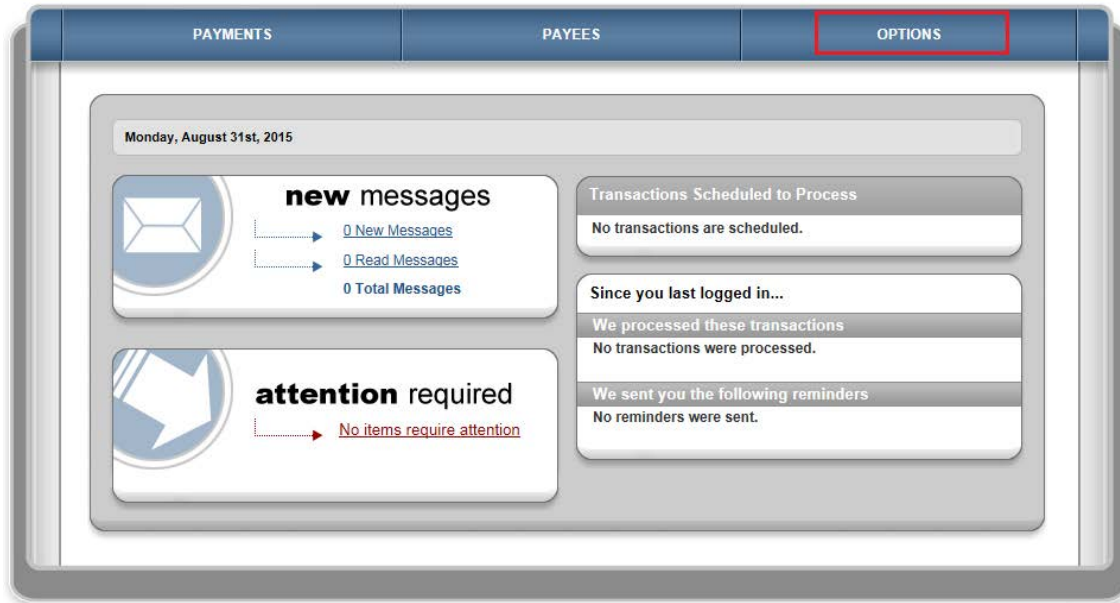


Online Business Bill Pay Administrator Reference Guide

Welcome to Altabank’s online bill pay solution for business. If you have not enrolled for online business banking yet, please contact us at (800) 815-2265 Monday - Friday, 7:15 A.M. - 6:15 P.M. (MT) to to enroll your business.

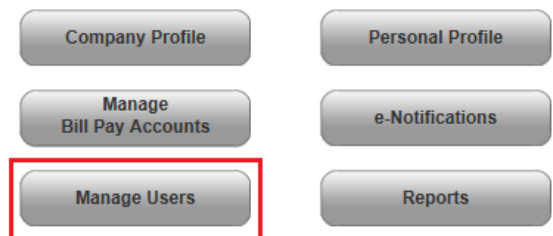
Online Resources

Still need a hand? Feel free to chat with us online, contact customer service, or view additional resources available at: www.altabank.com



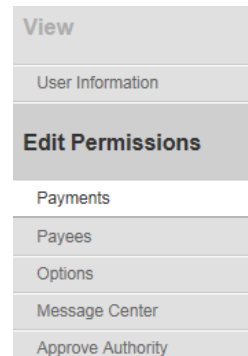
Managing User Rights

- + Select **OPTIONS** from the main menu
- + Select **Manage Users** form the submenu
- + Select the edit feature listed by each user
- + Use *Edit Permissions* options to manage individual user bill pay entitlements

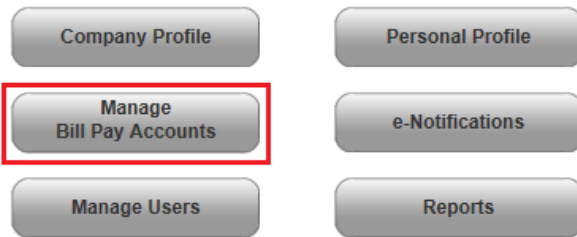


Options • Admin User List

Admin User List				
Last Name	First Name	User Name	Last Login	* Required Field
John	Doe	25194342	8/31/2015	Edit Permission Settings
Jane Primary User	Doe	11111111	N/A	Edit Permission Settings



Online Business Bill Pay Administrator Reference Guide




Managing Bill Pay Accounts

- + From the **OPTIONS** main menu
- + Select **Manage Bill Pay Accounts**
- + Review account(s) enrolled
- + Add new bill pay accounts

Options • Manage Bill Pay Accounts

Bill Pay Accounts		Add New Account			
Default	Nickname	Account Number	Account Type	Starting Check Number	Status
<input checked="" type="radio"/>	Primary Checking	*****2354	Checking		Approved
	Default Account				Edit Delete

Options • Reports

Payments Processed	 <p>Choose a Report Type Obtain detailed audit reports of</p>
Payment Changes	
Payments Stopped	
Payees Added	

Reports

Online business bill pay provides detailed audit report options of your business bill payment activity, searchable by date.

PAYMENTS	PAYEES
Company Profile	Personal Profile
Manage Bill Pay Accounts	e-Notifications
Manage Users	<ul style="list-style-type: none"> ▶ Event ▶ Logout ▶ Recurring ▶ Reminders
	Reports

Alerts

Bill pay also provides online business banking user the ability to receive notifications on bill pay activity. Notifications can be received by email, SMS text alerts, or both if you prefer.

You can also select to receive logout notifications summarizing your session or set personal reminders to help you manage your business payments.

Learn More

To learn more about Altabank's online services, we invite you to contact us or visit one of our branch locations. We also recommend you view our suite of online PDF user guides, available at www.altabank.com.

+ [Online Business Banking User Guide](#)

+ [eStatements](#)

For More Information Contact Altabank

Call Us

1-800-815-2265



Email Us

ebanking@altabank.com



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altabank.com/locations

