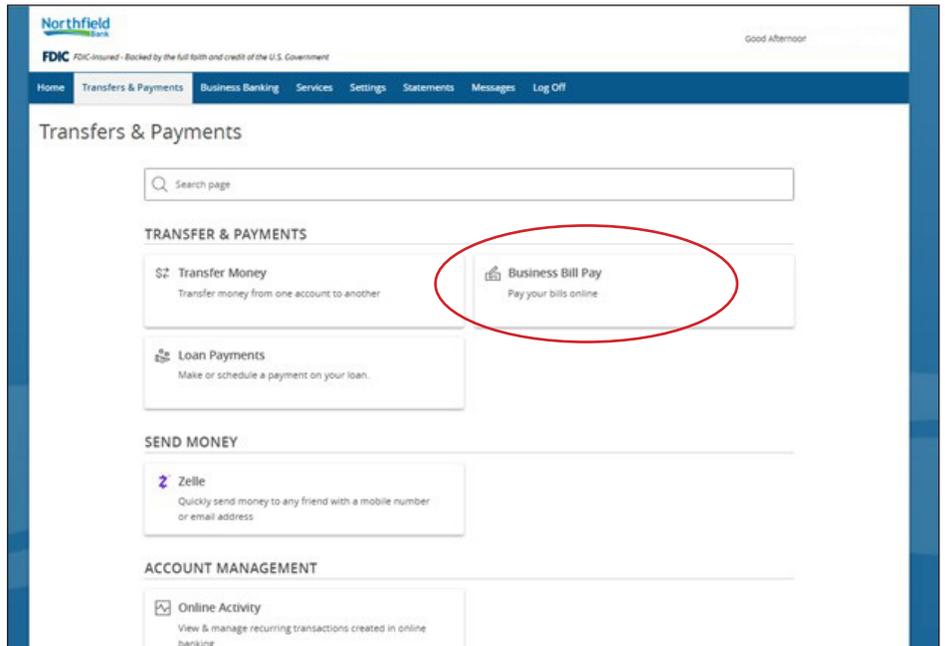


Welcome to Northfield Bank Business Bill Pay — a fast, secure, and convenient way to manage your company’s payments online. This guide will walk you through how to set up and use Business Bill Pay so you can schedule one-time or recurring payments, track expenses, and stay in control of your cash flow — 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

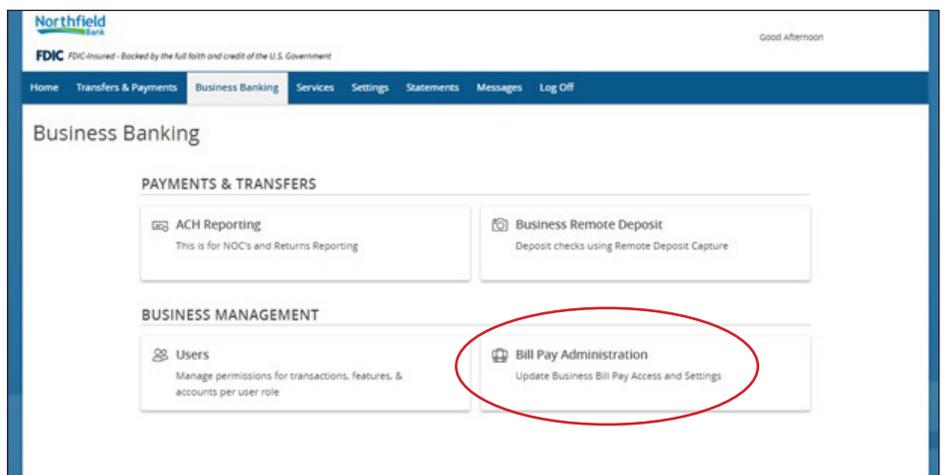
To access Business Bill Pay, click the “Transfers & Payments” tab and then select the “Business Bill Pay” option.

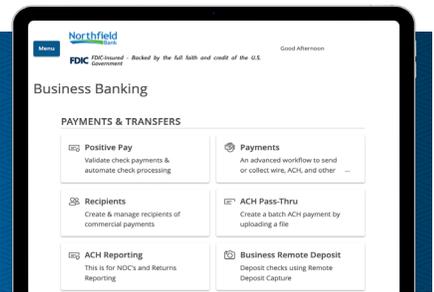


Multiple Users Within the Same Company with Access to Business Bill Pay

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.

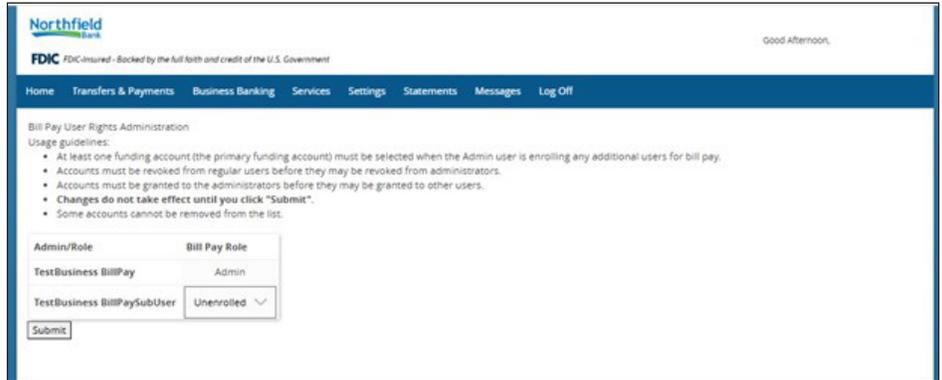
The Company Administrator user will access the “Bill Pay Administration” option from the “Business Banking” tab.





Bill Pay Administration Screen

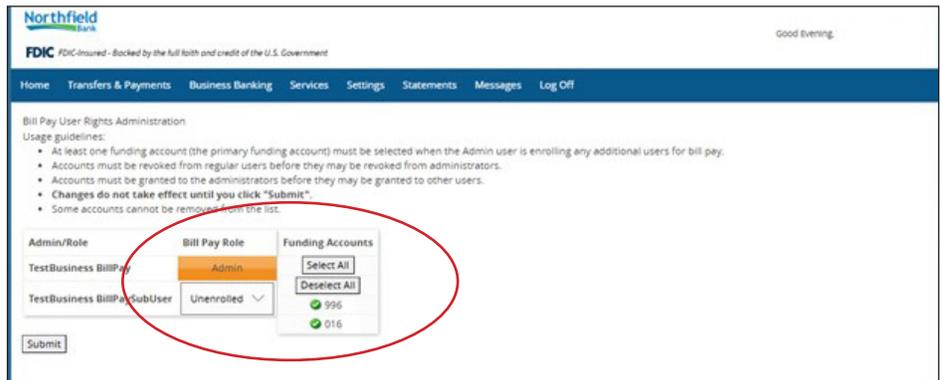
The Company Administrator will be prompted with the Bill Pay Administration Screen.



Select Accounts

The Company Administrator must have access to all accounts for Bill Pay.

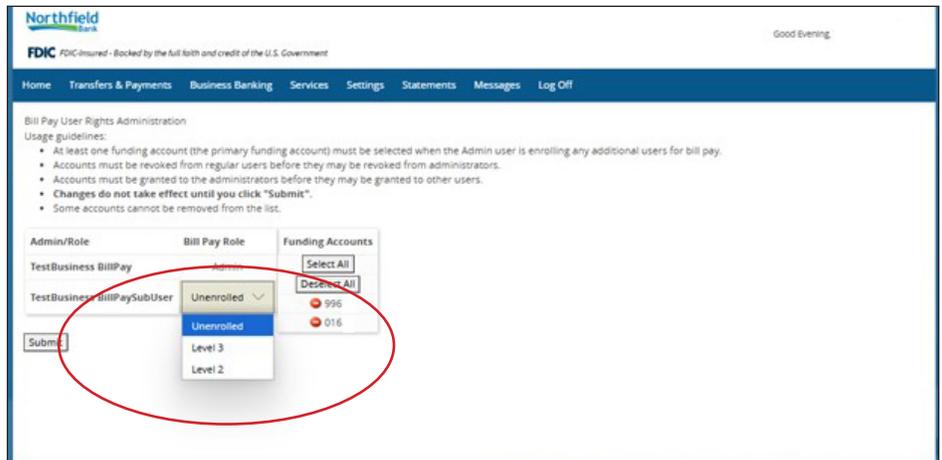
Click on the Admin button and “Select All”. Once selected, click “Submit” and “OK”.

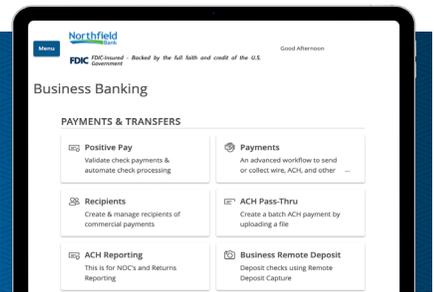


Set Up Users

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

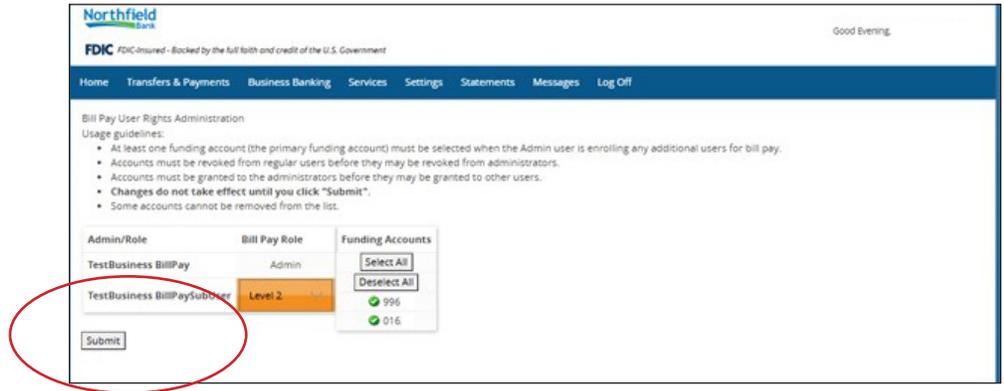
- **Unenrolled** - indicates the user is not enrolled and has no access to Business Bill Pay
- **Level 2** - indicates the user is enrolled in Business Bill Pay, has access to the Business Bill Pay Administration Console/Form, and has access to all accounts in Business Bill Pay
- **Level 3** - indicates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





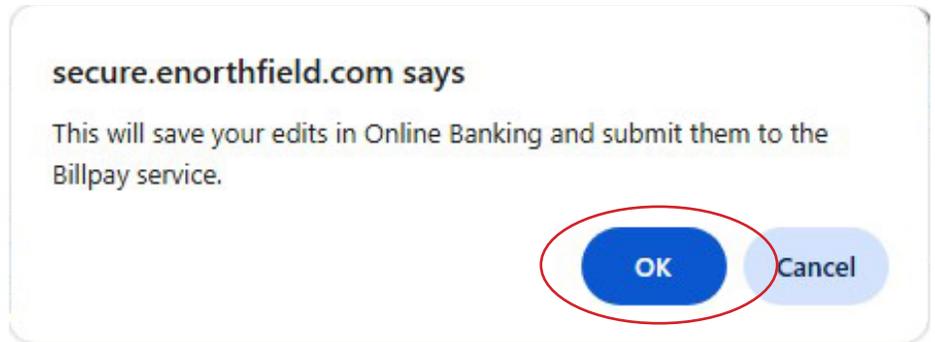
Submit User Roles

Once the user roles and accounts are selected, click Submit



Confirm User Edits

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



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.

