

# Busey Bill Payment **System Guide**





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## Busey Bill Payment

### Logging In for the First Time

1. Log into Business Access @ Busey with your Customer ID and User ID.
2. Navigate to **SSO Services** on the navigation drop-down menu then select **Profile Setup**.
3. Enter your Bill Pay User ID two times and Bill Pay Password (PWD) two times, then click *Save Changes*.

Enter user login information.

SB BillPay

Please enter your SB BillPay login information below.

Name	Value
Bill Pay User ID	bfranklin
Confirm Bill Pay User ID	bfranklin
PWD	Password123
Confirm PWD	Password123

[Save Changes](#) [Reset](#) [Cancel](#)

4. On the grey menu bar, click **Bill Payment**, followed by clicking the “Login to SB BillPay” button. The screen should now resemble the screenshot below.

[My Bills](#) | [Pending Approval](#) | [Make Payments](#) | [Pay Invoices](#) | [Expedited Payment](#) | [Messages](#)

**Incoming Bills**

There are currently no items.

**Pending Payments**

There are currently no items.

[View payments - last 30 days](#)

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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 4.

### ***Adding a New Payee***

1. Login to Busey Bill pay.
2. On the blue navigation bar at the top of your Bill Pay window, select “Payee Management”. This is the page that will list all the payees on your Bill Pay system.
3. To add a new payee, select the “Add New Payee” option on the line below the “Payee Management” tab.
4. Enter the name of your person or business you’d like to pay. You can also select from a common business by selecting that option to the right of the text box. Click continue.
5. You will be asked to enter an account number, zip code, nickname, and payment category for this new payee.
  - a. If you do not have an account number, check the box indicating this.
6. Click continue. You will now be asked to fill in the address of the new payee. If you selected a common payee, and that payee accepts electronic bill payments, you will not need to provide an address.
7. When you are finished, click the “Add payee” button at the bottom of the form.

### ***Paying Your First Bill***

1. Login to Busey Bill Pay.
2. To pay a bill, click on “Make Payments” under the “Bills & Payments” tab.
3. The list of your payees will appear. If your payee is not on this list, click the “Add a person or business” option to the top right.
4. Enter the amount of the bill and the date that it is due.
5. You can update the total amount of bills that will be processed by clicking the “Update total” at the bottom of the screen. Otherwise, click “Make payments” to schedule the bill payment.

### ***Paying an Invoice***

1. To pay a bill with invoice details, start by logging in to Busey Bill Pay.
2. Select the “Pay Invoices” option under the “Bills & Payments” tab.
3. Select the payee for the invoice. Fill in the information about the invoice, including the invoice number and description.
4. If there is a discount or adjustment on the invoice amount you are paying, enter these amounts in the appropriate boxes.

5. To pay multiple invoices, click the “Add another invoice” button at the bottom of the page. Otherwise, click “Submit invoices” to process the invoice(s) you have entered.

### ***Making an Expedited Payment***

1. Login to Busey Bill Payment and select the “Expedited Payment” option under the “Bills & Payments” tab.
2. Select the payee that you’d like to send an expedited payment to on the drop-down list. Click the “Continue payment” button.
  - a. If the payee is not on this list, check to see that this payee is in your regular bill payment payee list. If they are, and you do not see them under “Expedited Payment”, that payee is not eligible to receive an expedited payment.
3. The expedited payment methods available will be shown next to **Payment type**.
  - a. If there is more than one method, select the most appropriate. The estimated delivery date will be shown below the payment type.
4. Enter the amount of the payment, and, if relevant, a memo for the payment.
5. Click “Continue payment” to finish making your expedited payment.

### ***Review Payment Records***

1. Login to Busey Bill Payment and select the “Payment Records” tab.
2. By default, all payments made in the current month will be displayed. You can select different reports by choosing the correct date range on the drop-down menu.
3. If you are looking for a specific bill, click the “Search Records” option above.
4. Under the “Search Records” option, you will be able to search all payments made in a specific date range, by a specific amount, or to a specific payee.
5. Click the “Search records” button to submit your search criteria. Any matching bills will appear on the next page.

### ***Adding Funding Accounts***

1. To add a new funding account to your Busey Bill Pay system, please email or call at the contact information located at the end of this guide. You will not be able to add funding accounts from your bill payment system.

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

**Busey Cash Management Support  
Contact Information**

[BusinessAccess@Busey.com](mailto:BusinessAccess@Busey.com)

217-365-4607

or

1-800-67-BUSEY, followed by option 4, then option 2