

**Welcome to Northfield Bank Business Bill Pay** — a fast, secure, and convenient way to manage your company's payments online. This guide will walk you through how to set up and use Business Bill Pay so you can schedule one-time or recurring payments, track expenses, and stay in control of your cash flow — all from your Digital Banking account. Whether you're paying vendors, suppliers, or service providers, Business Bill Pay helps streamline your financial operations and save valuable time.

### **Accessing Business Bill Pay**

To access Business Bill Pay, click the "Transfers & Payments" tab and then select the "Business Bill Pay" option.

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## Multiple Users Within the Same Company with Access to Business Bill Pay

If there are multiple users utilizing Business Bill Pay, the Company Administrator user will need to log into the Digital Banking platform and grant access to the other users within the company.

The Company Administrator user will access the "Bill Pay Administration" option from the "Business Banking" tab.

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	BUSINESS MANAGEMENT	
	& Users Manage permissions for transactions, features, i accounts per user role	Bill Pay Administration Update Business Bill Pay Access and Settings

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### **BUSINESS DIGITAL BANKING**

# **GETTING STARTED WITH BUSINESS BILL PAY**

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Business Banking

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## **Bill Pay Administration Screen**

The Company Administrator will be prompted with the Bill Pay Administration Screen.

The Company Administrator must have

Click on the Admin button and "Select All". Once selected, click "Submit" and

access to all accounts for Bill Pay.



### Set Up Users

"OK".

Select Accounts

Select the drop down for each user and identify if the user should be "Unenrolled", a "Level 2" or "Level 3" user.

- **Unenrolled** indicates the user is not enrolled and has no access to Business Bill Pay
- Level 2 indicates the user is enrolled in Business Bill Pay, has access to the Business Bill Pay Administration Console/Form, and has access to all accounts in Business Bill Pay
- Level 3 indicates the user is enrolled in Business Bill Pay, but has no access to the Administration Console/Form.

 Admin – Superuser

 (Level 1) – this user cannot be unenrolled or deactivated.
 This user has both access to Business Bill Pay as well as the Administration Console/Form.

#### III Pay User Rights Administration Usage guidelines age guosennes: A titest one funding account (the primary funding account) must be selected when the Admin user is enrolling any additional users for bill pay Accounts must be pravide of the administrators before they may be revoked from administrators. Accounts must be granted to the administrators before they may be granted to other users. Accounts must be granted to the administrators before Changes do not take effect until you click "Submit". Some accounts cannot be removed from the list Admin/Role **Bill Pay Role** Funding Accounts Select All TestBusiness BillPay Deserver All Unenrolled TestBu PaySu 0 996 Une 0016 Submit Level 3 Level 2



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commercial payments	uploading a file
ACH Reporting This is for NOC's and Returns Reporting	Business Remote Deposit     Deposit checks using Remote     Deposit Capture

### **Submit User Roles**

Once the user roles and accounts are selected, click Submit

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### **Confirm User Edits**

Click "OK" on the prompt to confirm the changes you made to Business Bill Pay users and accounts.

## secure.enorthfield.com says

This will save your edits in Online Banking and submit them to the Billpay service.



### **Confirmation Screen**

The Digital Banking platform will then indicate that user data has been updated successfully.

The additional user(s) with the company can now access "Business Bill Pay" from the "Transfer & Payments" tab.

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