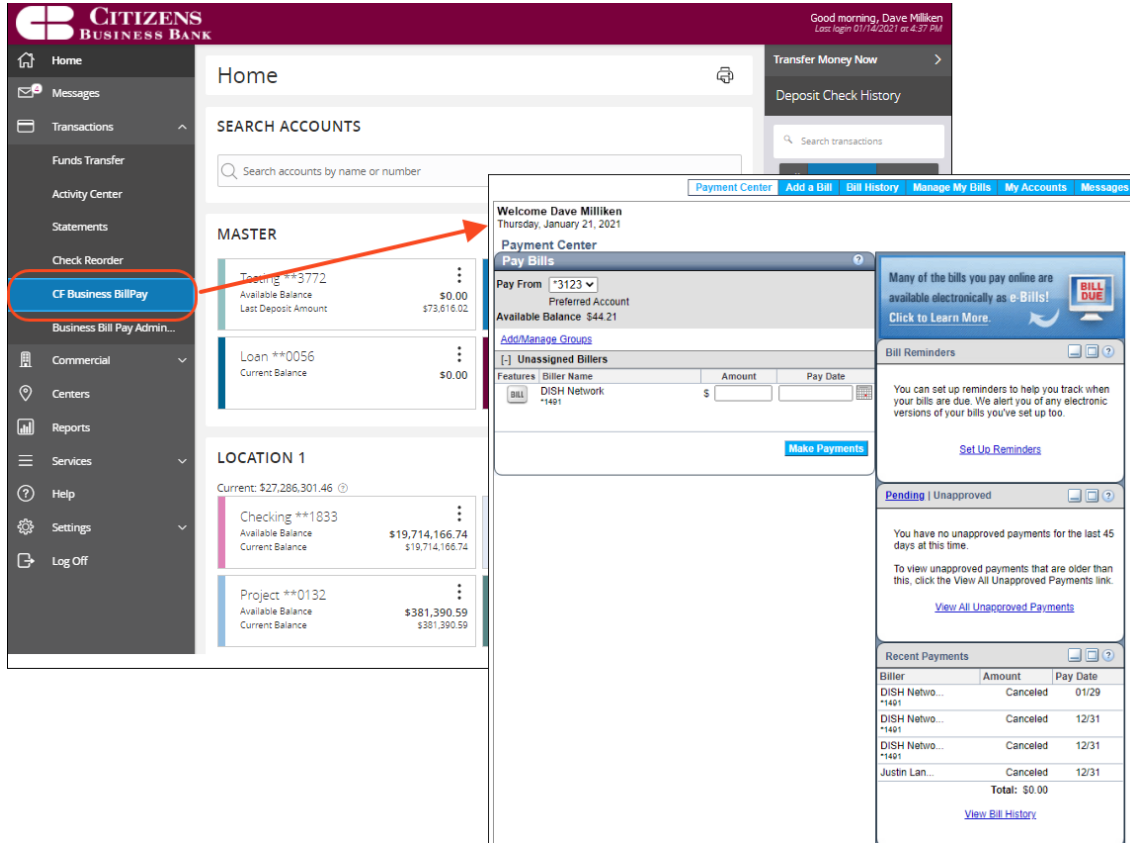


For Bill Payment users, your existing Bill Payment service, including all accounts, payees, templates, and history, will be accessible from your new Online Banking system.

After conversion, your existing Bill Payment service can be accessed through your new **Online Banking Service**.



If you have questions, please call the Conversion Customer Support Line at 855.259.5109.

Payment Center

Add a Bill

Bill History

Manage My Bills

My Accounts

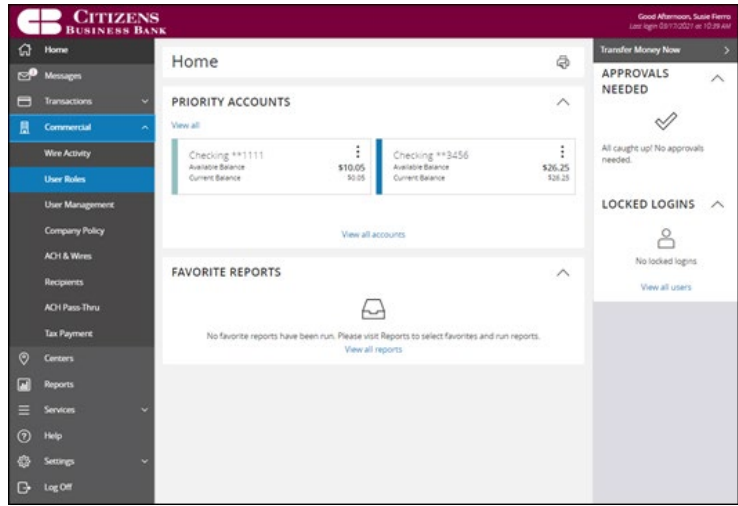
Messages

<p>ADD A COMPANY PAYEE</p> <ul style="list-style-type: none"> ▪ Select Add a Bill, then select Company for who you want to pay ▪ Enter the Biller Name as it appears on the bill ▪ Select from matches found and click Continue. If the biller name does not match, select Enter All The Information For Your Bill ▪ Enter required fields ▪ Select Add Bill 	<p>SET UP A PAYMENT REMINDER</p> <ul style="list-style-type: none"> ▪ Select Payment Center ▪ Select Set Up Reminders under Bill Reminders ▪ Select Set up reminders for this bill ▪ Enter required fields ▪ Select email reminder type ▪ Select Save Changes
<p>ADD A PERSONAL PAYEE</p> <ul style="list-style-type: none"> ▪ Select Add a Bill, then select Person for who you want to pay ▪ Enter Phone Number, and click Search <ul style="list-style-type: none"> ▪ Select from matches found and click Continue. If the biller name does not match, select Enter All The Information For Your Bill ▪ Enter required fields <p>Select Add Bill</p>	<p>SEE PAYMENT HISTORY</p> <ul style="list-style-type: none"> ▪ Select Bill History ▪ Select the Current View ▪ Search for specific information under Additional Options ▪ Change All to Show for desired search preference ▪ Select from For section ▪ Select transaction(s) from displayed list to view detailed information
<p>MAKE A PAYMENT</p> <ul style="list-style-type: none"> ▪ Select Payment Center ▪ Find the biller under Pay Bills ▪ Select withdrawal account under Pay From ▪ Enter dollar amount and pay date <p><i>NOTE: Payments should be sent at least 4 days in advance of payment due date</i></p> <p>Select Make Payment</p>	<p>UPDATE A PAYEE</p> <ul style="list-style-type: none"> ▪ Select Manage My Bills ▪ Select Biller Name ▪ Select Update Biller Information ▪ Change fields as needed ▪ Select Save Changes
	<p>DELETE A PAYEE</p> <ul style="list-style-type: none"> ▪ Select Manage My Bills ▪ Select Biller Name ▪ Select Delete this biller ▪ If any payments are pending, you will be notified that pending payments will be deleted when payee is deleted ▪ Select OK

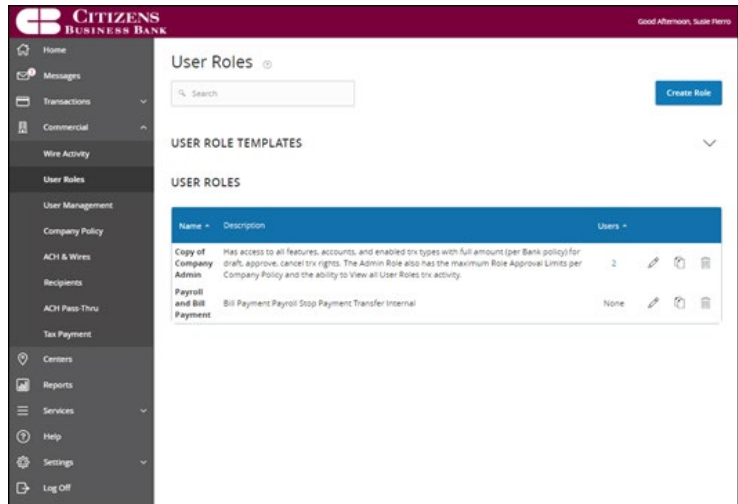
Adding/Deleting Bill Pay Users

Commercial/User Roles

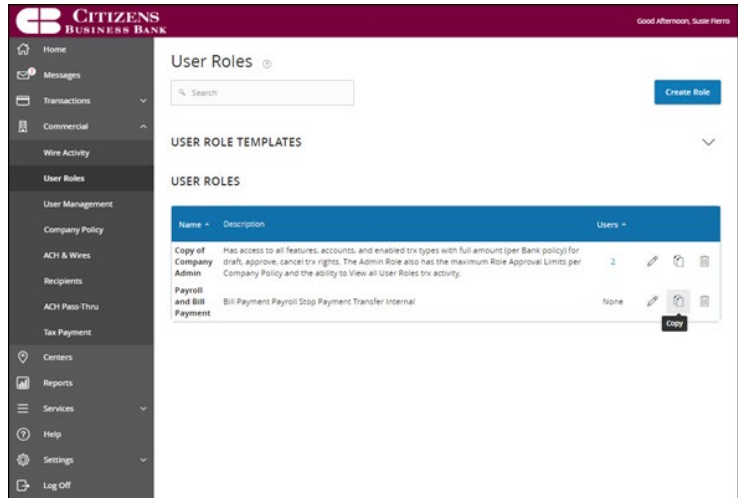
1. Open Commercial heading and select User Roles.



2. Review current list for accuracy.



3. Create a new role for each Bill Pay user based upon level of access (Level 2 or Level 3). Locate current user role and click on Copy. A new user role screen will appear.



Adding/Deleting Bill Pay Users

- Update role name to include user's name and level of bill pay access. Click Continue. OPTIONAL: use Description to notate user rights within online banking.

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User Roles > New User Role

Role Name
Copy of Payroll and Bill Payment

Description (optional)
Bill Payment
Payroll
Stop Payment
Transfer Internal

Cancel Continue

- Review user current rights and click Save.

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User Roles > Jane Biller - Level 3 Save

Bill Payment (Level 3) Payroll Stop Payment Transfer Internal

Overview Features Accounts

Transaction Type	Approval Limit	Per Day Approval Limits	Per Month Approval Limits	Per Account Approval Limits	Draft Actions Max	Approve Actions Max	Cancel Actions Max	View
Bill Payment								
Payroll	\$2,500.00	250 / \$2,500.00	250 / \$20,000.00	250 / \$2,500.00	1 Any	1 Any	1 Any	All
Stop Payment		10	100	10	1 Any	1 Any	1 Any	All
Transfer - Internal	\$2,500.00	500 / \$2,500.00	2,000 / \$20,000.00	500 / \$2,500.00	1 Any	1 Any	1 Any	All
ACH Collection	\$2,500.00	250 / \$2,500.00	250 / \$20,000.00	250 / \$2,500.00	1 Any	1 Any	1 Any	All
ACH Postnote	\$2,500.00	10 / \$2,500.00	100 / \$20,000.00		1 Any	1 Any	1 Any	All
ACH Payment - Single	\$2,500.00	250 / \$2,500.00	250 / \$20,000.00	250 / \$2,500.00	1 Any	1 Any	1 Any	All
ACH Payments	\$2,500.00	250 / \$2,500.00	250 / \$20,000.00	250 / \$2,500.00	1 Any	1 Any	1 Any	All
ACH Receipt - Single	\$2,500.00	250 / \$2,500.00	250 / \$20,000.00	250 / \$2,500.00	1 Any	1 Any	1 Any	All
Change Address		1	10	1	1 Any	1 Any	1 Any	All
Check Reorder		1	10	1	1 Any	1 Any	1 Any	All
FFPS	\$10.00	10 / \$10.00	100 / \$100.00	10 / \$10.00	1 Any	1 Any	1 Any	All

- User new role will appear in the menu.

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User Roles Create Role

Search

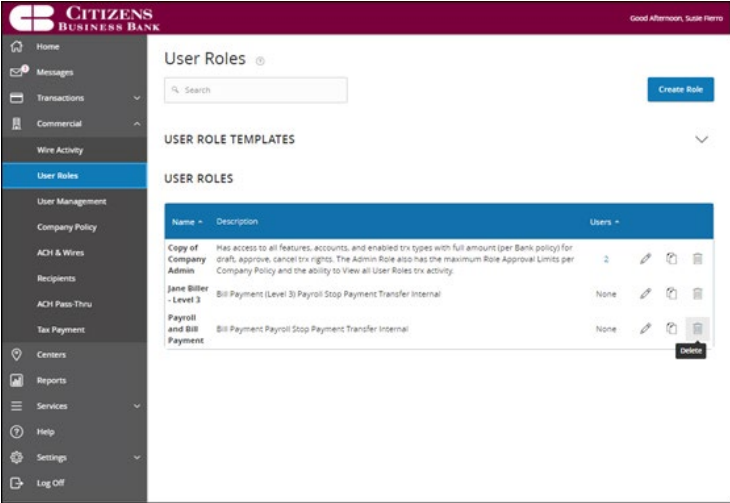
USER ROLE TEMPLATES

USER ROLES

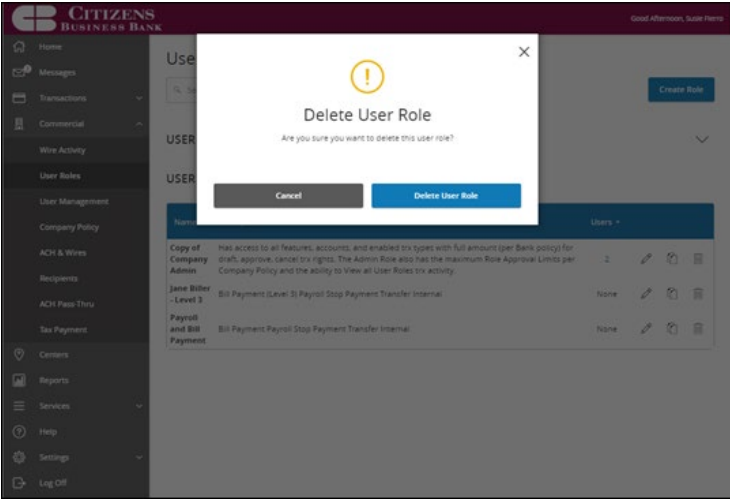
Name	Description	Users			
Copy of Company Admin	Has access to all features, accounts, and enabled tx types with full amount (per Bank policy) for draft, approve, cancel tx rights. The Admin Role also has the maximum Role Approval Limits per Company Policy and the ability to View all User Roles tx activity.	2			
Jane Biller - Level 3	Bill Payment (Level 3) Payroll Stop Payment Transfer Internal	None			
Payroll and Bill Payment	Bill Payment Payroll Stop Payment Transfer Internal	None			

User Roles – Delete

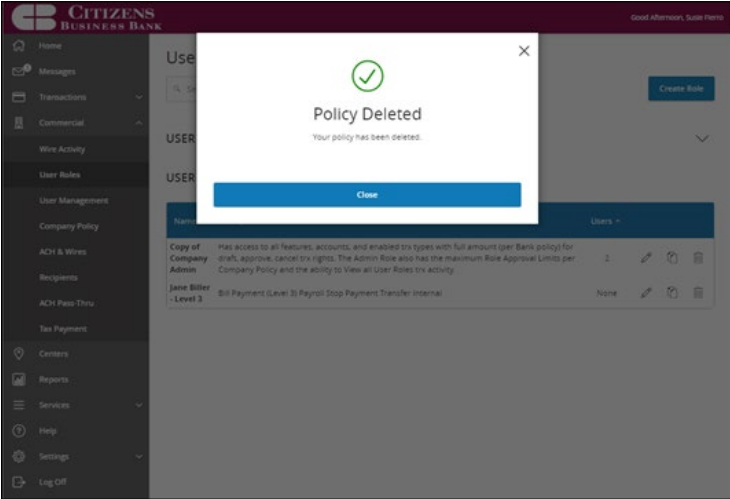
- 1. Select user previous role and click Delete.



- 2. Confirm delete user role.



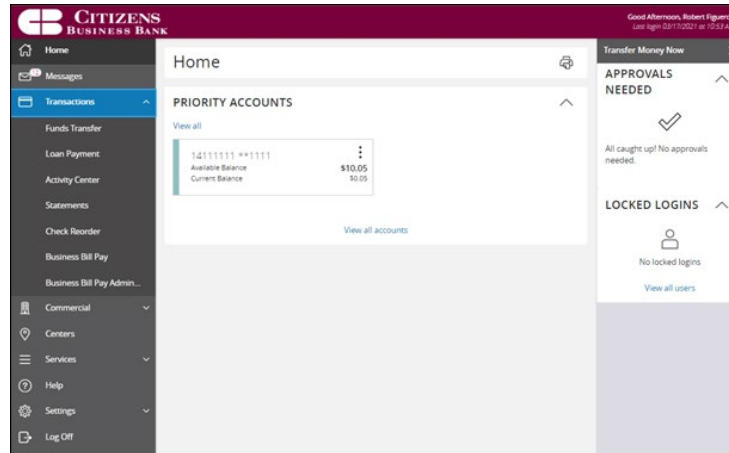
- 3. The role no longer appears in the menu.



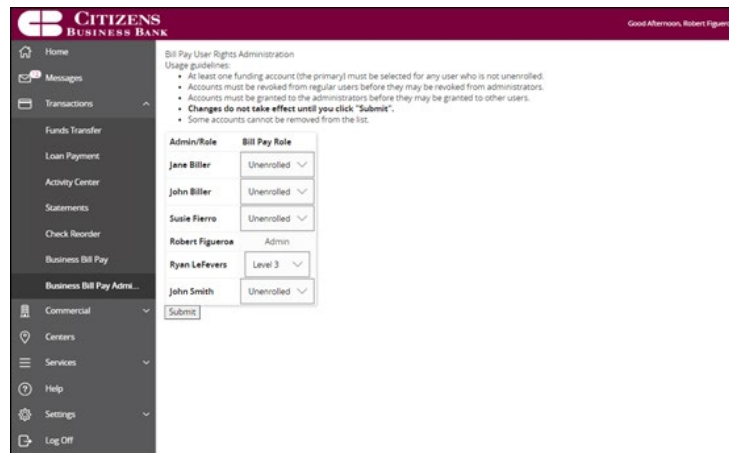
Adding/Deleting Bill Pay Users

Bill Pay Administrator

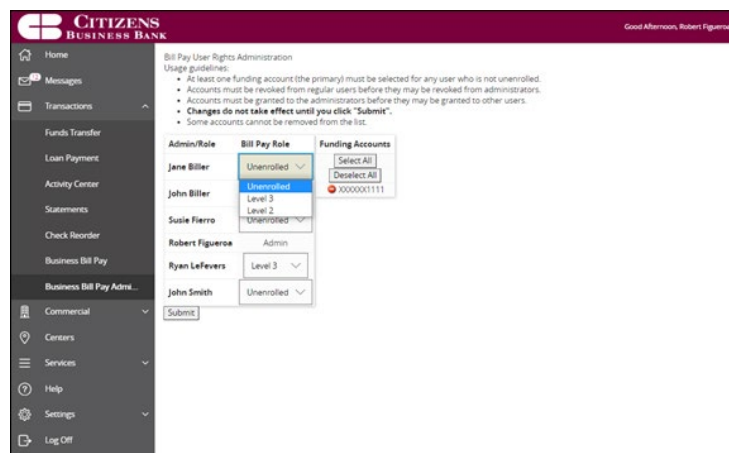
1. Under Transactions, select Business Bill Pay Admin



2. Assign user bill pay role, next to user name click unenrolled. From the dropdown menu, select user access level (Level 2 or Level 3).

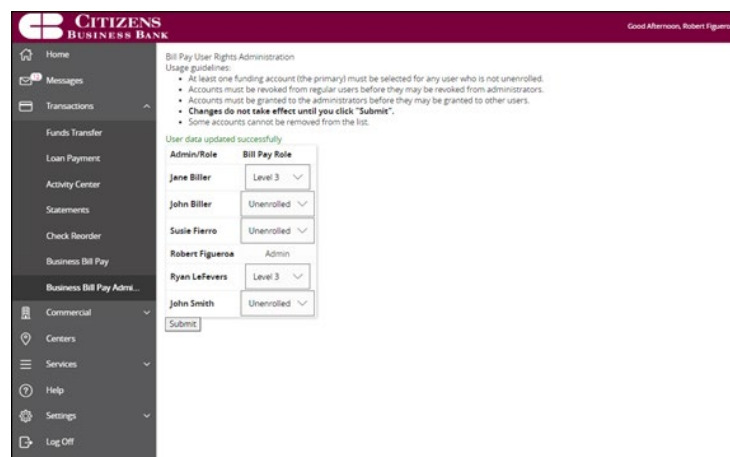
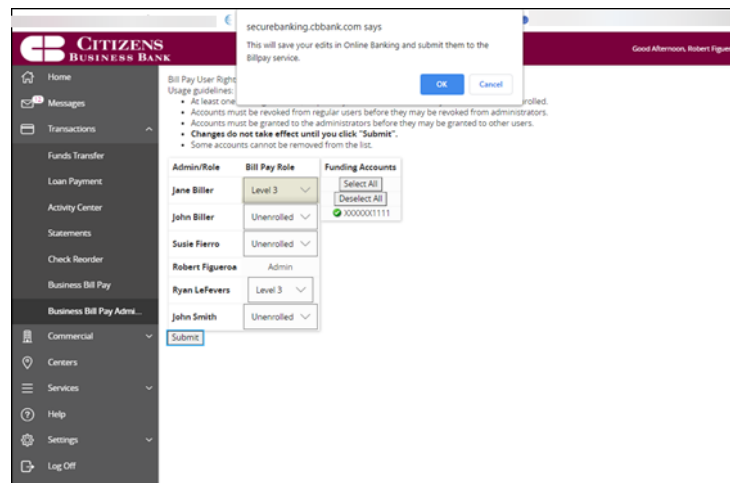


3. Funding accounts – click on select all, deselect all, or select each account individual using the red button(s).



Adding/Deleting Bill Pay Users

4. Click on Submit when complete. A popup will appear, click OK to save edits.



Level 1 User (Senior Administrator) – full access

Level 1 users can manage their own information and the information for all Level 3 Users.

- (1) Can add, change, cancel and approve payments, including automatic payments.
- (2) Manage billers and electronic bills.
- (3) Manage payment accounts.

Level 2 User – full access

Level 2 Users can manage their own information and the information for all Level 3 Users.

- (1) Can add, change, cancel and approve payments, including automatic payments.
- (2) Manage billers and electronic bills.
- (3) Manage payment accounts.

Level 3 User – restricted access

Level 3 Users can only manage their own information.

- (1) Can add payments, which must be approved by a user of higher authority.
- (2) Manage billers and electronic bills, but only when there are no pending payments that have already been approved.
- (3) Manage payment accounts.