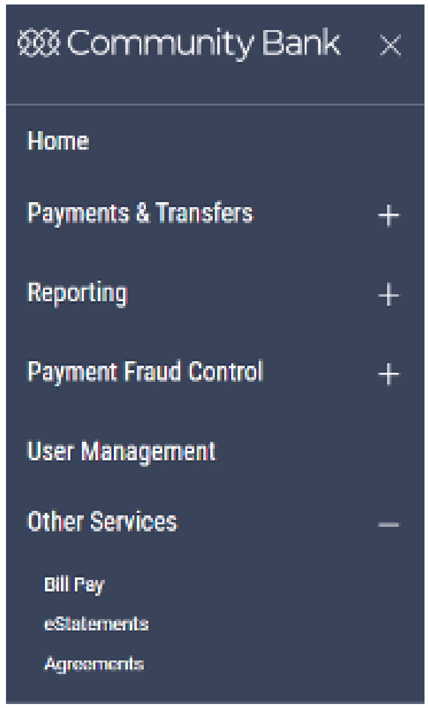
Community Bank

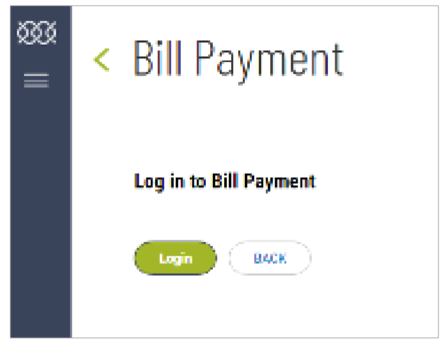
USER GUIDE

Premier Business Connect Bill Pay

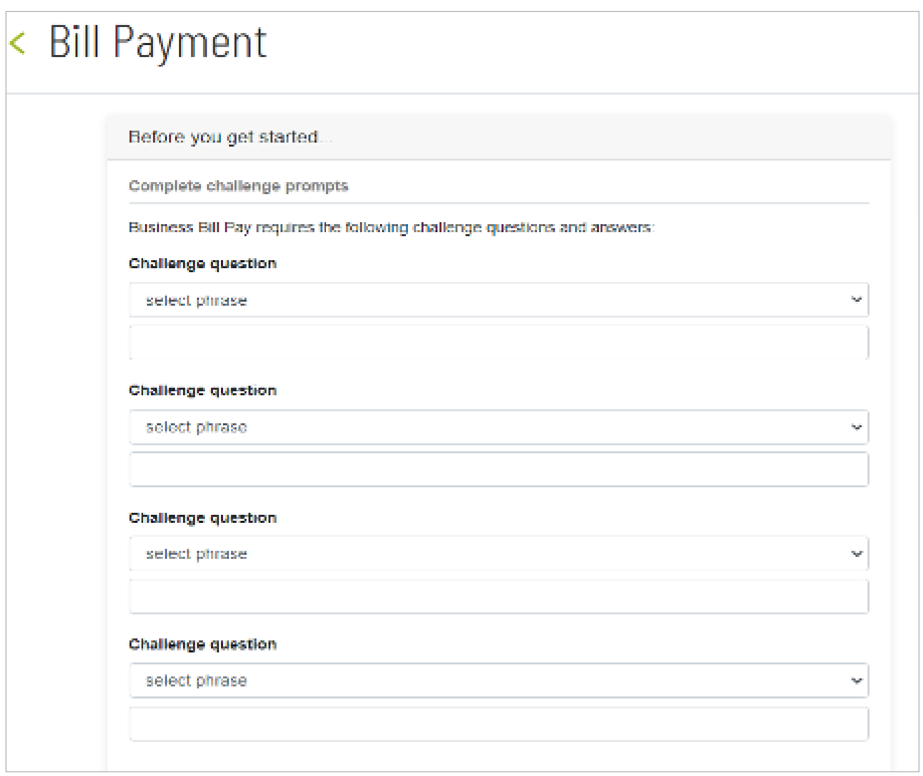
Access Business Bill Pay

Click **Log in to Bill Payment**.



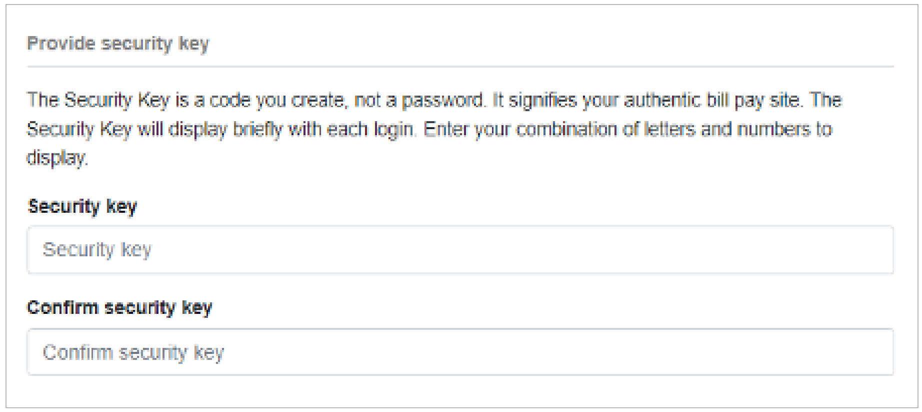


You may be prompted to select security questions and answers.



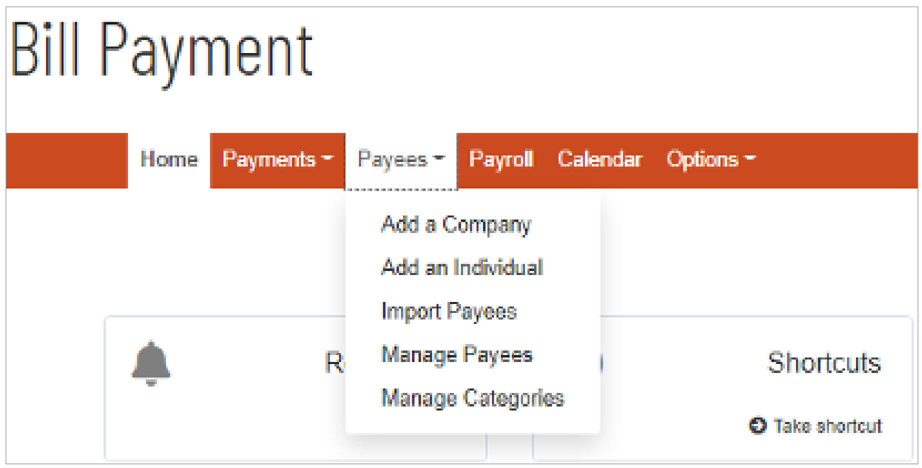
You will be prompted to select a **Security Key**. This is a word or phrase that you create and will see when you enter the **Bill Pay** function.

You will be entered into **Bill Pay**, the **Security Key** that was just created will float onto the screen for a few seconds.

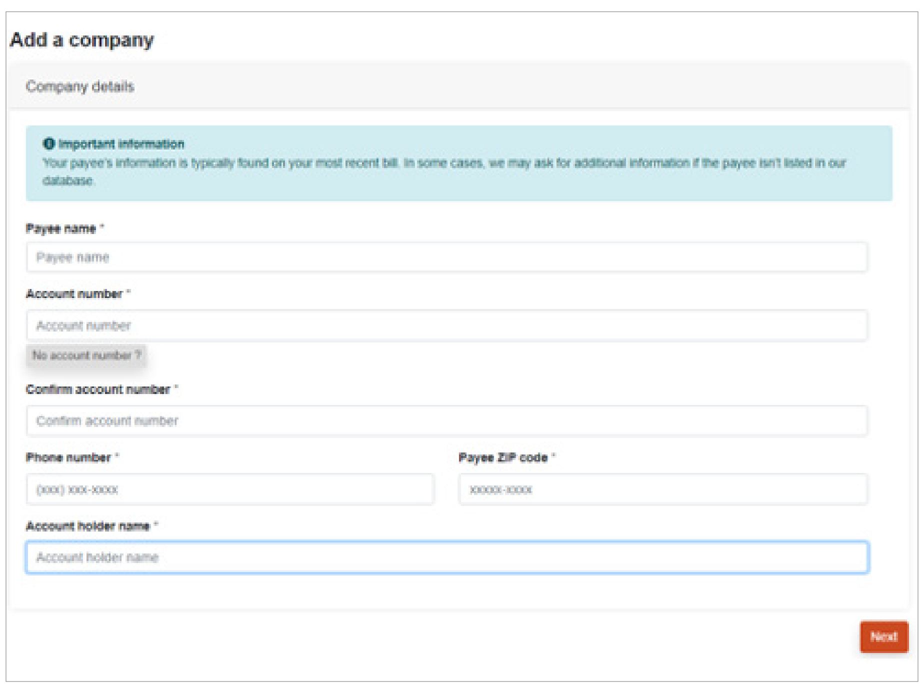


Create Payees

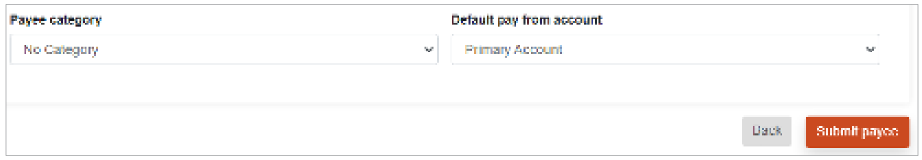
Click on the **Payees** tab and choose the type of payee.



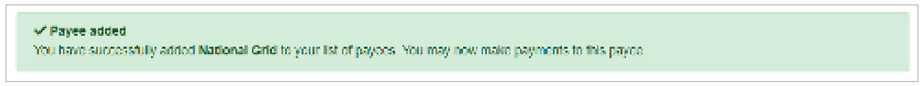
Enter the payee information on the next screen.



You can then select a **Payee Category** (optional) and the default pay from account.

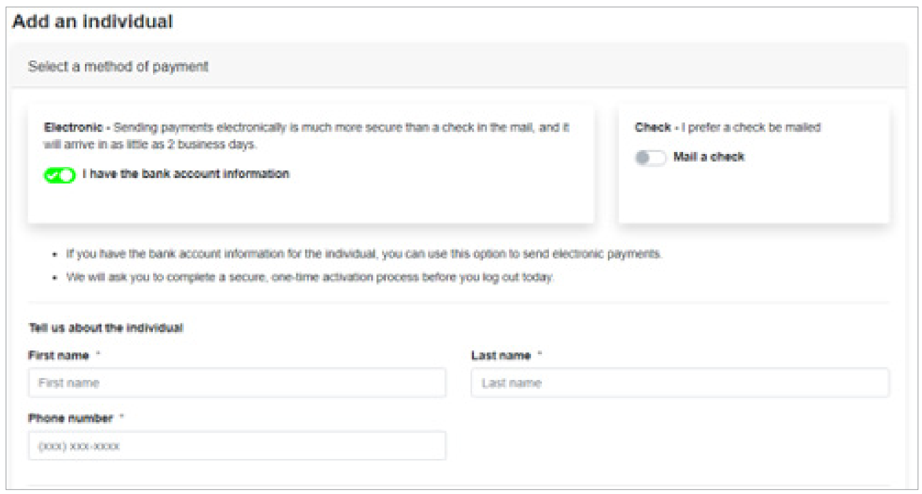


If the payee does not receive electronic payments, the next screen will require more information. You will receive the following when completed and can schedule a payment or add another payee.

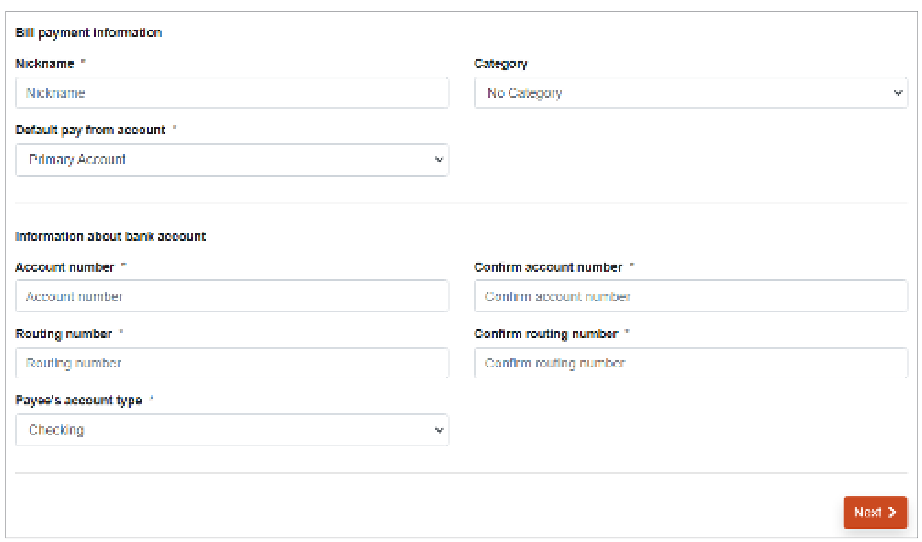


Add an Individual Payee

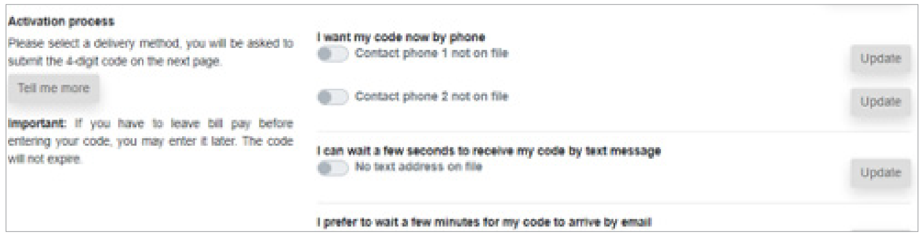
Select **Electronic** (you need the routing and account number of the payee) or **Check**. (A mailing address will be required.)



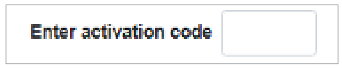
Complete the fields to send a payment electronically.



Any payee set up as an **Individual** will need to be activated. You will receive a one-time activation code sent by a delivery method of your choice. You may update your contact methods.



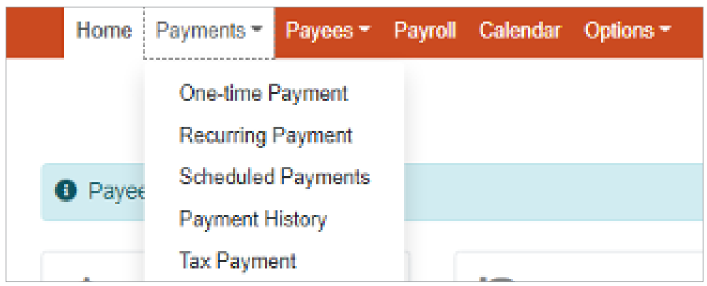
Enter your activation code and click **Submit**.



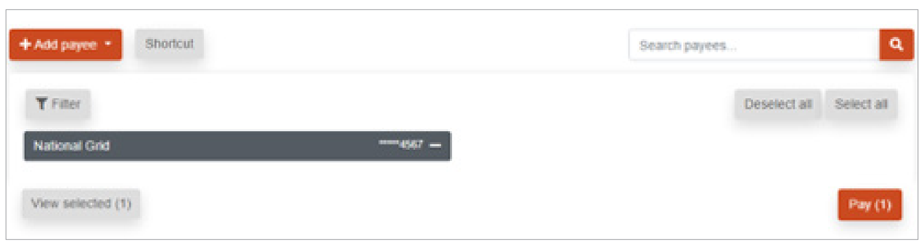
The payee will be added and you can schedule a payment or add another payee.

Send Payments

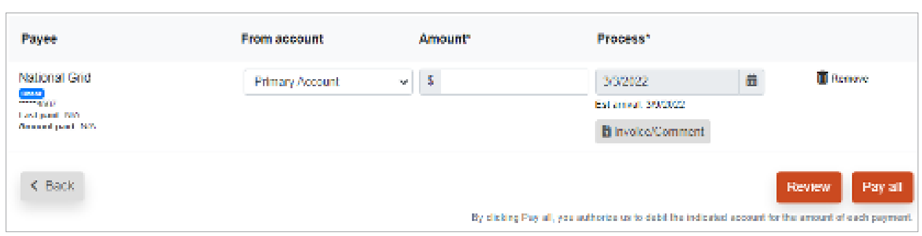
Choose **One-time Payment** or **Recurring Payment**. You can also view a list of your **Scheduled Transactions** and **Payment History**. The **Calendar** option allows you to see all of your payments in a calendar format.



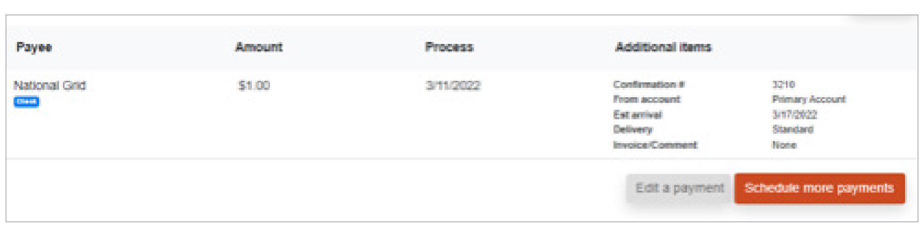
You can select one or multiple payees for payment.



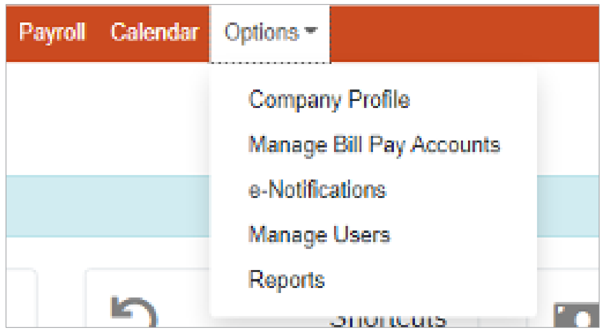
Choose the account you would like to pay from, processing date and enter the payment amount.



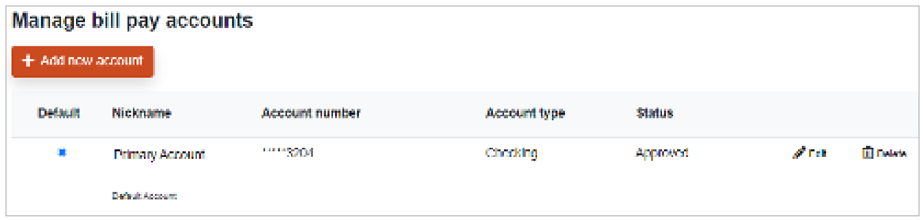
You will receive a confirmation screen.



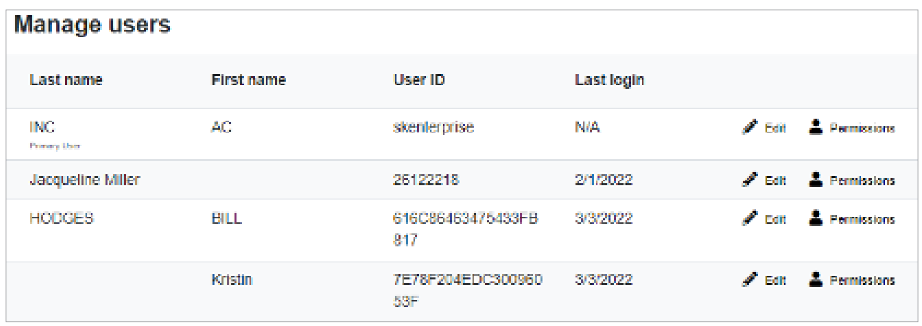
Within the **Options** tab you can view and/or change specific settings.



Manage Bill Pay Accounts allows you to view which accounts are available to pay bills from as well as add new accounts to pay bills from.

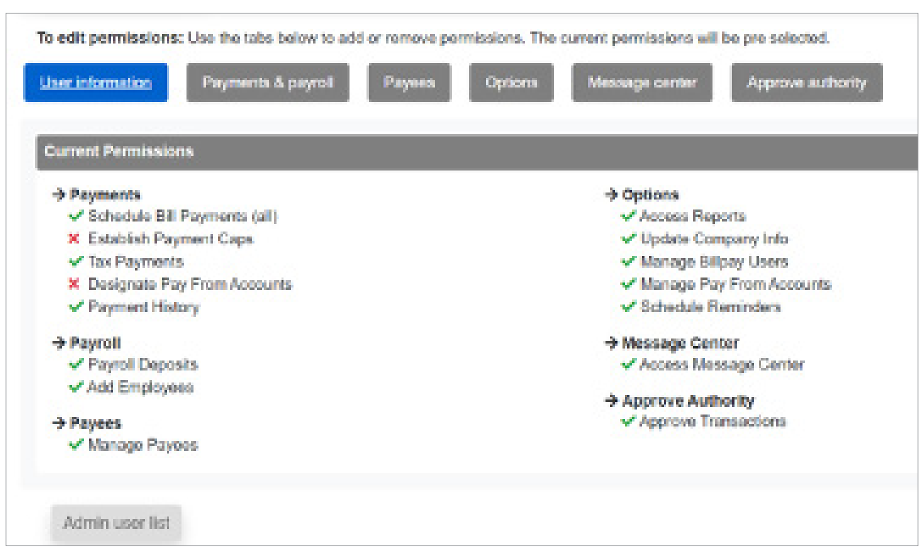


Manage Users allows you to edit each user and set their permission settings.



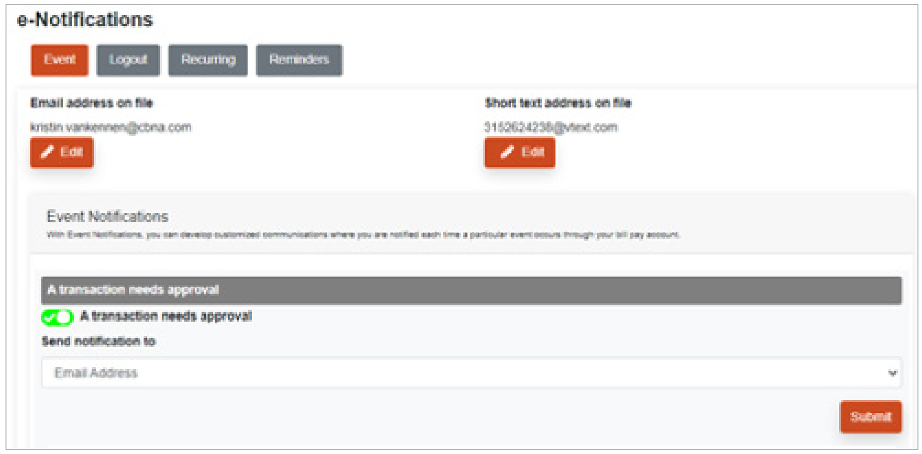
You can change a user's name and email address and add comments.

Permission Settings allows you to give each user specific access to functions within **Bill Pay**, e.g., which payees a user is allowed to pay, which accounts the user can pay bills from, etc.



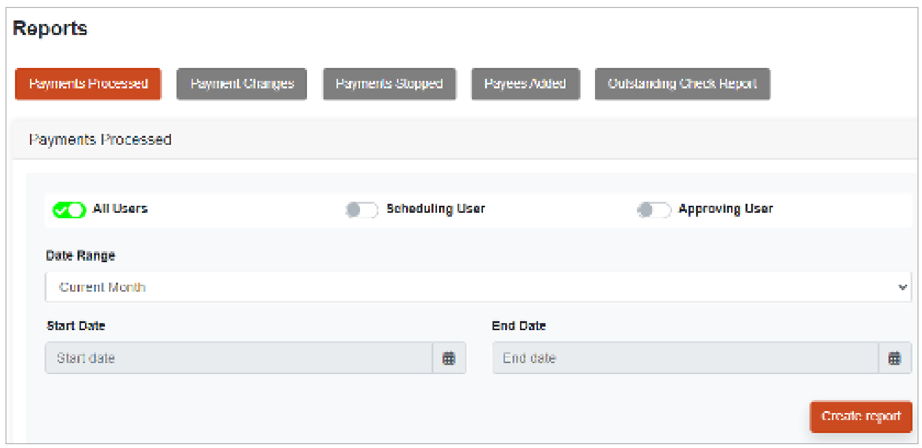
E-Notifications

You can elect to receive alerts about events within **Bill Pay**, payments and reminders.



Reports

View reports concerning payees, processed payments, etc.



Questions? Contact Us.

Get in touch. Stop into your local branch, pick up the phone or visit our website at **cbna.com**.

Commercial Services Support (M–F: 8am–6pm ET):
1-866-764-8638, Option 3, Option 3 or **commercialservices@cbna.com**.

Telephone Banking (24/7 automated voice response):
1-866-764-8638, Option 1

