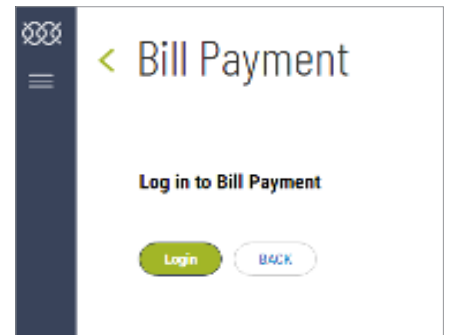
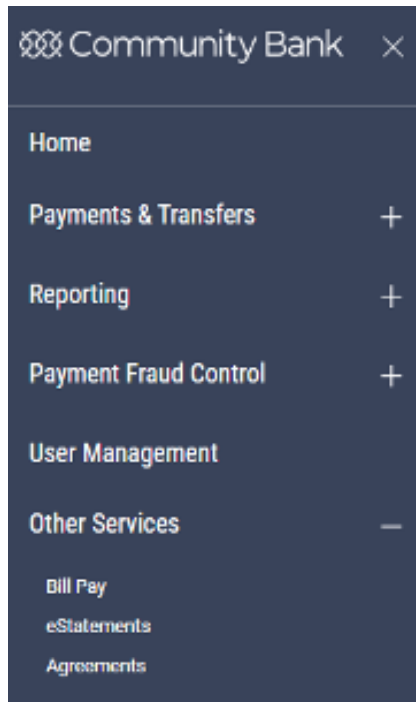


USER GUIDE

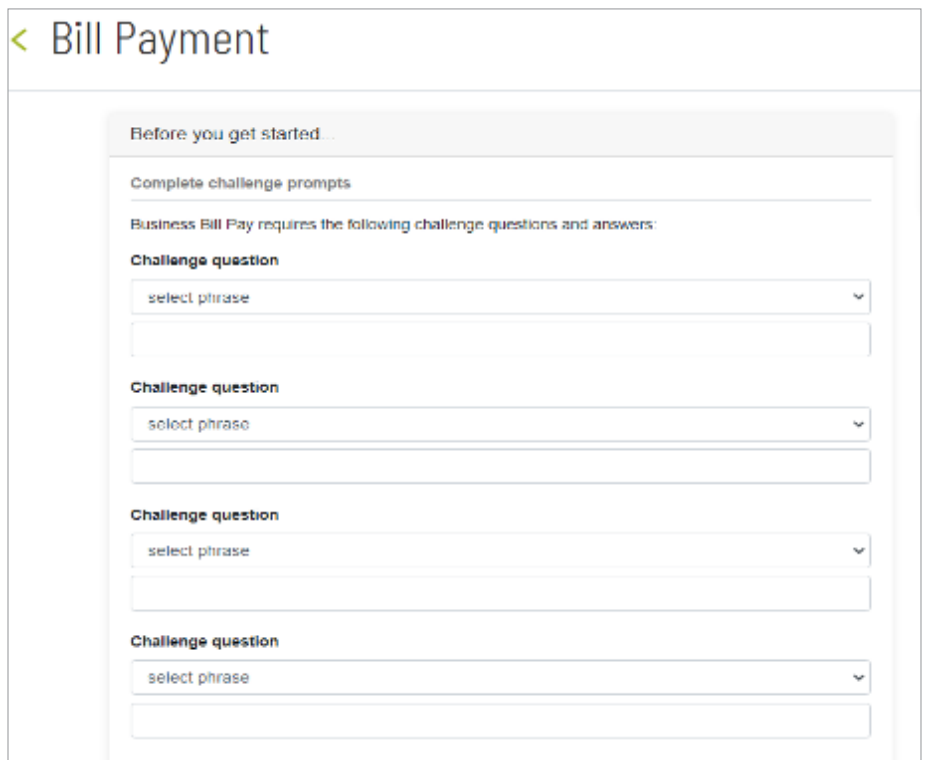
Premier Business Connect Bill Pay

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.

Provide security key

The Security Key is a code you create, not a password. It signifies your authentic bill pay site. The Security Key will display briefly with each login. Enter your combination of letters and numbers to display.

Security key

Confirm security key

Create Payees

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

Bill Payment

Home Payments Payees Payroll Calendar Options

Add a Company
Add an Individual
Import Payees
Manage Payees
Manage Categories

Shortcuts
Take shortcut

Enter the payee information on the next screen.

Add a company

Company details

Important information
Your payee's information is typically found on your most recent bill. In some cases, we may ask for additional information if the payee isn't listed in our database.

Payee name *
Payee name

Account number *
Account number
No account number?

Confirm account number *
Confirm account number

Phone number * (xxx) xxx-xxxx **Payee ZIP code *** xxxxx-xxxx

Account holder name *
Account holder name

Next

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.

Activation process
Please select a delivery method, you will be asked to submit the 4-digit code on the next page.

Important: If you have to leave bill pay before entering your code, you may enter it later. The code will not expire.

I want my code now by phone
 Contact phone 1 not on file
 Contact phone 2 not on file

I can wait a few seconds to receive my code by text message
 No text address on file

I prefer to wait a few minutes for my code to arrive by email

Enter activation code

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.

Home | Payments | Payees | Payroll | Calendar | Options

One-time Payment
 Recurring Payment
 Scheduled Payments
 Payment History
 Tax Payment

You can select one or multiple payees for payment.

+ Add payee | Shortcut | Search payees... | Filter | Deselect all | Select all

National Grid *****4567

View selected (1) | Pay (1)

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

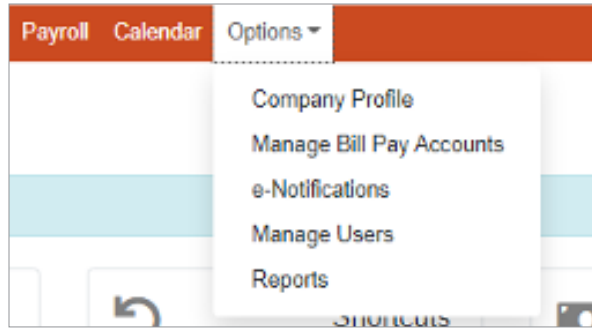
Payee	From account	Amount*	Process*
National Grid <small>Lock panel: 7031 Account panel: 503</small>	Primary Account	\$	3/3/2022 <small>Est arrival: 3/17/2022</small>

By clicking Pay all, you authorize us to debit the indicated account for the amount of each payment.

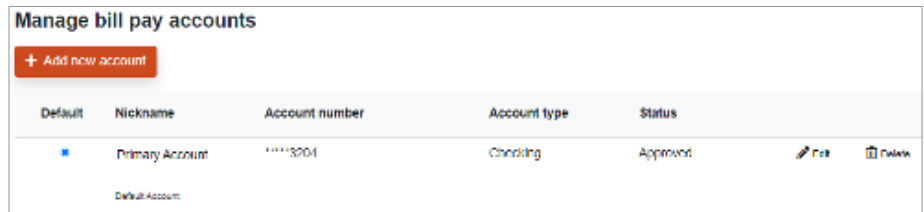
You will receive a confirmation screen.

Payee	Amount	Process	Additional items
National Grid	\$1.00	3/11/2022	Confirmation # 3210 From account Primary Account Est arrival 3/17/2022 Delivery Standard Invoice/Comment None

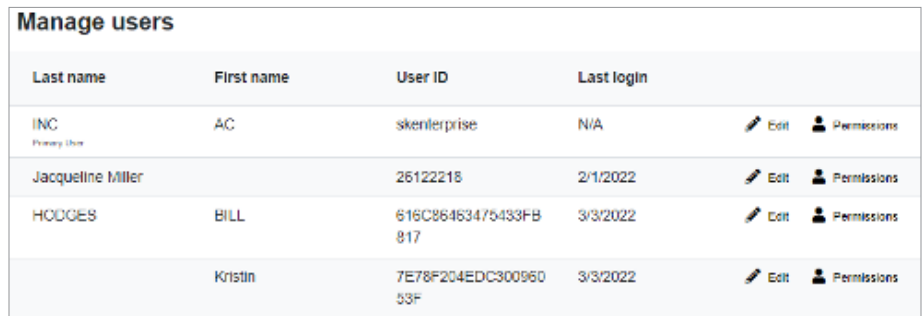
Within the **Options** tab you can view and/or change specific settings.



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.

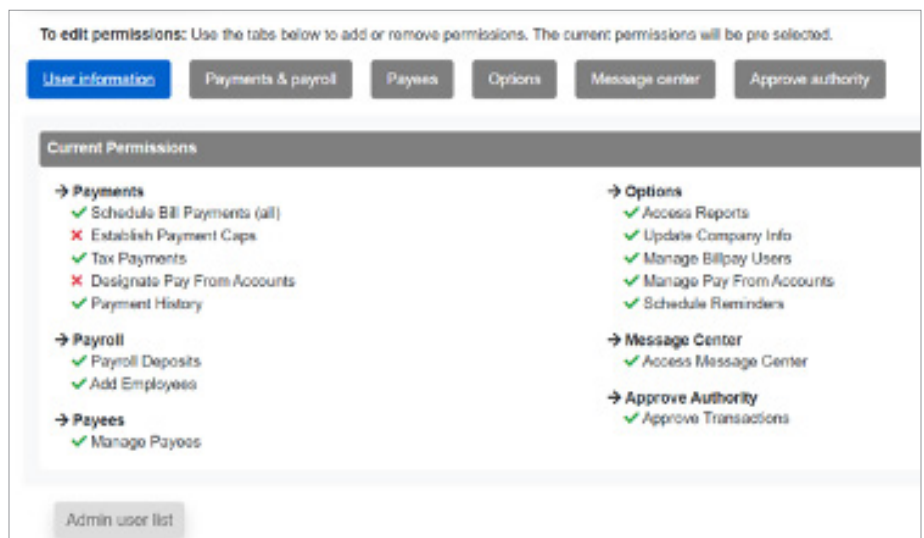


Manage Users allows you to edit each user and set their permission settings.



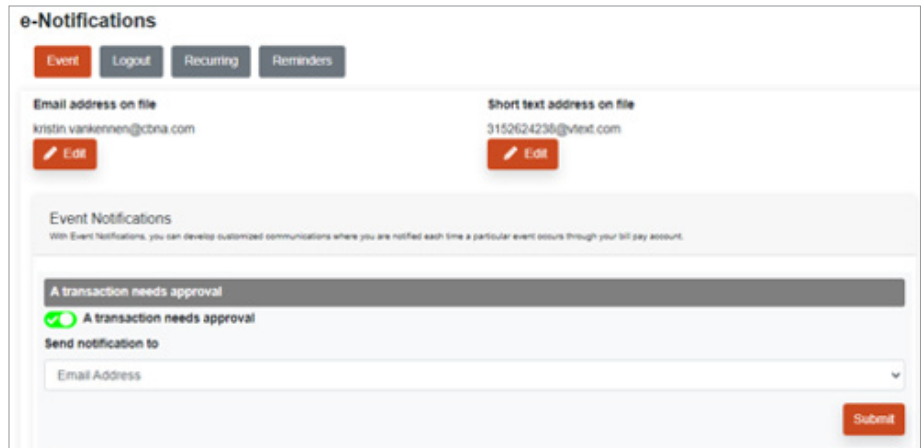
You can change a user's name and email address and add comments.

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.



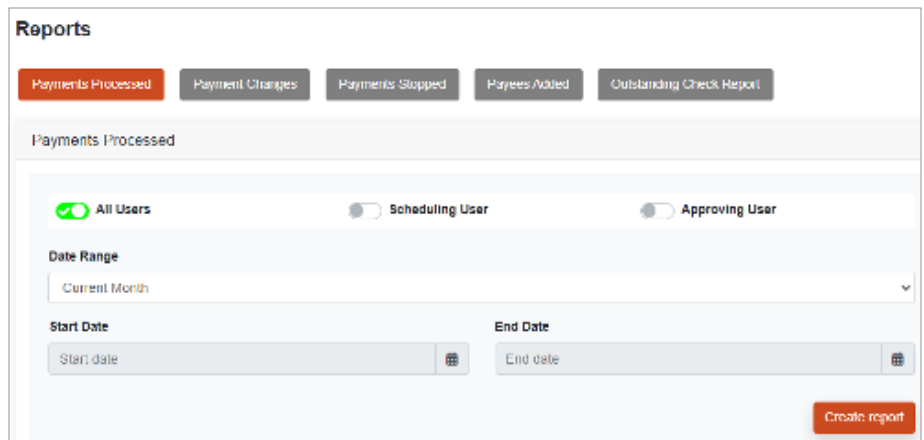
E-Notifications

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