

## Business Online Banking Pay a Bill Quick Guide

This **quick guide** will give you an overview of the Bill Pay process (now called Pay A Bill) and adding a new bill in Business Online Banking. For all features and details, please refer to the **Business Online Banking Master User Guide**.

Login to Business Online Banking via the website at [www.broadviewfcu.com](http://www.broadviewfcu.com).

Click on the **Move Money** tab.

The drop-down menu provides several options. For Bill Pay, **Choose Pay a Bill**.

In your **Payment Center**, you have the options available to you for your Bill Pay service.

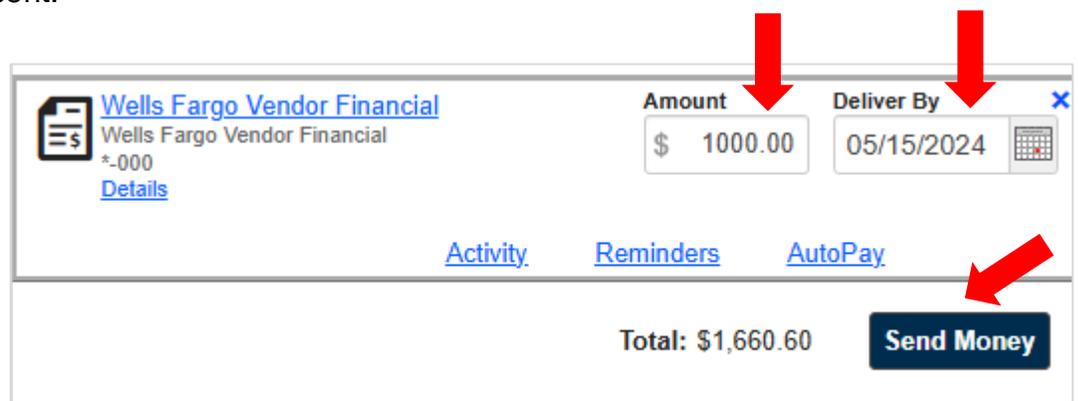
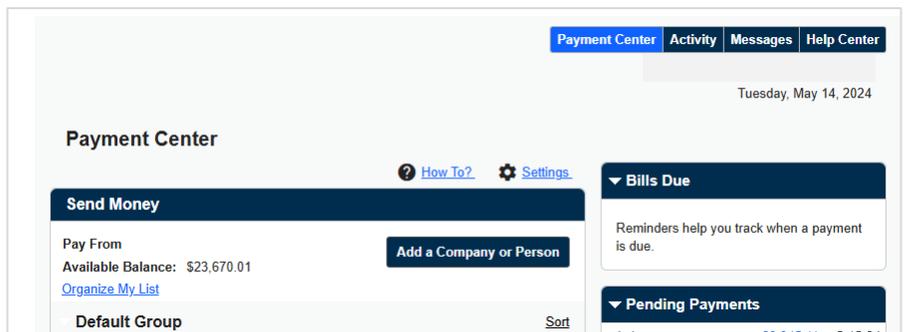
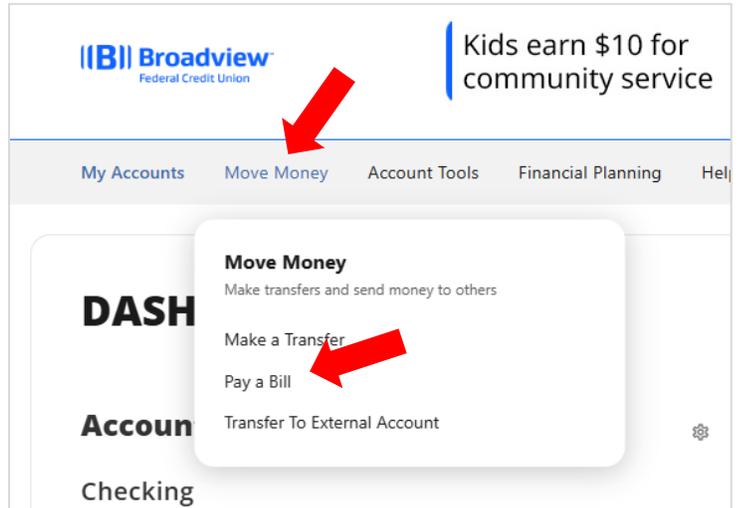
You can review your **Activity**, get **Messages** and use the **Help Center**.

You also can choose to **Send Money** to any of the vendors or people you already have set up or you can **Add a Company or Person**.

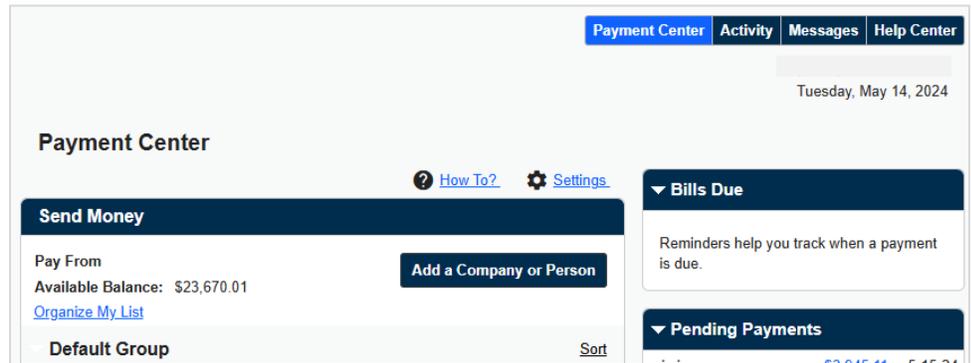
Your existing **Bill Pay Companies and people** will be listed your **Payment Center**.

**Add the amount you wish to pay** and the **Deliver By date** into the Vendor or Person to which money is being sent.

Click **Send Money**.



There are several options you can choose for each Bill Pay vendor or person that is already set up. You can review **Activity** by payee, set **Reminders**, and set up **AutoPay**. Click on the [blue hyperlink](#) to review or set up any of these options.

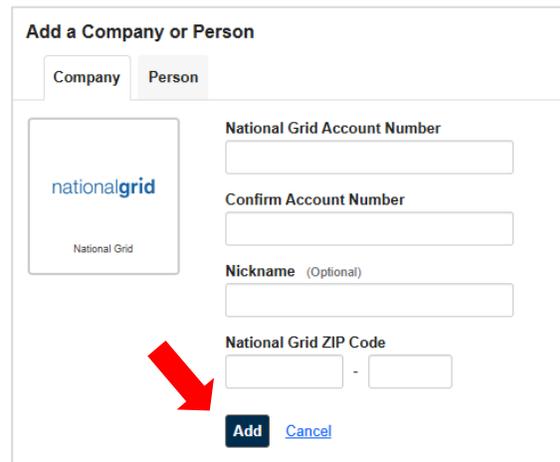
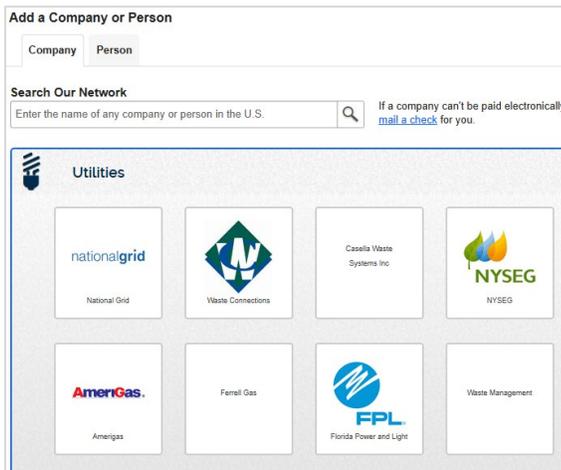
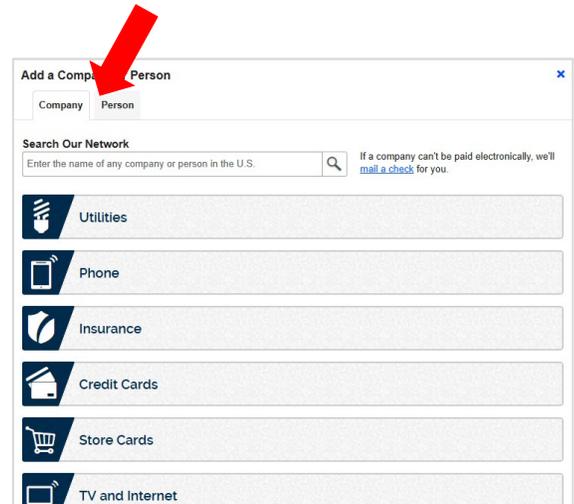


## To Add and Company or Add a Person

From the Pay a Bill screen, Click **Add a Company or Person** depending on the payee type you are setting up.

If choosing a **Company**, you are prompted to **search for the Type or Name** of Company.

When you find the **Company** you are looking for, click on the **Company** and **add your account information** from your bill to complete the set up.



Click **Add**.

The new payee will be added to the list in your **Payment Center**.