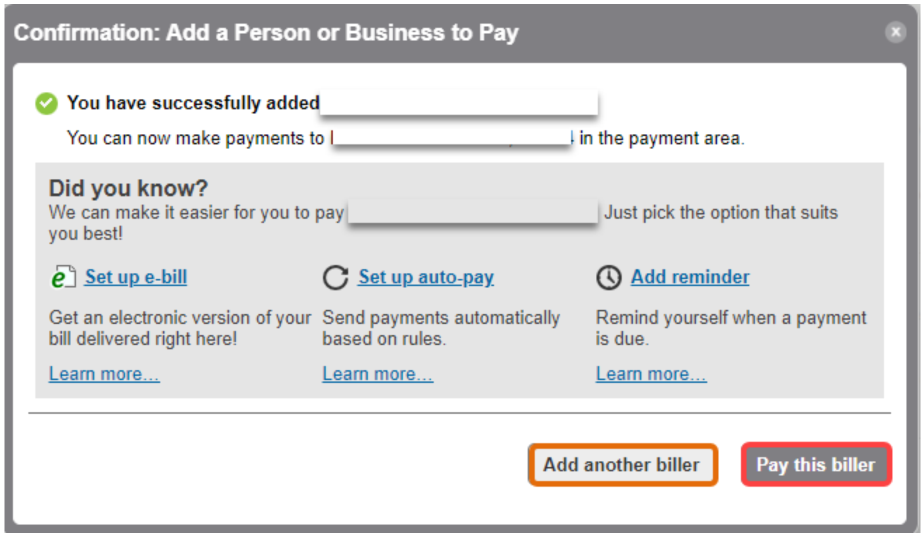
ii. Enter or update the below information:

- **Nickname** – Can be updated to display the nickname you would like to use
- **Account Number** – Enter the account number for the payee
- **Hide Account Number checkbox** – click if you would like to hide
- **Address line 1 & line 2** – these fields may only appear if the payee was not found, or additional information is needed to add the payee
- **Zip** – enter the zip code for the payee
- **City, State, & Phone** - these fields may only appear if the payee was not found, or additional information is needed to add the payee
- **Category** – choose a category. ***Note:*** an icon will display next to this field based on the category chosen. If you want to change the icon, you will need to modify the category
    i. Add/Modify Category – this allows you to add a new category or modify an existing one
    ii. None
    iii. Auto

    iv. Credit Card
    v. Household
    vi. Miscellaneous
    vii. Utilities
- Click **Confirm**

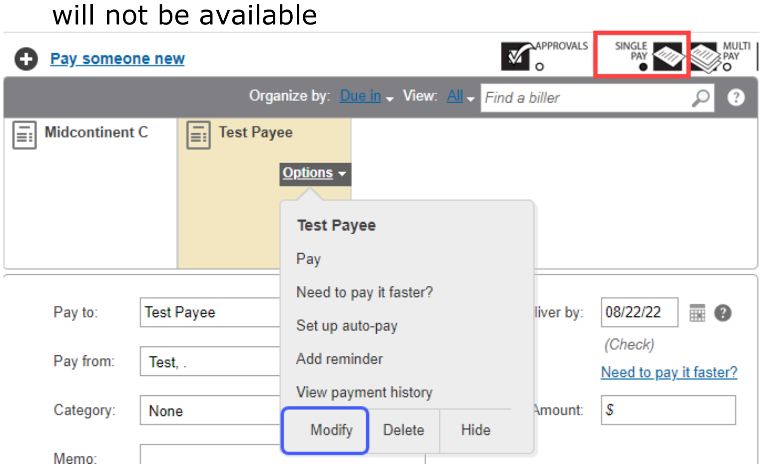


- A Confirmation screen will appear.
    - Click **Pay this biller** if you are ready to pay the payee
    - Click **Add another biller** if you would like to add another payee

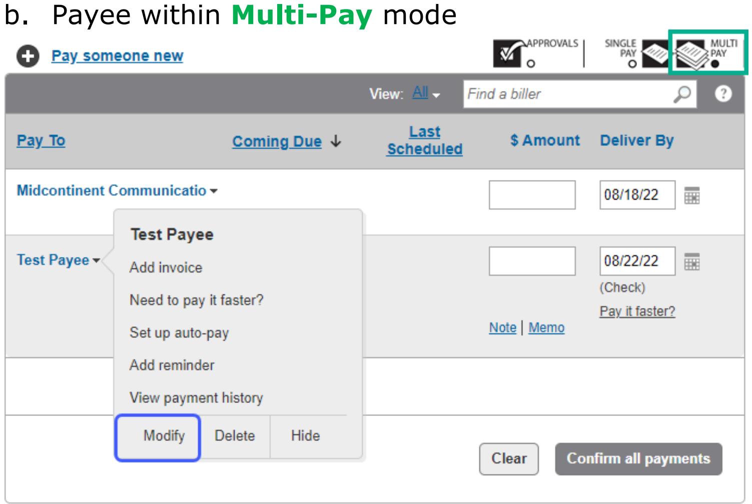


Modify a Payee

1. To modify a payee, click **Modify** from the pop out menu next to the payee in on of the following areas:
   a. Payee within **Single Pay** mode ***Note:*** if you have more than 300 payees, this option will not be available

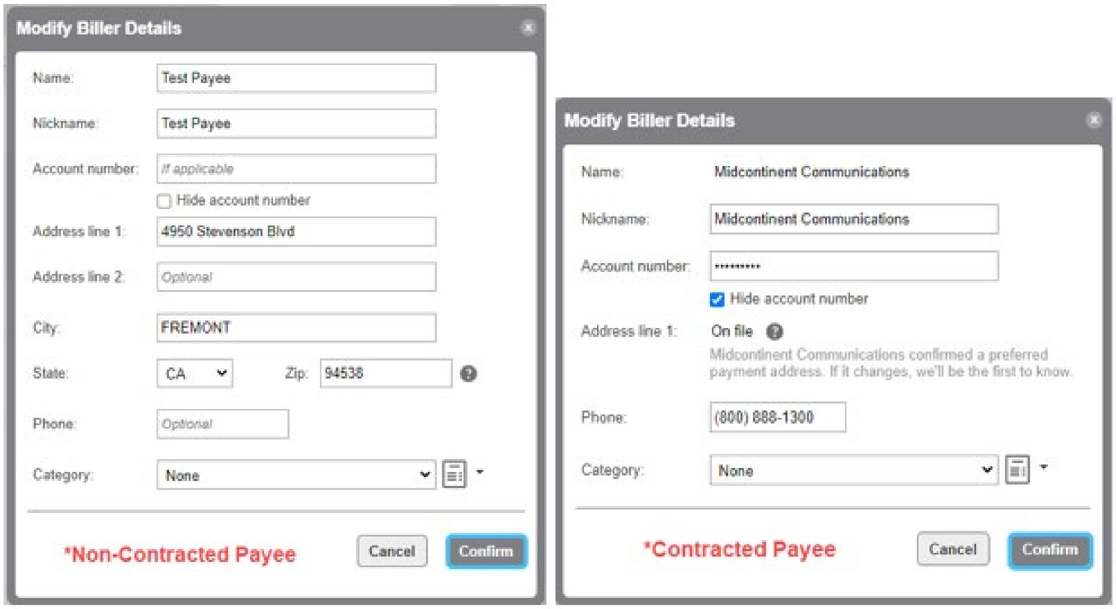


   b. Payee within **Multi-Pay** mode

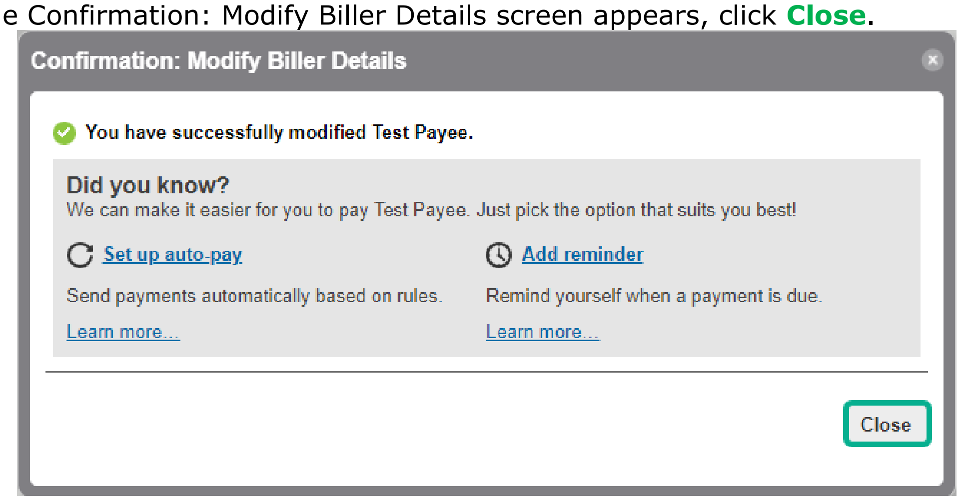


2. The Modify Biller Details will display, update information for the payee. ***Note:*** if the payee is contracted with FIS, the address will not be available to update.

3. Click **Confirm**

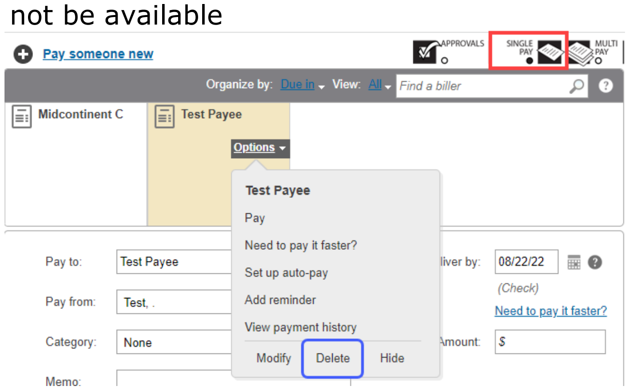


4. The Confirmation: Modify Biller Details screen appears, click **Close**.

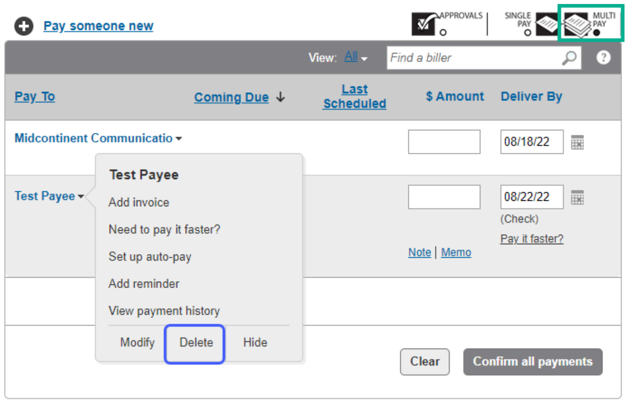


Delete a Payee

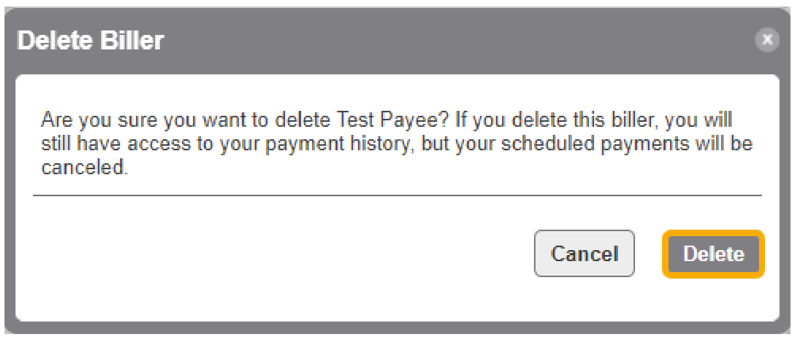
1. To modify a payee, click **Delete** from the pop out menu next to the payee in one of the following areas:
   a. Payee within **Single Pay** mode ***Note:*** if you have more than 300 payees, this option will not be available



   b. Payee within **Multi-Pay** mode



2. The Delete Biller screen will appear, click **Delete**.

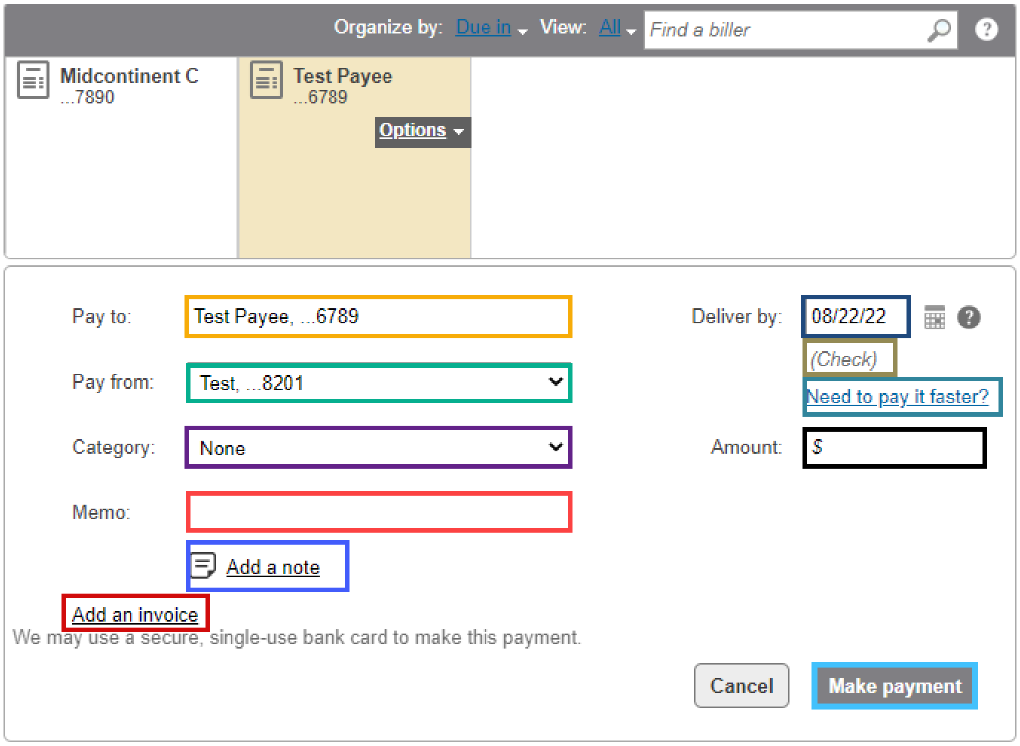


Payments

Making a Payment

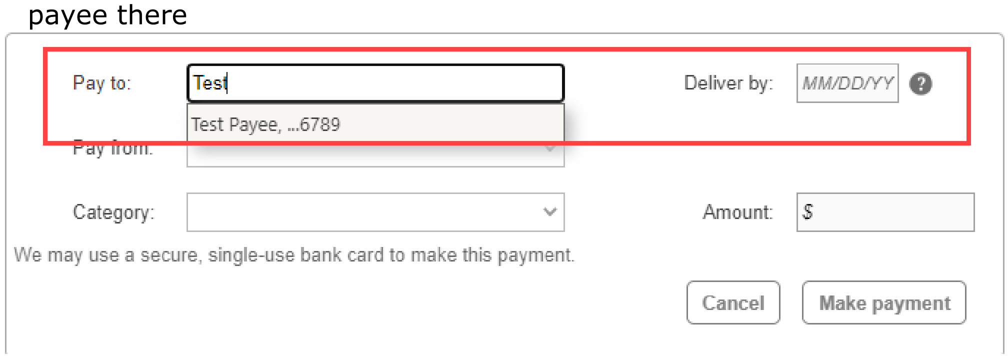
Single Pay mode

1. To make a payment in the **Single Pay** mode, start from one of the following areas:
   a. Choose **Pay** from the Options drop-down menu
      i. Information displays in the payment section, enter the below information:
         - **Pay to** – this will display the payee name
         - **Pay From** – this will display the default account, use the drop-down to choose a different account
         - **Category** – defaults to None and can be updated using the drop-down menu
         - **Memo** – optional field and can be used to include payment information that will display on the check memo line
         - **Add a note** – this is used to write a note to yourself that will be saved with the payment
         - **Add an invoice** – click this to include invoice information. Refer to "*Adding an Invoice*" section.
         - **Deliver by** – manually enter or use the calendar icon to enter the date you would like the payment delivered by
         - **(Check) or (Electronic)** – displays how the payment will be sent
         - **Need to pay it faster?** – use this link to expedite a payment. Refer to "*Expediting a Payment*" section.
         - **Amount** – enter the amount of the payment
      ii. Click **Make payment**



b. Enter the Payee in the **Pay to:** field

i. Type the name of the payee in the "***Pay to:***" field. ***Note:*** as you type the name a list of related payees will display below the field, you can click on the payee there

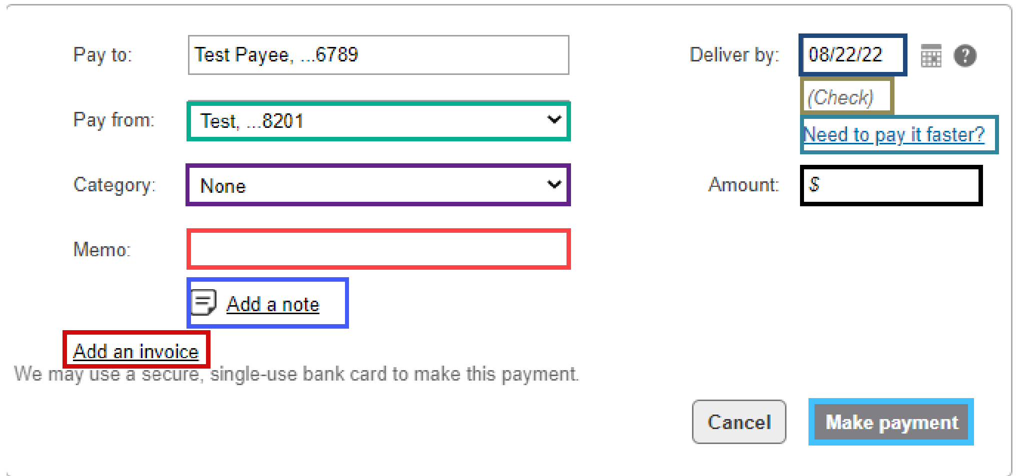


ii. Once payee is entered, additional fields will display. Enter the below information:

- **Pay From** – this will display the default account, use the drop-down to choose a different account
- **Category** – defaults to None and can be updated using the drop-down menu
- **Memo** – optional field and can be used to include payment information that will display on the check memo line
- **Add a note** – this is used to write a note to yourself that will be saved with the payment
- **Add an invoice** – click this to include invoice information. Refer to "*Adding an Invoice*" section.
- **Deliver by** – manually enter or use the calendar icon to enter the date you would like the payment delivered by
- **(Check) or (Electronic)** – displays how the payment will be sent
- **Need to pay it faster?** – use this link to expedite a payment. Refer

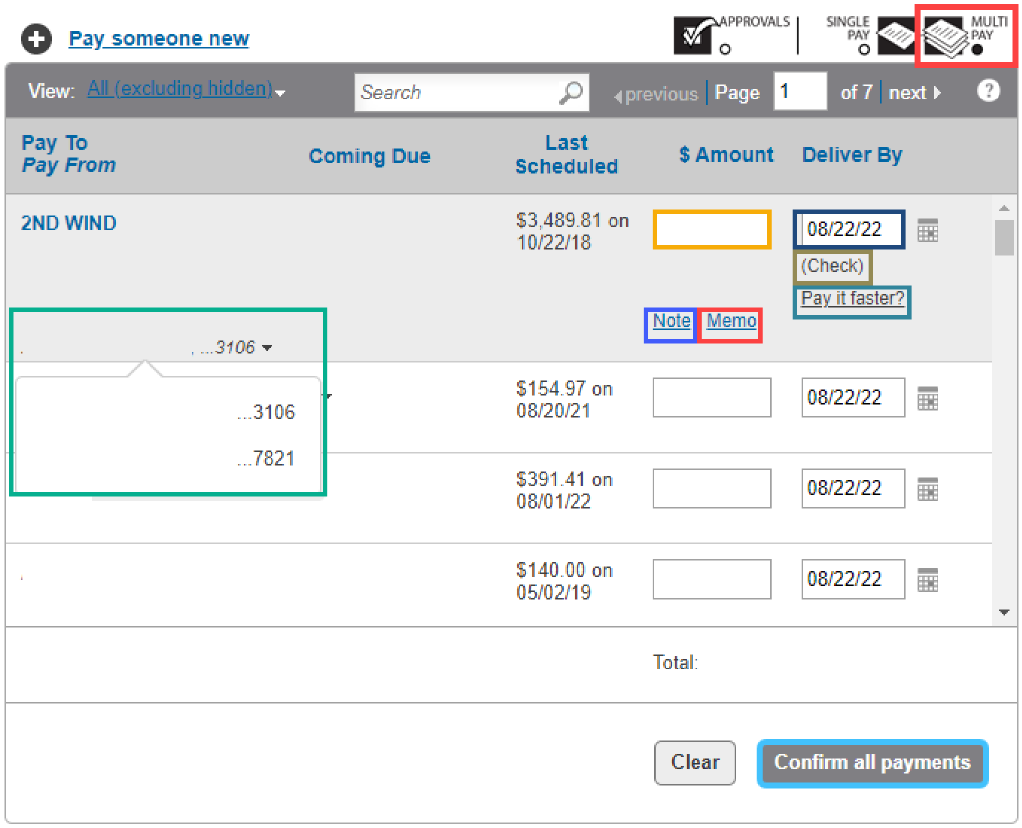
to "*Expediting a Payment*" section.
- **Amount** – enter the amount of the payment

iii. Click **Make payment**

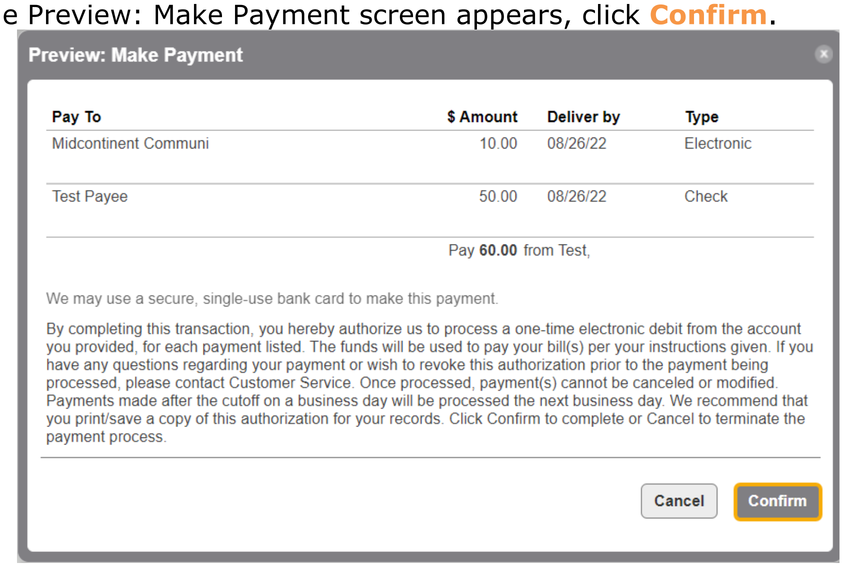


Multi-Pay mode

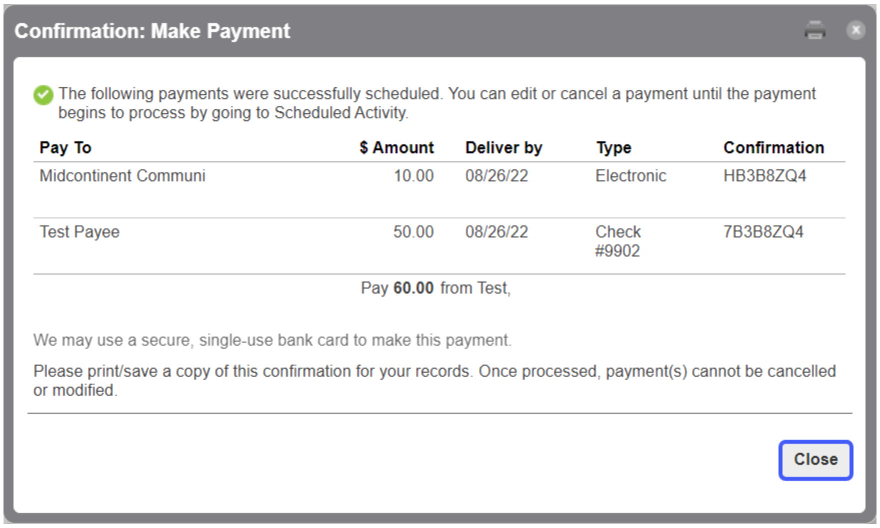
1. To make a payment in the **Multi-Pay** mode
2. Enter and update the below information:
   a. **Pay From** – this will display the default account, use the drop-down to choose a different account
   b. **Memo** – optional field and can be used to include payment information that will display on the check memo line
   c. **Add a note** – this is used to write a note to yourself that will be saved with the payment
   d. Add an invoice – click this to include invoice information. Refer to "Adding an Invoice" section.
   e. **Deliver by** – manually enter or use the calendar icon to enter the date you would like the payment delivered by
   f. **(Check) or (Electronic** – displays how the payment will be sent
   g. **Pay it faster?** – use this link to expedite a payment. Refer to "Expediting a Payment" section.
   h. **Amount** – enter the amount of the payment
   i. Repeat all steps until payment information is entered for all payees
3. Click **Confirm all payments**



4. The Preview: Make Payment screen appears, click **Confirm**.

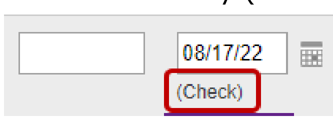


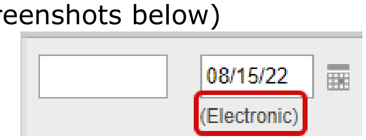
5. The Confirmation: Make Payment screen appears, click **Close**.



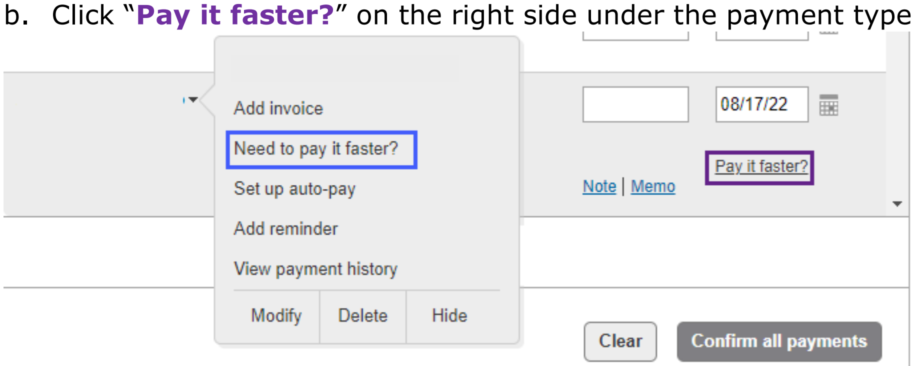
Expediting a Payment

1. Customer will click on the Payee Name
2. On the right side under the date field, it will display if the **payment type** is being sent by check or electronically (see screenshots below)

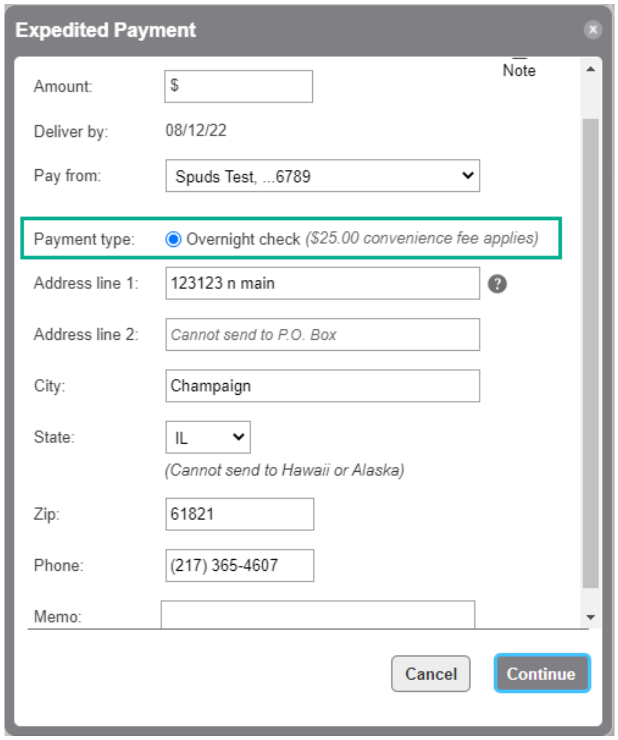




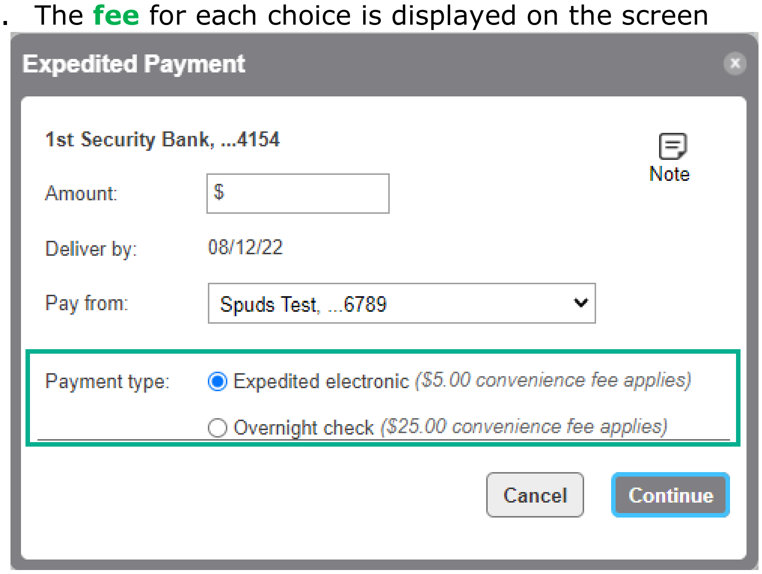
3. The Customer can click on one of the below options to expedite:
   a. Click "**Need to pay it faster**?" in the menu displayed by the Payee
   b. Click "**Pay it faster?**" on the right side under the payment type



4. Once they click on one of the options the below screen will display
   a. Check
      i. the customer will fill in the payment info in the below screen and click **Continue** at the bottom.
      ii. The **fee** is displayed on the screen

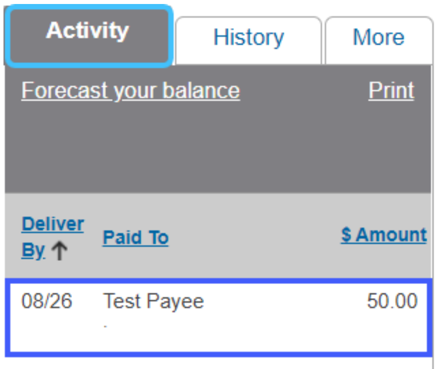


b. Electronic
   i. the customer will fill in the payment info in the below screen
   ii. they will have a choice on which way they would like the payment to be sent
      - Expedite electronic
      - Overnight Check
   iii. Click **Continue**
   iv. The **fee** for each choice is displayed on the screen

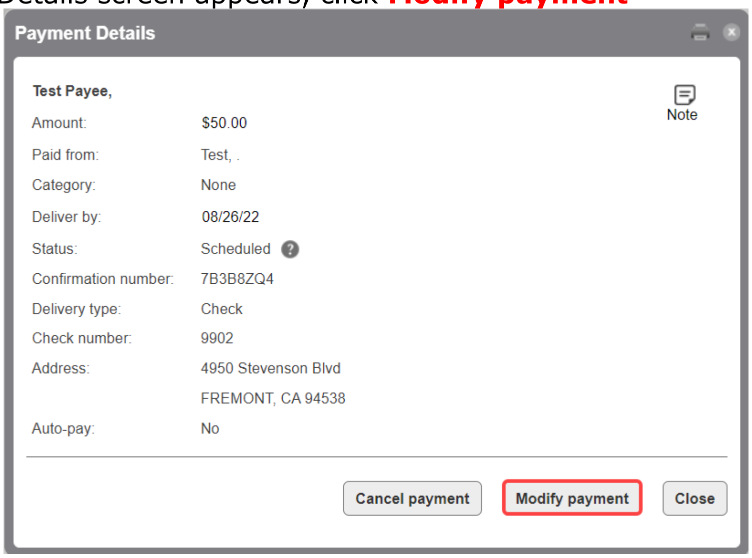


Modify a Payment

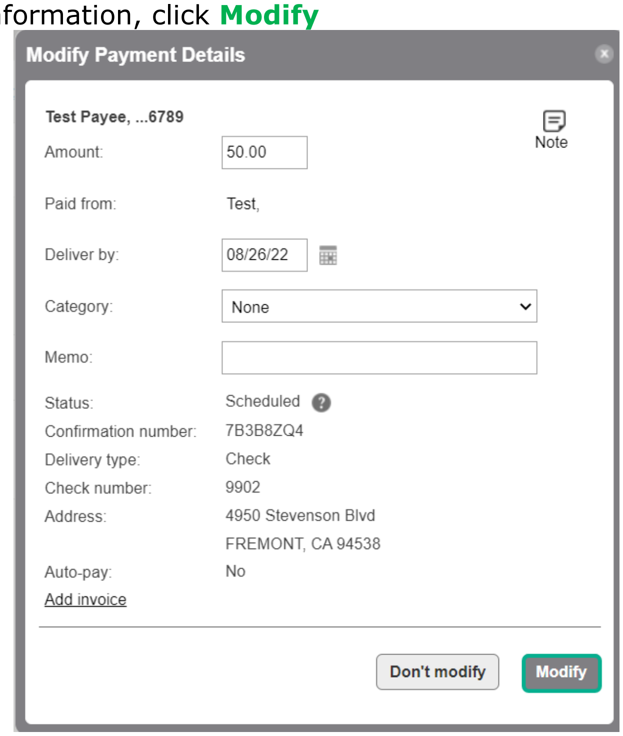
1. Click the **Activity** tab
2. Click on the **payment** you want to modify



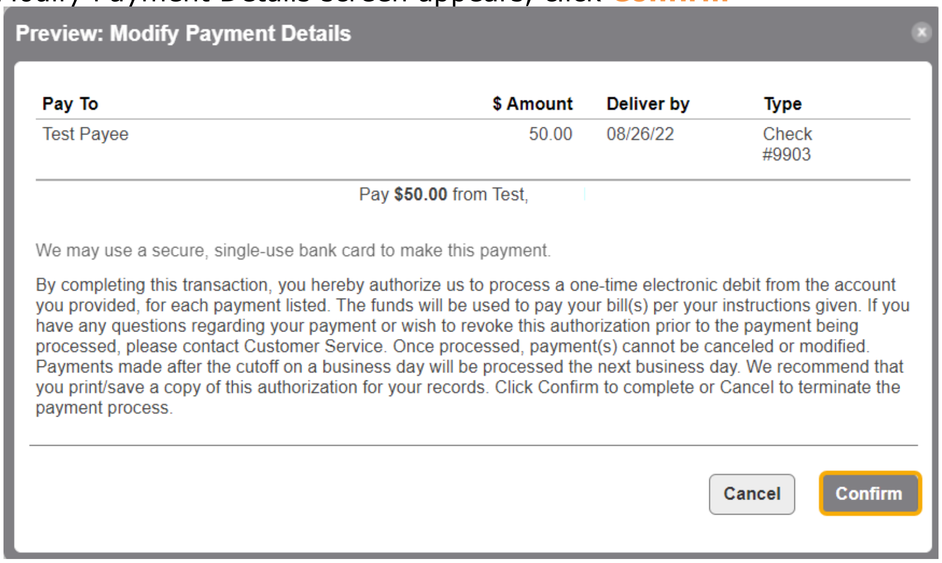
3. The Payment Details screen appears, click **Modify payment**



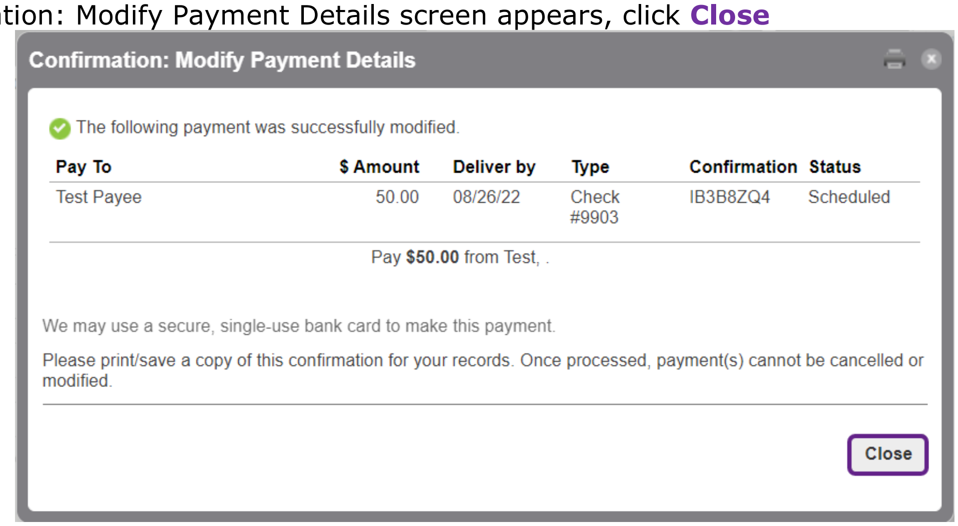
4. Update the information, click **Modify**



5. The Preview: Modify Payment Details screen appears, click **Confirm**

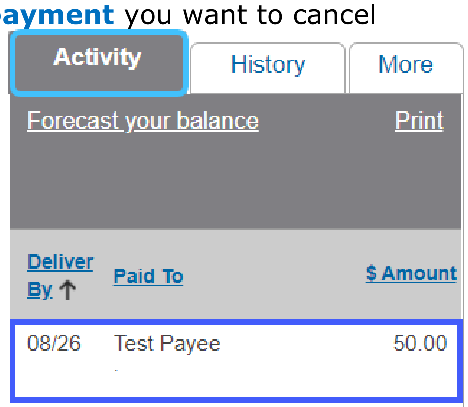


6. The Confirmation: Modify Payment Details screen appears, click **Close**

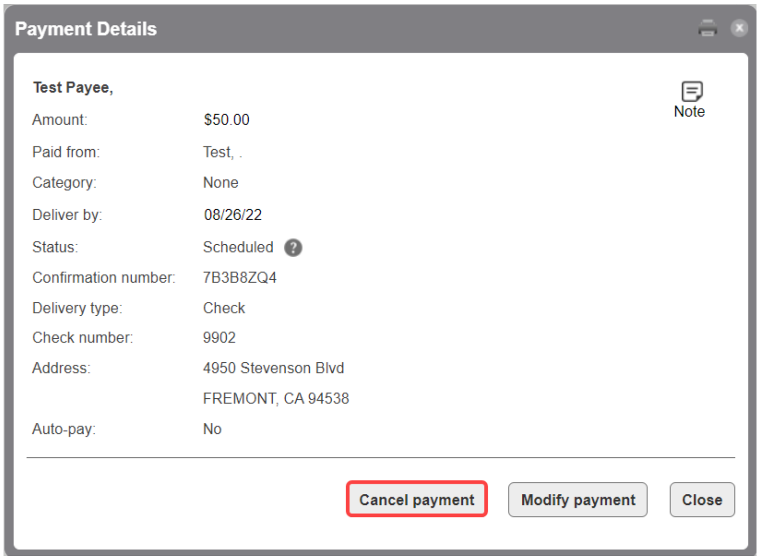


Cancel a Payment

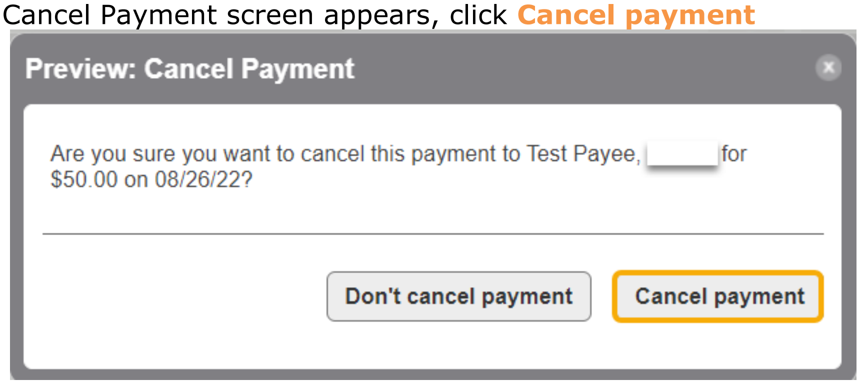
1. Click the **Activity** tab
2. Click on the **payment** you want to cancel



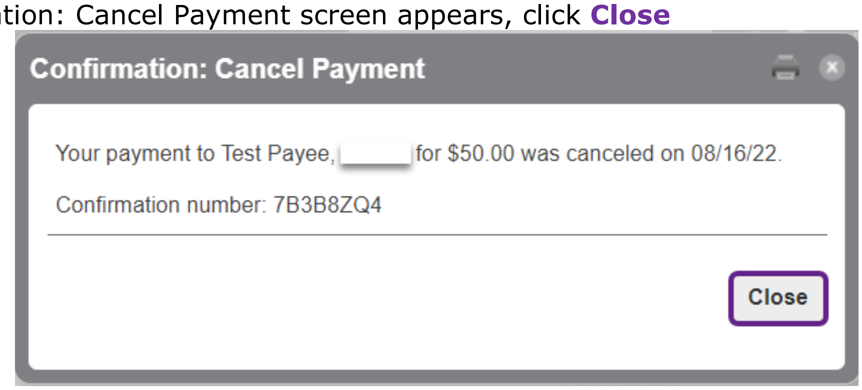
3. The Payment Details screen appears, click **Cancel payment**



4. The Preview: Cancel Payment screen appears, click **Cancel payment**



5. The Confirmation: Cancel Payment screen appears, click **Close**



Add an Invoice

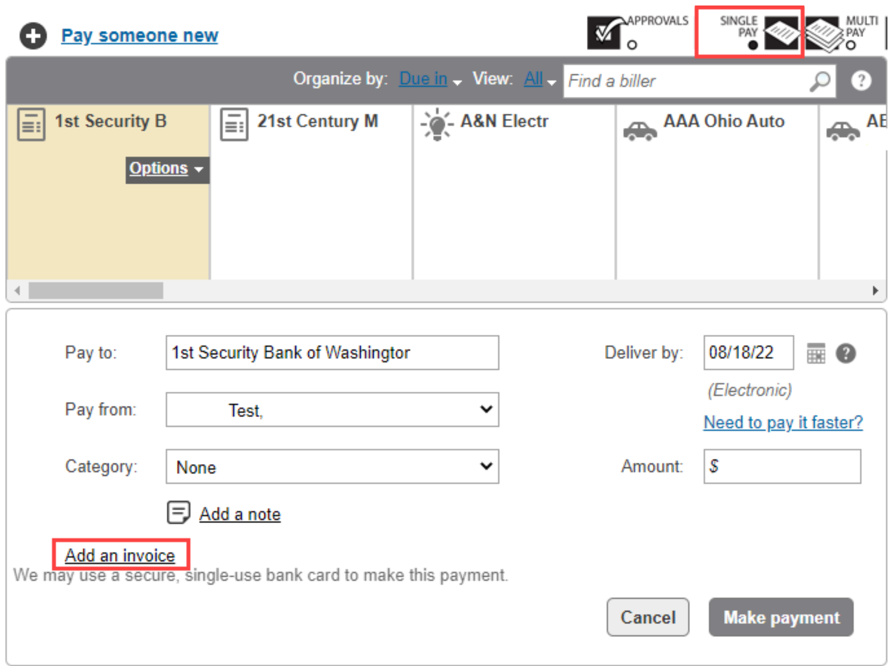
1. To add an invoice, click the Add Invoice link from one of the following areas:

   a. Payment form with a biller in focus within **Single Pay** mode.

      i. Click on the payee at top of screen ***Note:*** if you have more than 300 payees, this view will not be available

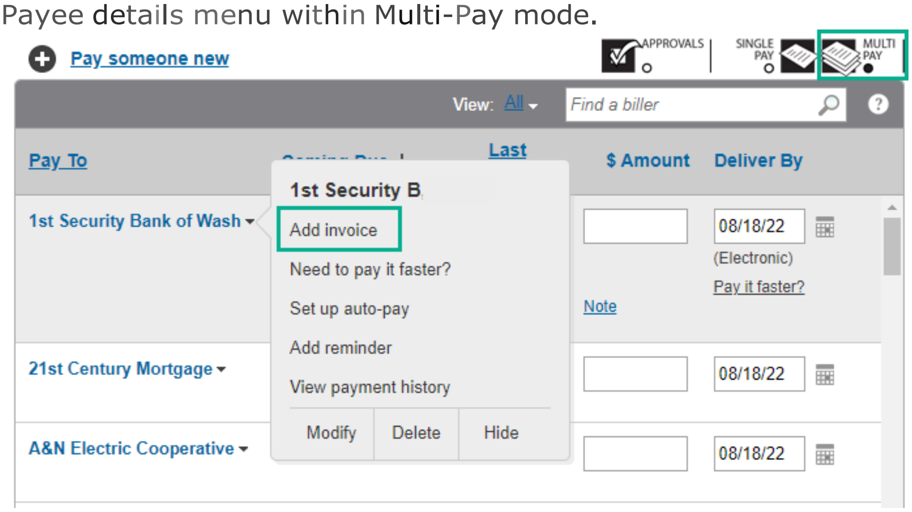
         OR

      ii. Type the name of the payee in the "*Pay to:*" field and related payees will display to choose

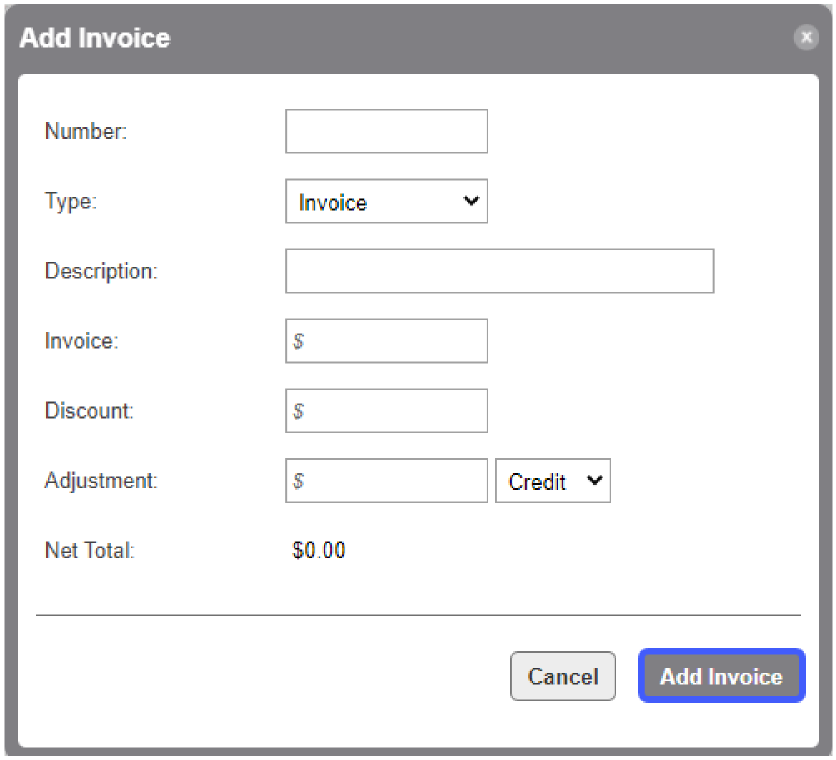


b.

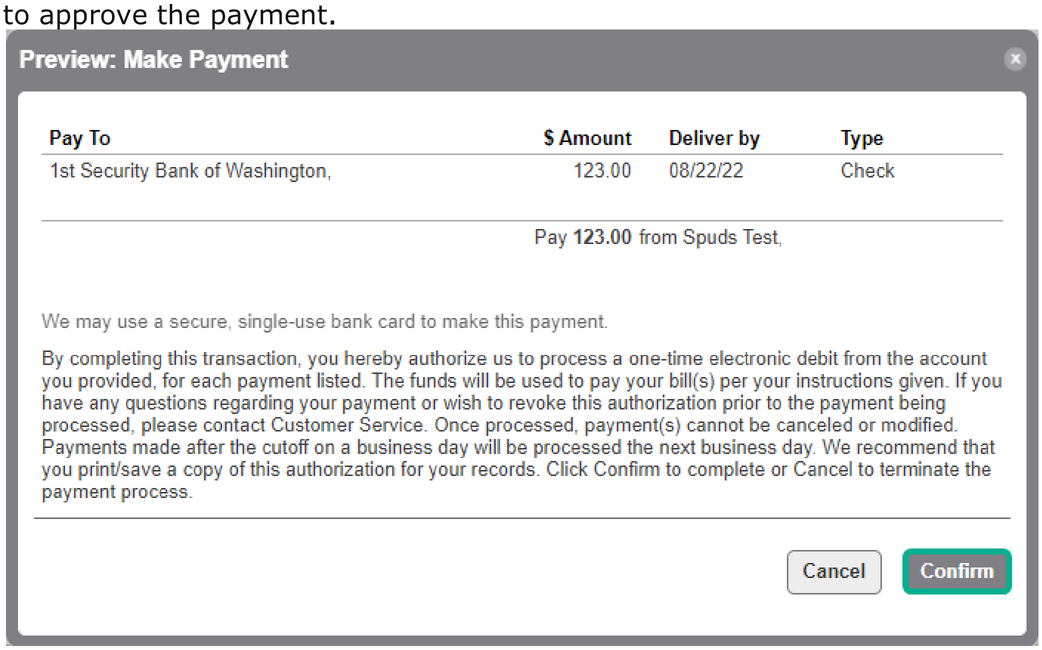
c. Payee details menu within Multi-Pay mode.



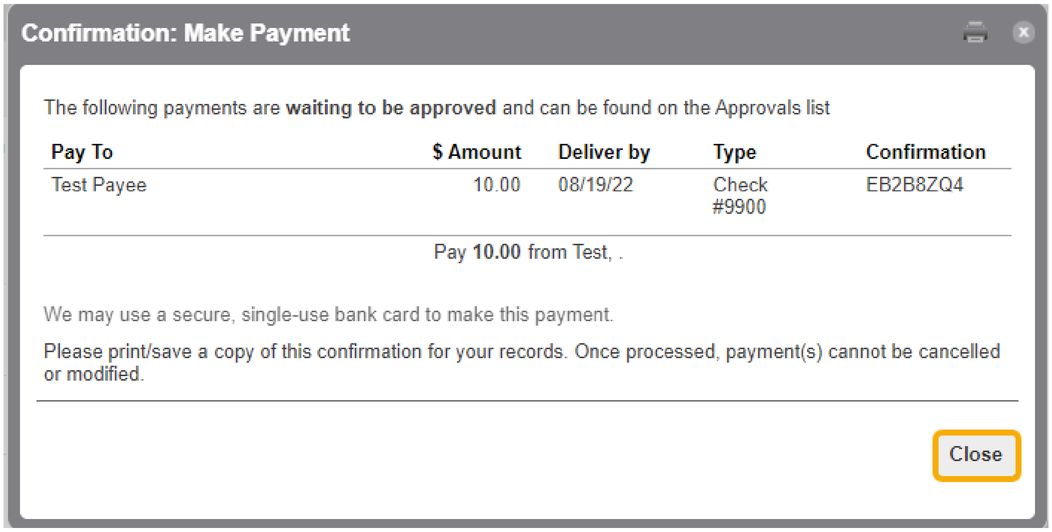
2. The Add Invoice screen will appear. Enter the following information
   a. Number
   b. Type – Invoice, Bill, Credit Memo, or Prepaid Check
   c. Description
   d. Invoice Amount
   e. Discount Amount (optional)
   f. Adjustment (optional) – Credit or Debit
   g. Net Total – this will display the final amount of the payment.
3. Click **Add Invoice**



4. The payment screen will appear. The invoice information entered will display in the **Invoices** section. From this screen you can **Modify** or **Delete** the invoice prior to making the payment.
5. Click **Make Payment**
6. The Preview: Make Payment screen will appear. Click **Confirm**. ***Note:*** If user doesn't have approval permission, then the process will be over and a user with approval permission will need to approve the payment.

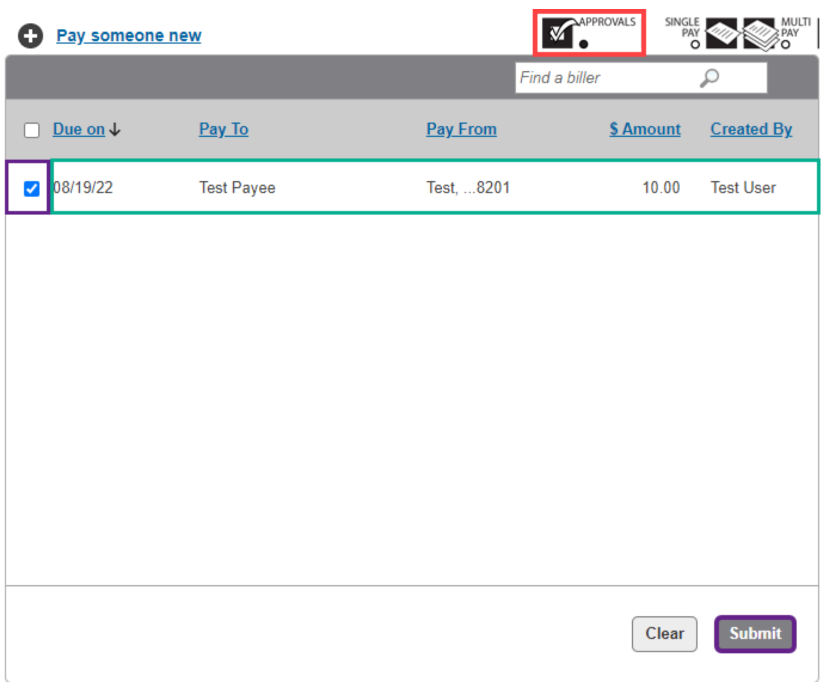


7. The Confirmation: Make Payment screen will appear. Click **Close**.

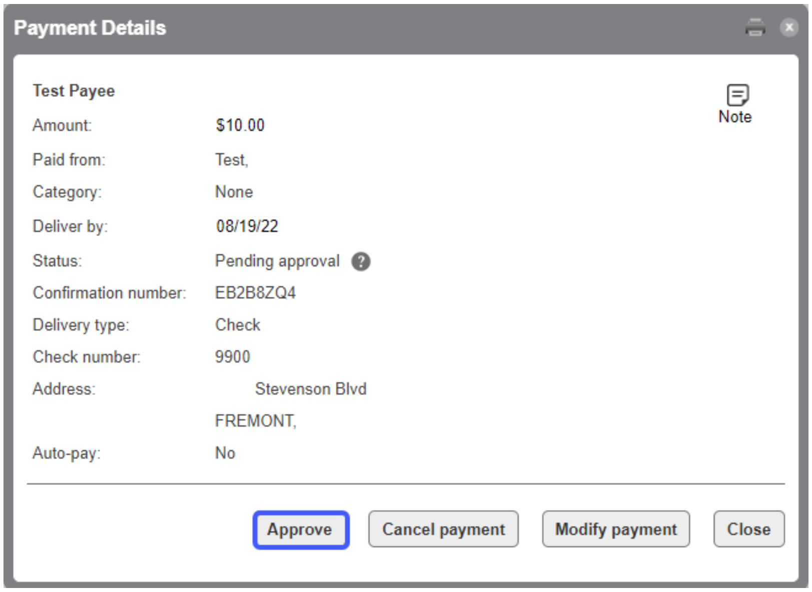


Approve a Payment

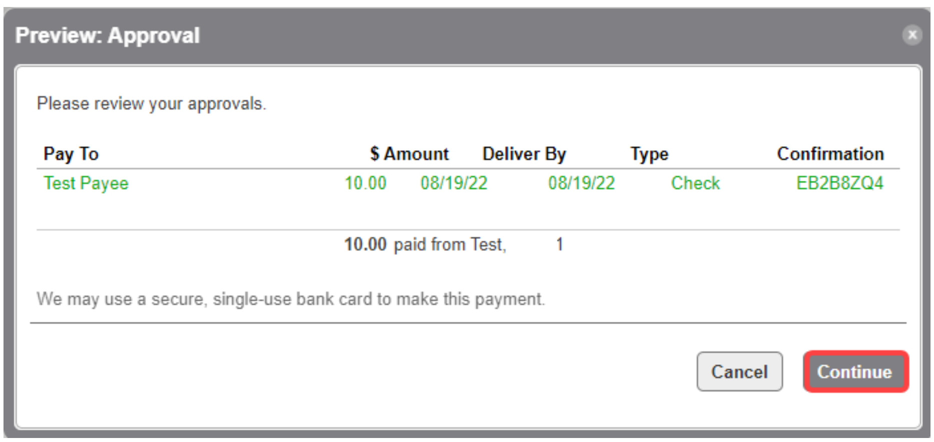
1. Click the **Approvals** tab on the Landing Page.
2. To approve a payment:
   a. Check the **box** next to the payment and click **Submit**
      OR
   b. Click on the **payment**



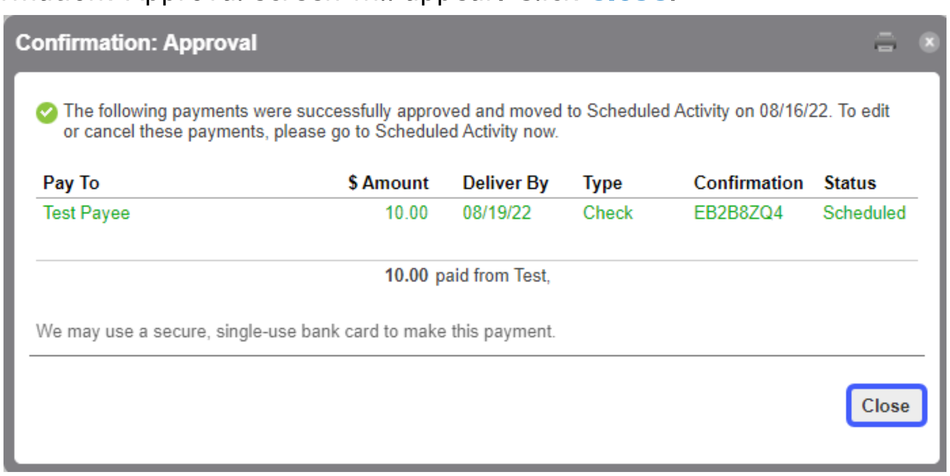
3. The Payment Details screen will appear. Click **Approve**.



4. The Preview: Approval screen will appear. Click **Continue**.



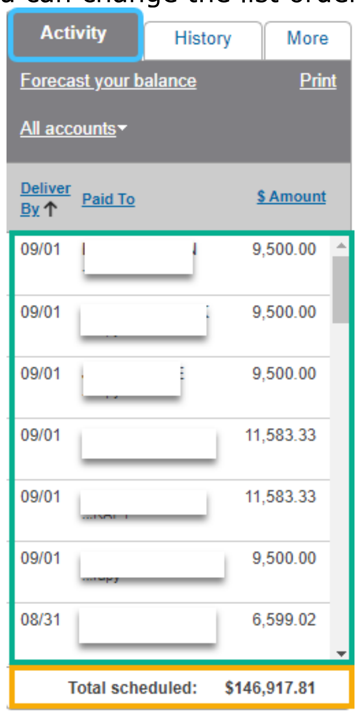
5. The Confirmation: Approval screen will appear. Click **Close**.



View Payment Activity

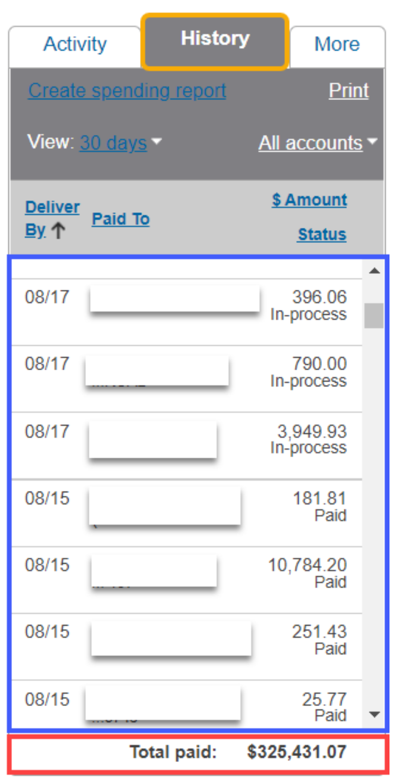
1. Click the **Activity** tab
2. The below information will be displayed
   a. **Scheduled payments**

b. **Total** of all payments scheduled
Note: you can change the list order by clicking on the column headings



View Payment History

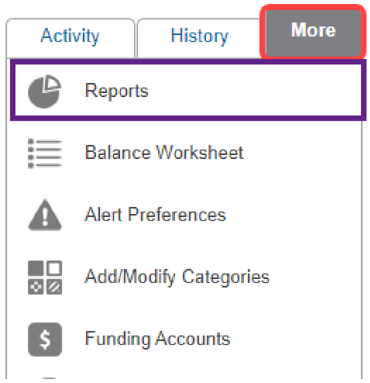
1. Click the **History** tab
2. The below information will be displayed
   a. **Payments** that have been processed and paid ***Note:*** these payments can't be modified or canceled
   b. **Total** of all payments paid
   Note: you can change the list order by clicking on the column headings



More tab

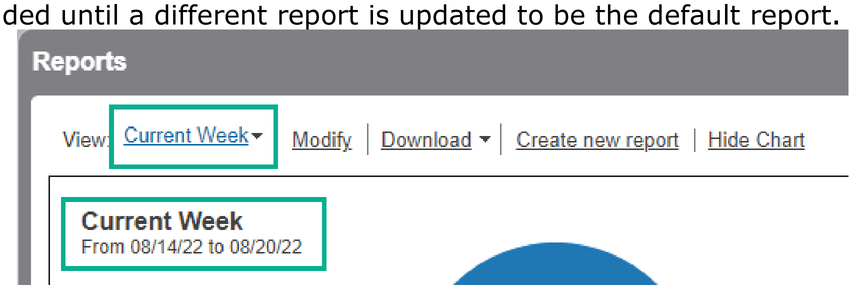
Reports

The below functions can be located by click **Reports** under the **More** tab

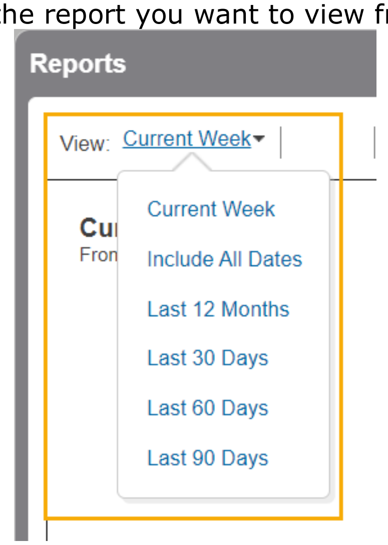


View Reports

1. The screen will appear and display the default report. The default report is set by modifying a current available report or by creating a new report and setting it as the default report. ***Note:*** the system defaults to **Current Week** which displays which dates are included until a different report is updated to be the default report.

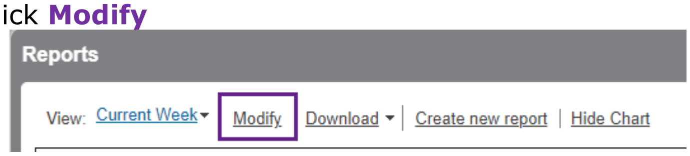


2. To view a different report:
    a. Click the drop-down arrow
    b. Choose the report you want to view from the **View menu**

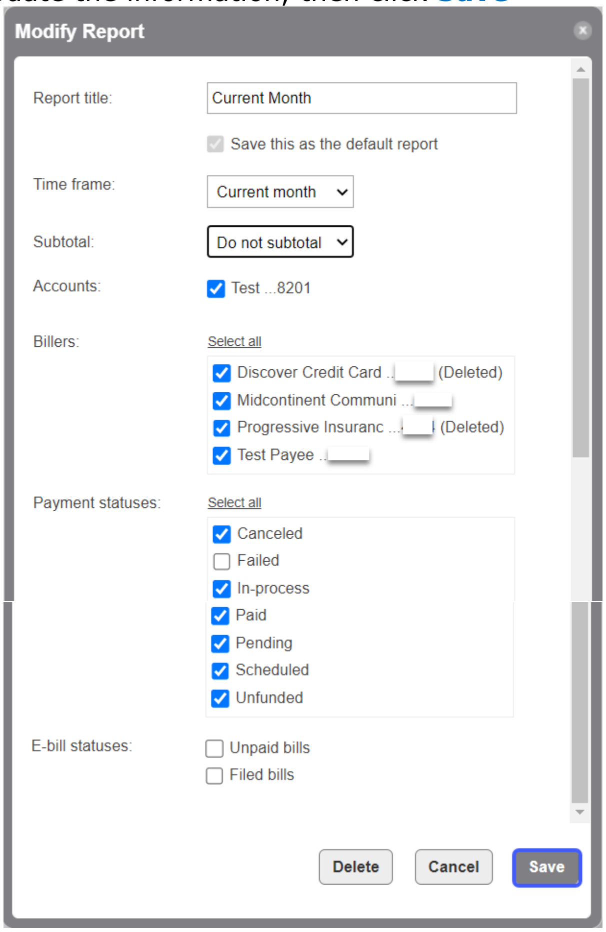


Modify a Report

1. Choose the report you want to modify from the drop-down View menu
2. Click **Modify**

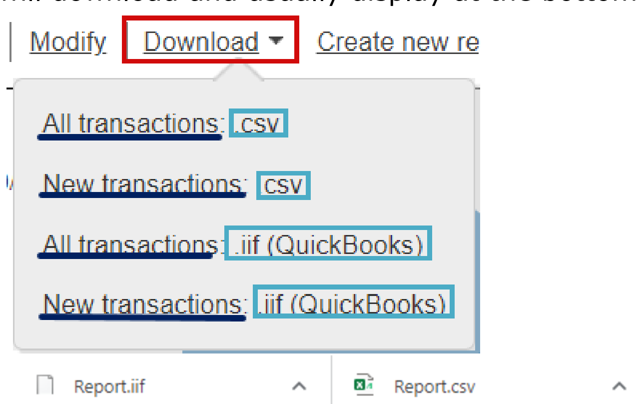


3. The Modify Report screen appears
4. Update the information, then click **Save**



Download Transactions

1. Choose the report you want to modify from the drop-down View menu
2. Click **Download**
3. Choose the **transaction type** and **file format** from the drop-down menu
4. The files will download and usually display at the bottom of your screen to open

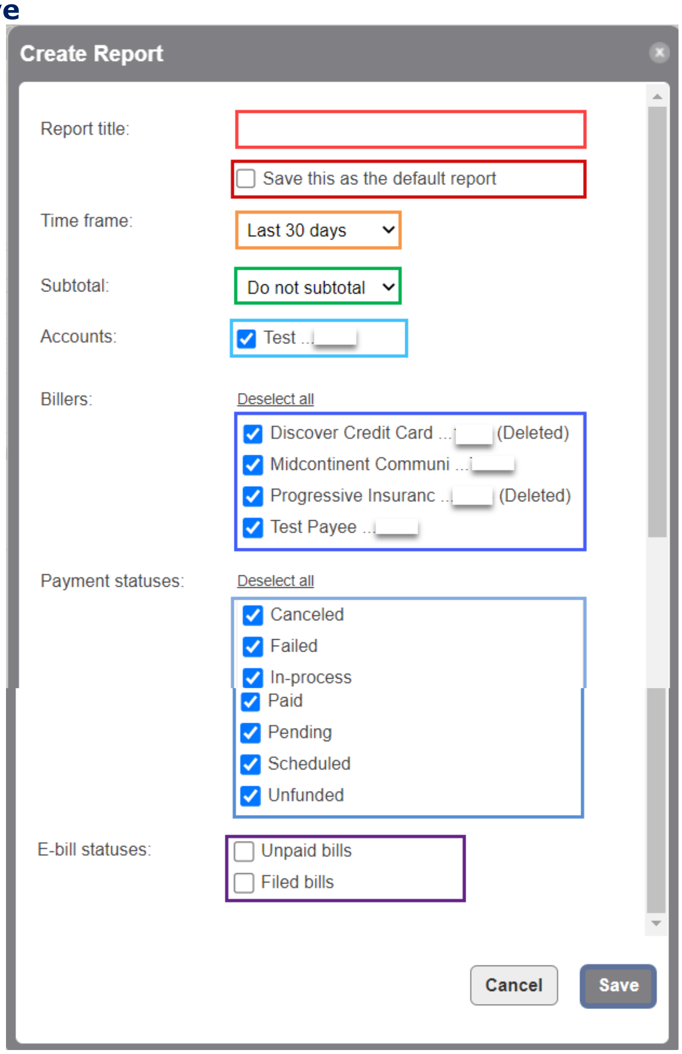


Create a New Report

1. Choose the report you want to modify from the drop-down View menu
2. Click **Create new report**
3. The Create Report screen appears, enter or choose the below information

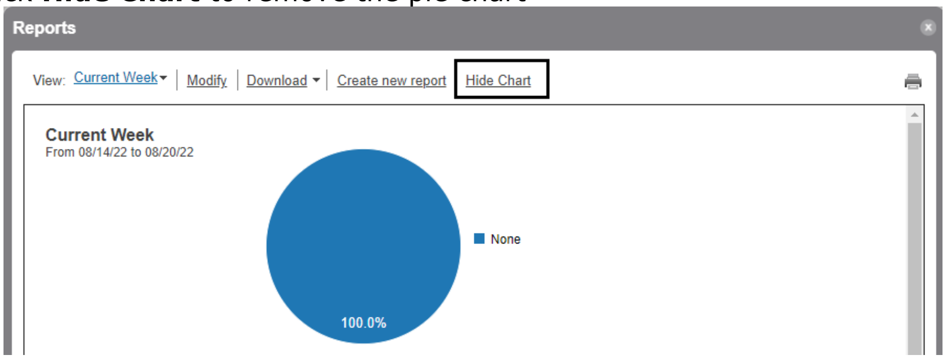
a. **Report title** – Enter the name as you want it to appear in the View drop-down menu
b. **Save this as the default report** – check the box if you want the report to be the default report
c. **Time Frame** – choose the time frame of the transactions you want included in the report. ***Note:*** there are several choices to select from or you can choose custom dates.
d. **Subtotal** – choose how you want the report to be subtotaled from the drop-down
    i. Do not subtotal – not total will be included
    ii. Month – will subtotal by month
    iii. Quarter – will subtotal by quarter
    iv. Biller – will subtotal by payee
    v. Category – will subtotal by category
    vi. Account – will subtotal by account
e. **Accounts** – check the box(es) next to the accounts you want to include in the report
f. **Billers** – check the box(es) next to the payee(s) you want to include in the report
g. **Payment statuses** – check the box(es) next to the payment status(es) you want to include in the report
h. **E-bill statuses** – check the box(es) next to the e-bill status(es) you want to include in the report

4. Click **Save**

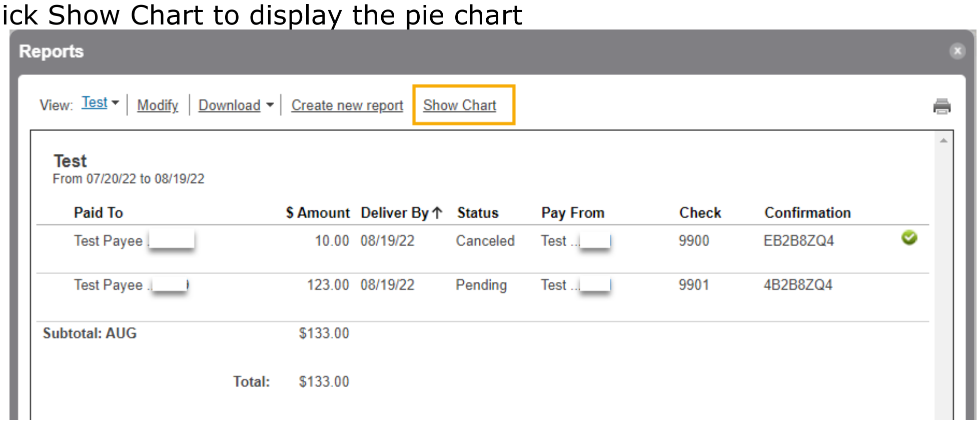


Hide/Show Chart

1. Click **Hide Chart** to remove the pie chart

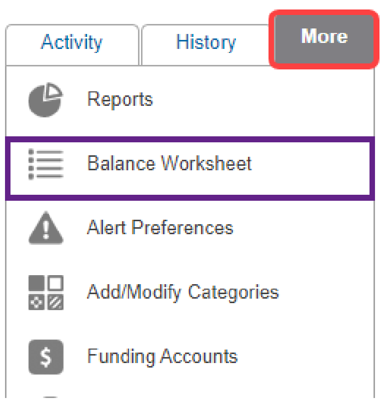


2. Click Show Chart to display the pie chart

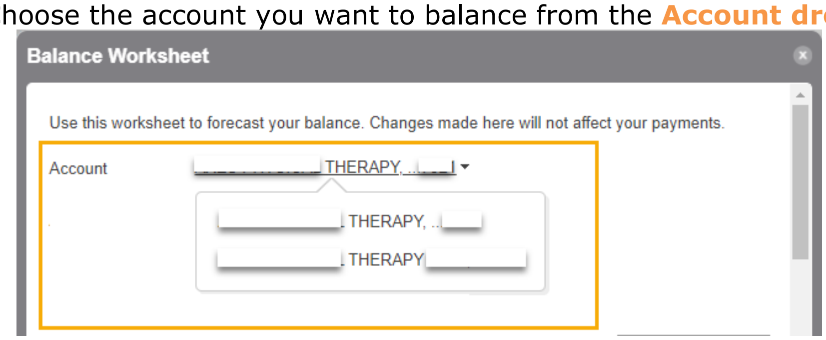


Balance Worksheet

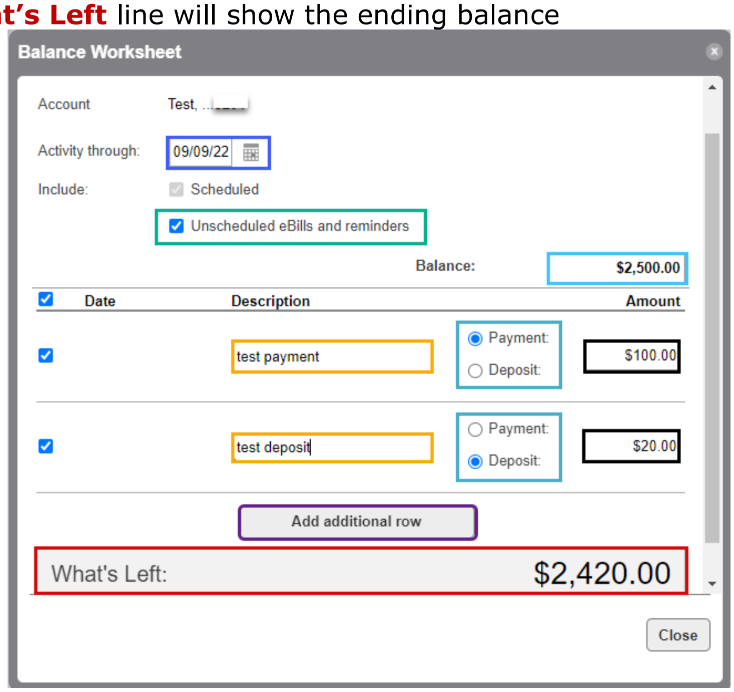
1. Click the **More** tab
2. Click **Balance Worksheet**



3. The Balance Worksheet screen appears
4. Choose the account you want to balance from the **Account drop-down**

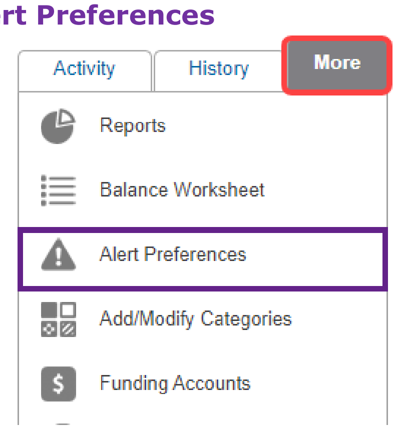


5. Choose the **date** you want to display activity through ***Note:*** the balance sheet will include all activity through this date
6. Check the **Unscheduled eBills and reminders** if you want them included on the balance sheet. ***Note:*** Scheduled payments are included by default
7. Enter the **Balance** of the account
8. Click **Add additional row**
    a. Enter in a **Description**
    b. Check the box next to **Payment** or Deposit
    c. Enter the **Amount**
9. The **What's Left** line will show the ending balance

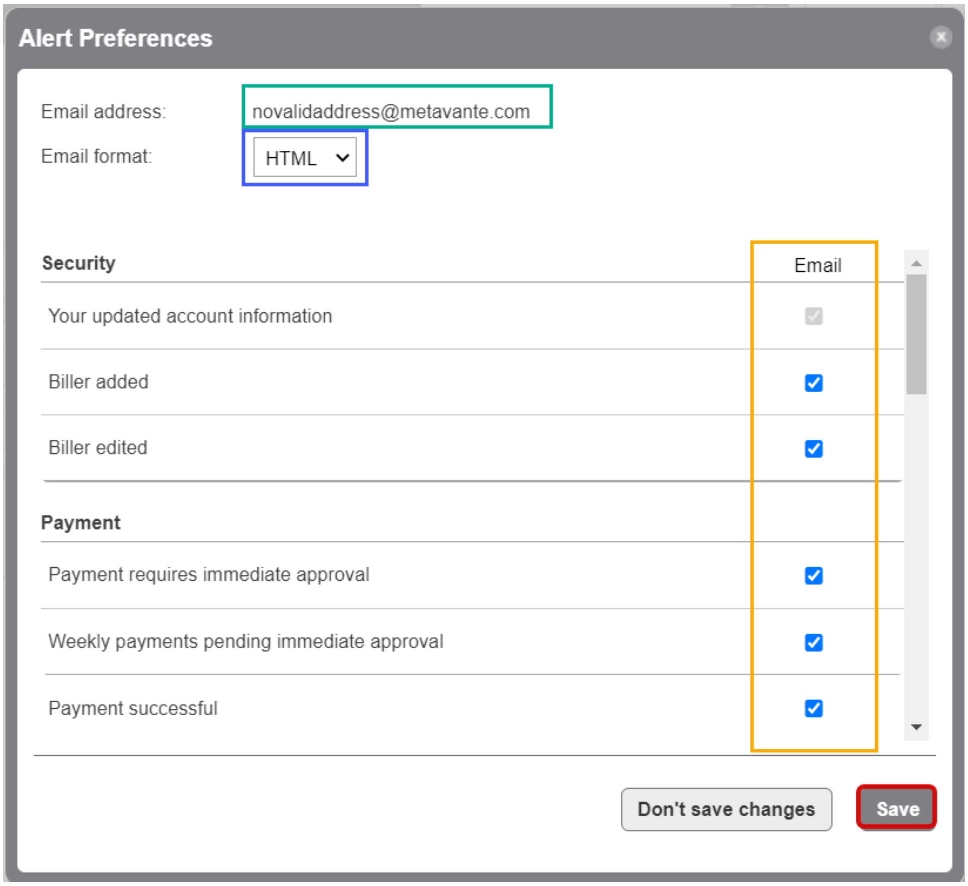


Alert Preferences

1. Click the **More** tab
2. Click **Alert Preferences**

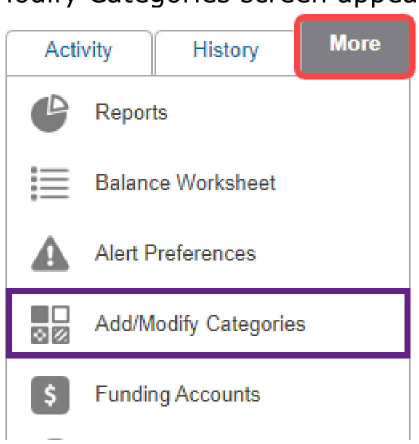


3. The Alert Preferences screen appears
    a. **Email Address** - your email address will be displayed
    b. **Email Format** – choose the email format you want the alert emails to be delivered
    c. Check the **box(es)** next to the alerts you would like to receive. ***Note:*** if the box is greyed out, the alert type is required
    d. Click **Save**.



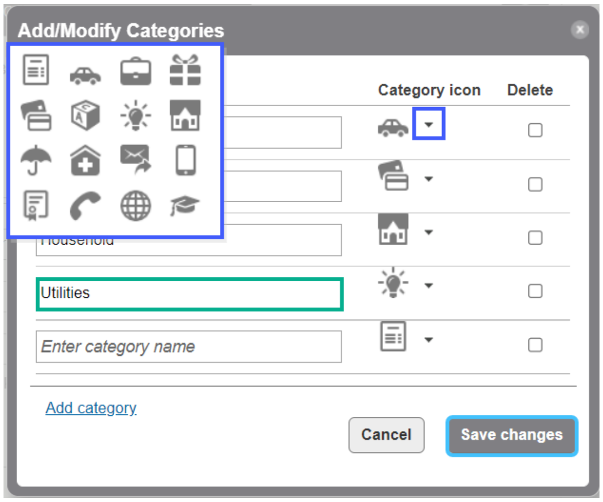
Add/Modify/Delete Categories

1. Click the **More** tab
2. Click **Add/Modify Categories**
3. The Add/Modify Categories screen appears



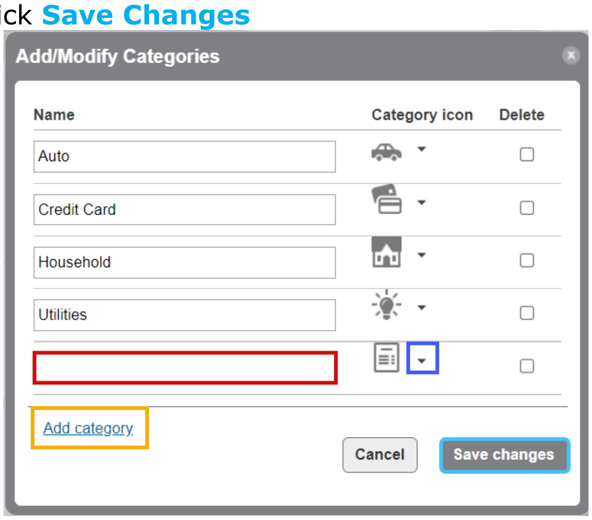
Modify a category

1. The below information can be modified
    a. **Name** - click in the box of the category and update the name you want to change it to
    b. **Category Icon** - choose a different icon from the drop-down menu
    c. Click **Save Changes**



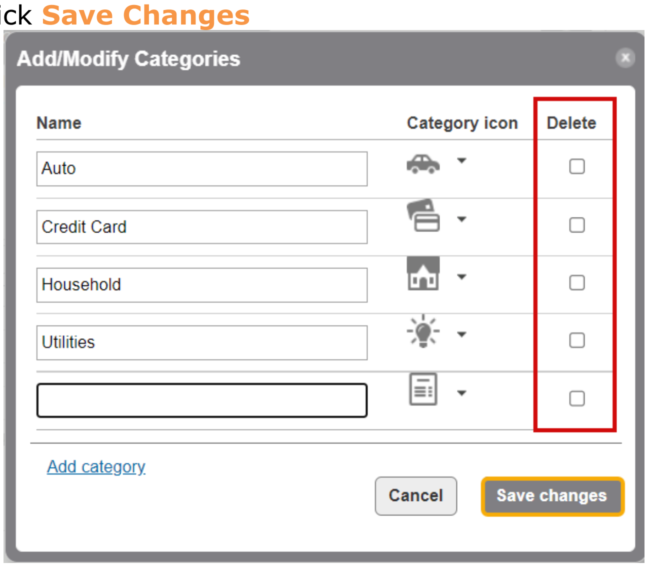
Add a category

1. Click **Add category**
2. Enter the name of the category you want to add in the blank **Name** box
3. Choose a **category icon** from the drop-down menu
4. Click **Save Changes**



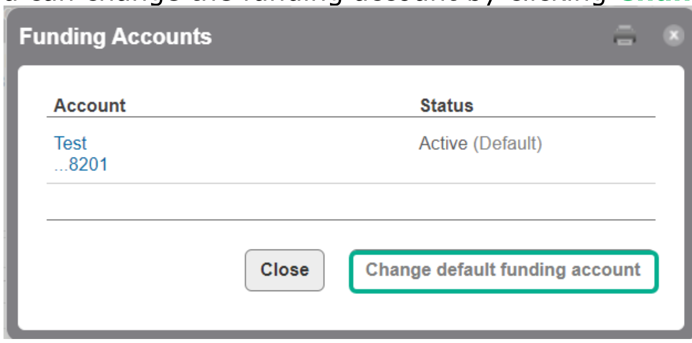
Delete a category

1. Check the **box(es)** next to the category you want to delete
2. Click **Save Changes**



Funding Accounts

1. Click the **More** tab
2. Click **Add/Modify Categories**
3. The Funding Accounts screen appears with all funding accounts listed
4. You can change the funding account by clicking **Change default funding account**



If you need support on the Busey Bill Payment system, please contact us at the information below.

Busey Treasury Management Support
Contact Information
TreasuryManagement@Busey.com
800-749-7844