

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.

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.**



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 <u>blue</u> <u>hyperlink</u> to review or set up any of these options.

	Рауп	nent Center Activity Messages Help Cent
		Tuesday, May 14, 2024
Payment Center		
	Pow To? Settings	▼ Bills Due
Send Money		
Pay From	Add a Company or Person	Reminders help you track when a payment is due.
Available Balance: \$23,670.01		
Organize My List		✓ Pending Payments
Default Group	Sort	

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.

Add a Company Person		
Company Person		
earch Our Network Enter the name of any company or person in the U.S.	Q	If a company can't be paid electronically, we'll mail a check for you.
Utilities		
Phone		
Insurance		
Credit Cards		
Store Cards		

Add a Company or Person Company Person			Add a Comp	Add a Company or Person			
Search Enter the	Our Network	prperson in the U.S.	Q If a compar	y can't be paid electronically,	Company	Person	
	Utilities			national	rid	National Grid Account Number	
	National grid	Waste Connections	Casella Waste Systems inc	NYSEG NYSEG	National Gri	i	Confirm Account Number Nickname (Optional)
	AmeriGas.	Ferrell Gas	FPL	Veste Management			National Grid ZIP Code
	Amerigas		Florida Power and Light				Add Cancel

Click Add.

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