BankFIRST **Business Bill Pay**

Getting Started: Enrolling & Setting Up Accounts

You may enroll in Business Bill Pay from your Online Banking. Once enrolled, you must set up a funding account before you can begin sending payments. Please be aware that the process can take up to 7 business days. To set up a funding account follow the steps outlined below.

1. Log on to BankFIRST Online Banking.
2. Hover over "Other Links" and then click on "Bill Pay."
3. Click on "Add Funding Account" in left side menu.
4. Print and complete the "Funding Account Authorization Form".
5. Contact your local BankFIRST branch and request a "Signor Authorization Form." The branch will provide a letter via fax or mail confirming that you are the account holder and authorized to draw funds from the account
6. Send the Authorization Form, the Signor Authorization from the bank, and a voided check via fax to (877) 329-7298 or by mail to:

   BankFIRST Business Bill Pay Bill Center
   Attn: Account Processing
   P.O. Box 7235
   Sioux Falls, SD 57117-7235

7. You will receive a confirmation e-mail when your funding account is authorized and you can begin making payments.

Add a Payee

To get started, identify the person or organization you would like to add as a payee and have your bill information.

1. From your navigation links, click "Add New Payee".
   Result: The "Add a Payee" page appears.
2. Enter the name of the payee you want to add, provide the required information, and click "Add payee". **Note:** "View our payee list" provides a listing of payees you can choose from as well.

   If you click the "This payee does not have an account number" checkbox, a page will appear requiring manual entry of the remittance address.
   Result: A second "Add a Payee" page appears.
3. Review and provide the necessary information as it appears on your bill.
4. Click "Add payee".
   Result: A confirmation page appears that details your payee information.

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Make a Payment (From the Navigation Links)

1. From your navigation links, click “Make a Payment”
   Result: The ”Make a Payment” page appears. If this is a selection page, go to step 2; if this is an entry page, go to step 3.

2. Select the payments you want to make and click the button to continue.
   Result: The next “Make a Payment” page appears.

3. Specify the details for each payment and click the button to continue.
   Result: A preview page appears, allowing you to review the payments.

4. Review the payments you've decided to make and click the button to submit your payments.
   Result: A confirmation page appears that details the payments that were moved successfully to your “Payment Outbox”.

Make a Payment (From the Bill Inbox)

1. From your Bill Inbox, select the bills you want to pay and click the button to continue.
   Result: A listing of the payments you selected appears.

2. Specify the details for each payment and click the button to continue.
   Result: If a preview page appears, go to step 3; if a confirmation page appears, your payments have been scheduled successfully.

3. Review your payments and click the button to submit your payments.
   Result: A confirmation page appears that details the payments that were moved successfully to your “Payment Outbox”.

To change or cancel these payments, you must access the “Payment Outbox”. Payments are retrieved daily at 8:00 PM CT.

Add an Additional User

1. From your navigation links, click “Business Users“

2. Click “Add an Additional User” (top of page).
   Result: The “Add Additional User” page appears.

3. Complete the required personal information fields.

4. Assign a user ID and password.

5. Choose the User Type :
   - Administrator (unlimited access)
   - User (limited access)
   - Additional Contact (no access)

6. Choose which Funding Accounts the user will have permission to access for bill payments.

7. Set the Approvals and Authorizations including:
    1. Limit for "Make Payments"
    2. Limit for "Approve Payments"
    3. Permission to Add/Change Payees

8. Select which reports, if any, the user shall have permission to view. **Note:** The "Learn More" link will explain in detail the types of data in each report.

9. Click "Add User".

Result: A confirmation page appears that lists the details for the user you just added.

Set Up E-mail Notifications

1. From your navigation links, click "My Payees".

2. From your list of payees, click "Payee Details" for the corresponding payee.

Result: The Payee Details page appears.

3. At the top of the page, click the link to change e-mail notifications.

Result: The Change E-mail Notifications page appears where you will make your changes and then click Submit.

When will I be notified that a bill has been paid?

- For a paper check, you will receive a payment confirmation e-mail when your check is cut and mailed.
- For an electronic payment, you will receive a payment confirmation e-mail when the electronic payment is initiated.

Help

To find more information and answers to questions, please refer to the **Help** link from the left side menu. **"Help"** options include:"How Do I", "Glossary", and "Frequently Asked Questions".