



Commercial Bill Pay User Guide

The Bill Pay feature within Commercial Online Banking makes it easy to pay and manage your bills online.

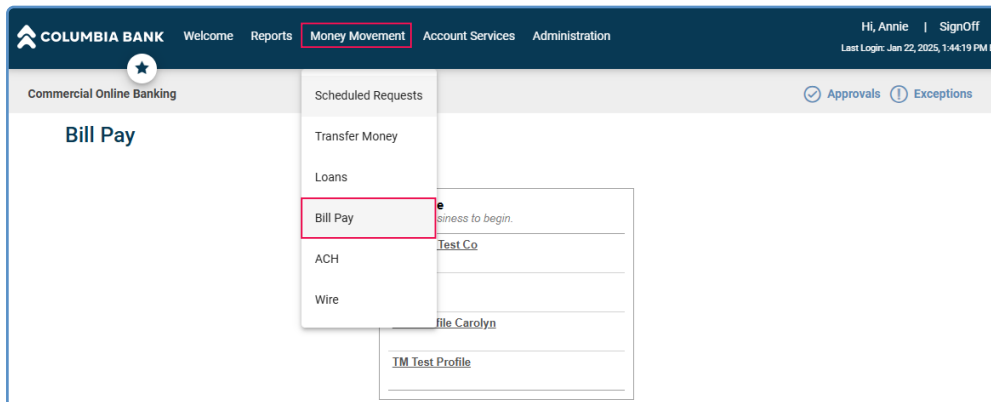
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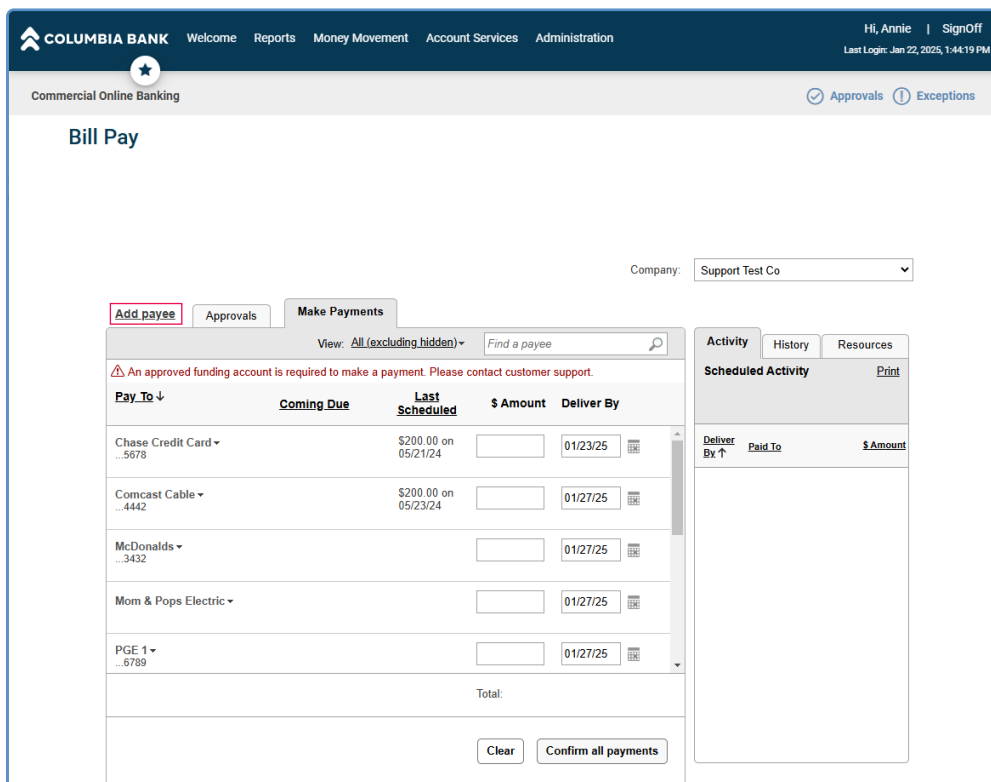
Adding a Payee

Before you can make a bill payment, you need to add your payee.

1. Go to **Money Movement** in the top menu and select **Bill Pay**.



2. Click the **Add Payee** tab.



3. Select from pre-populated businesses or enter a new individual or business on the pop-up window.
4. Click **Add**.
5. Complete additional information about the payee as necessary.

Add a Person or Business to Pay ✕

Name: Store 1234

Nickname:

Account number:

Hide account number

Address line 1:

Address line 2:

Zip: ?

City:

State:

Phone:

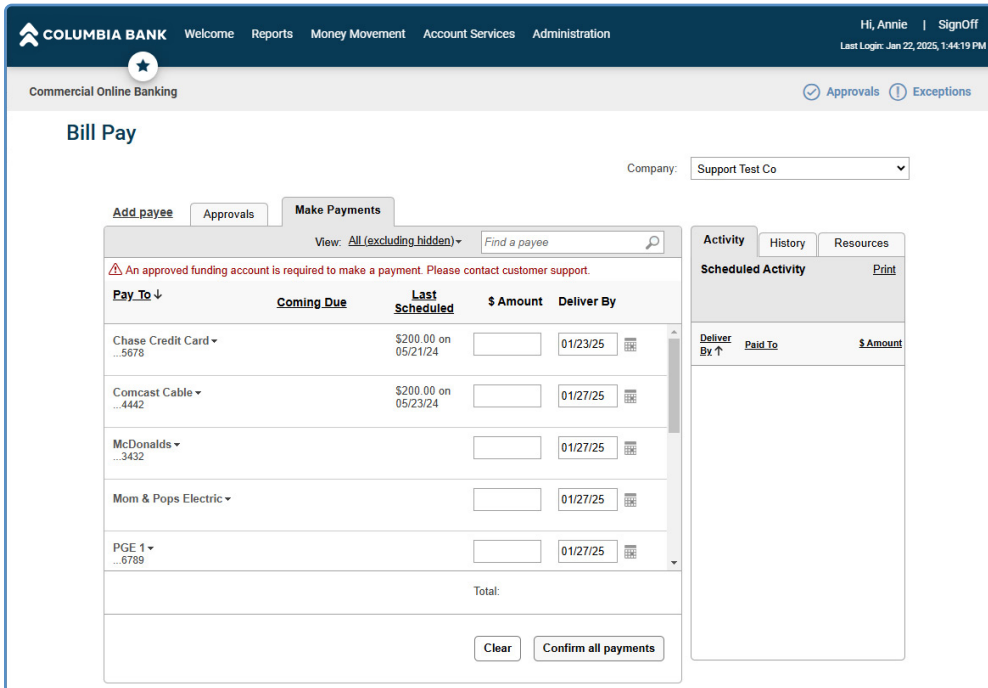
Category:

6. Select **Confirm**.

Making a payment

Follow the steps below to make a payment in Bill Pay.

1. Choose the **Make Payments** tab on the Bill Pay screen.



Commercial Online Banking

Hi, Annie | SignOff
Last Login: Jan 22, 2025, 1:44:19 PM ET

Commercial Online Banking

Approvals Exceptions

Bill Pay

Company: Support Test Co

Add payee Approvals **Make Payments**

View: All (excluding hidden) Find a payee

An approved funding account is required to make a payment. Please contact customer support.

| Pay To ↓ | Coming Due | Last Scheduled | \$ Amount | Deliver By |
|------------------------------|------------|-------------------------|-----------|------------|
| Chase Credit Card ...5678 | | \$200.00 on 05/21/24 | | 01/23/25 |
| Comcast Cable ...4442 | | \$200.00 on 05/23/24 | | 01/27/25 |
| McDonalds ...3432 | | | | 01/27/25 |
| Mom & Pops Electric | | | | 01/27/25 |
| PGE 1 ...6789 | | | | 01/27/25 |
| Total: | | | | |

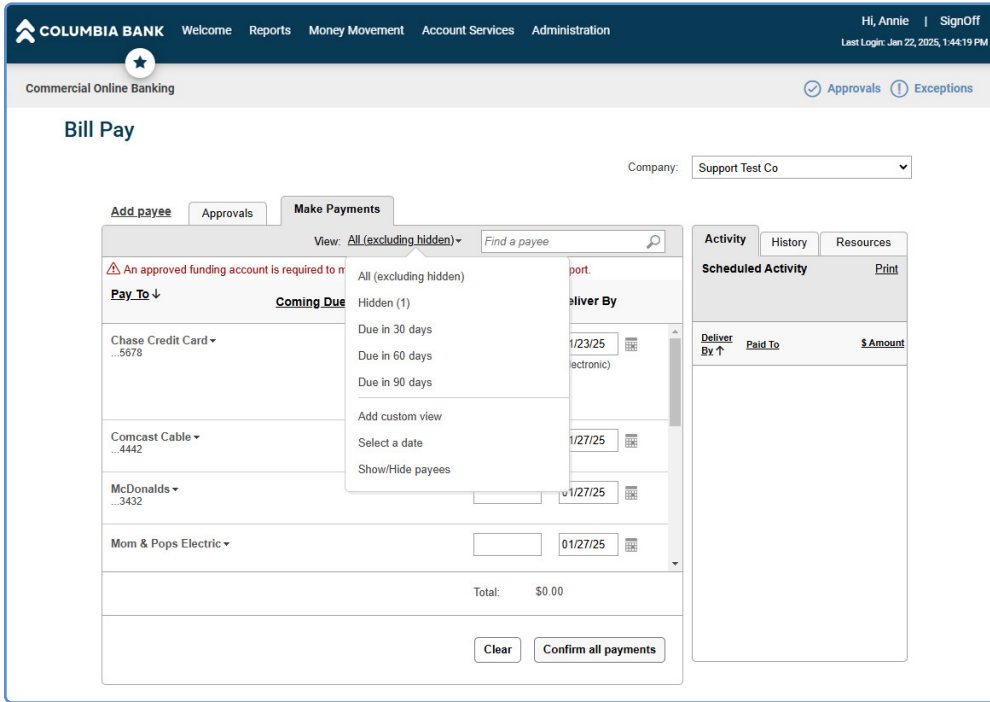
Activity History Resources

Scheduled Activity [Print](#)

Deliver By ↑ Paid To \$ Amount

Clear Confirm all payments

2. The default view will display all payees. Click the drop-down arrow to select different display options or use the search window to find a payee.



Commercial Online Banking

Hi, Annie | SignOff
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Approvals Exceptions

Bill Pay

Company: Support Test Co

Add payee Approvals **Make Payments**

View: All (excluding hidden) Find a payee

⚠ An approved funding account is required to make a payment. Please contact customer support.

| Pay To ↓ | Coming Due | Deliver By |
|---------------------------|----------------|------------|
| Chase Credit Card ...5678 | Hidden (1) | 01/23/25 |
| Comcast Cable ...4442 | Due in 30 days | 01/27/25 |
| McDonalds ...3432 | Due in 60 days | 01/27/25 |
| Mom & Pops Electric ... | Due in 90 days | 01/27/25 |
| Total: | | \$0.00 |

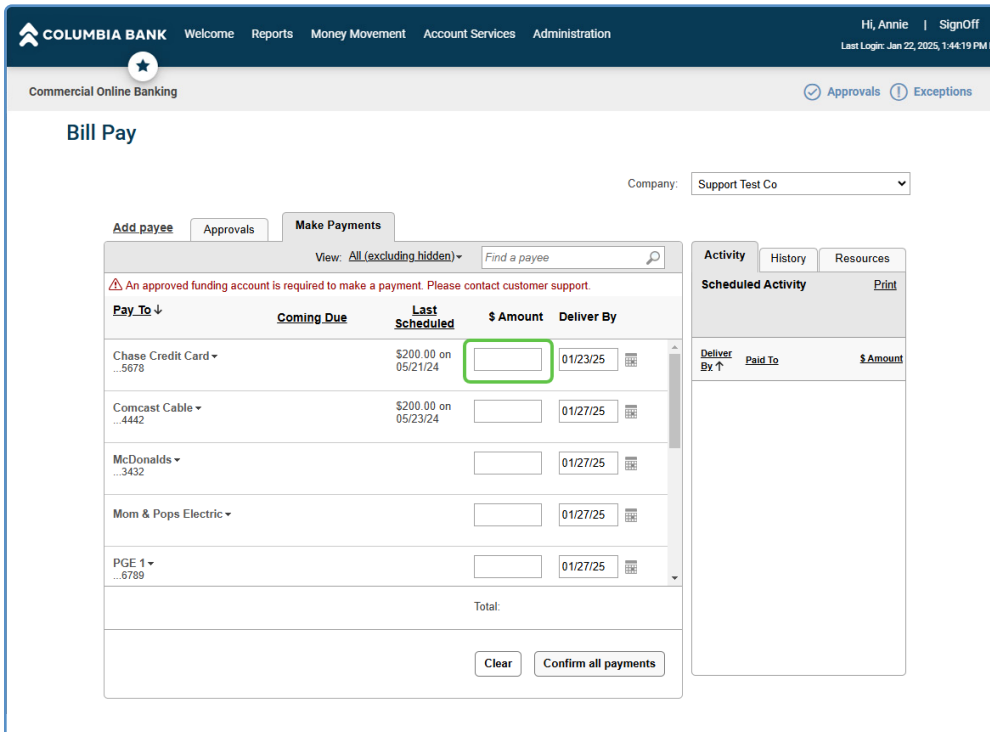
Clear Confirm all payments

Activity History Resources

Scheduled Activity Print

| Deliver By ↑ | Paid To | \$ Amount |
|--------------|---------|-----------|
|--------------|---------|-----------|

3. Enter the **Amount** of the payment.



Commercial Online Banking

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Approvals Exceptions

Bill Pay

Company: Support Test Co

Add payee Approvals **Make Payments**

View: All (excluding hidden) Find a payee

⚠ An approved funding account is required to make a payment. Please contact customer support.

| Pay To ↓ | Coming Due | Last Scheduled | \$ Amount | Deliver By |
|---------------------------|------------|----------------------|----------------------|------------|
| Chase Credit Card ...5678 | | \$200.00 on 05/21/24 | <input type="text"/> | 01/23/25 |
| Comcast Cable ...4442 | | \$200.00 on 05/23/24 | <input type="text"/> | 01/27/25 |
| McDonalds ...3432 | | | <input type="text"/> | 01/27/25 |
| Mom & Pops Electric ... | | | <input type="text"/> | 01/27/25 |
| PGE 1 ...6789 | | | <input type="text"/> | 01/27/25 |
| Total: | | | | |

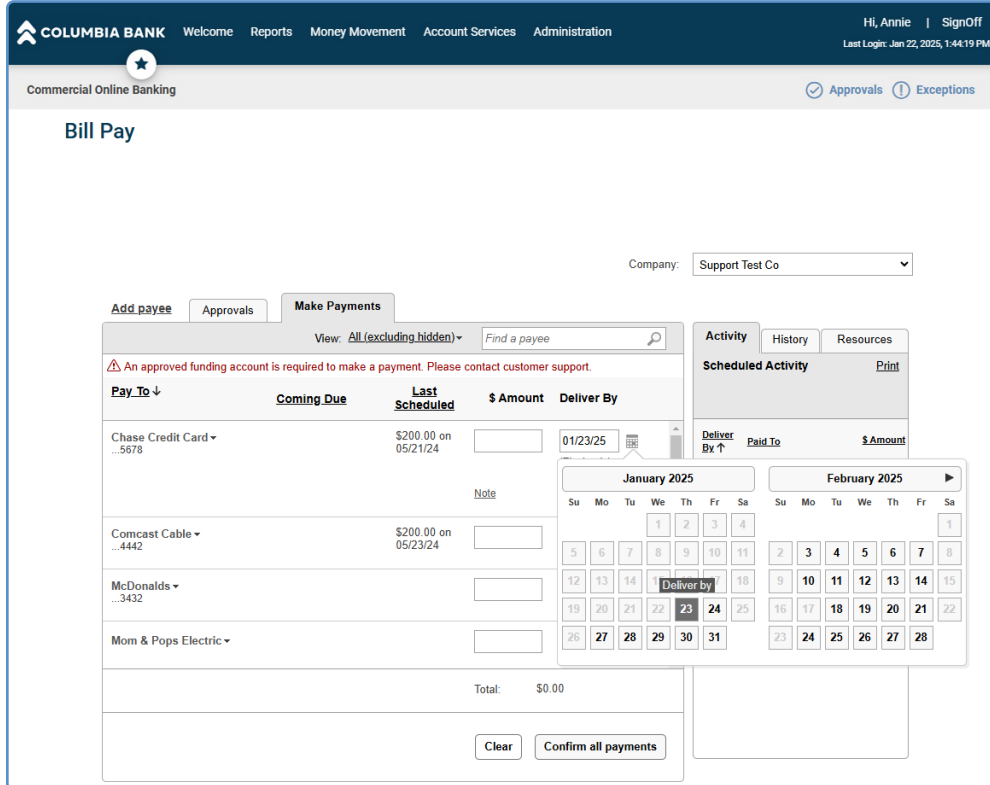
Clear Confirm all payments

Activity History Resources

Scheduled Activity Print

| Deliver By ↑ | Paid To | \$ Amount |
|--------------|---------|-----------|
|--------------|---------|-----------|

4. Select a **Date** if you want the payment made on a date other than the default date.



Commercial Online Banking | Approvals | Exceptions

Hi, Annie | SignOff | Last Login: Jan 22, 2025, 1:44:19 PM ET

Company: Support Test Co

View: All (excluding hidden) | Find a payee

Bill Pay

Activity | History | Resources

Scheduled Activity | Print

| Pay To ↓ | Coming Due | Last Scheduled | \$ Amount | Deliver By |
|-----------------------------|------------|----------------------|-----------|------------|
| Chase Credit Card - ...5678 | | \$200.00 on 05/21/24 | | 01/23/25 |
| Comcast Cable - ...4442 | | \$200.00 on 05/23/24 | | |
| McDonalds - ...3432 | | | | |
| Mom & Pops Electric - | | | | |
| Total: | | | \$0.00 | |

Clear | Confirm all payments

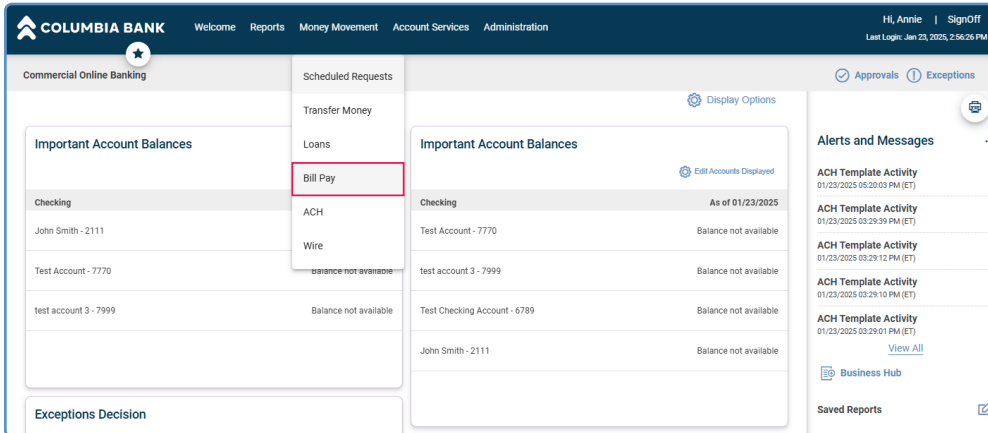
5. Click **Confirm all payments**.

Payments created by users without the Approval or Administration role require approval by an additional person in the company. Otherwise, they are auto-approved once submitted.

Setting Recurring Payments

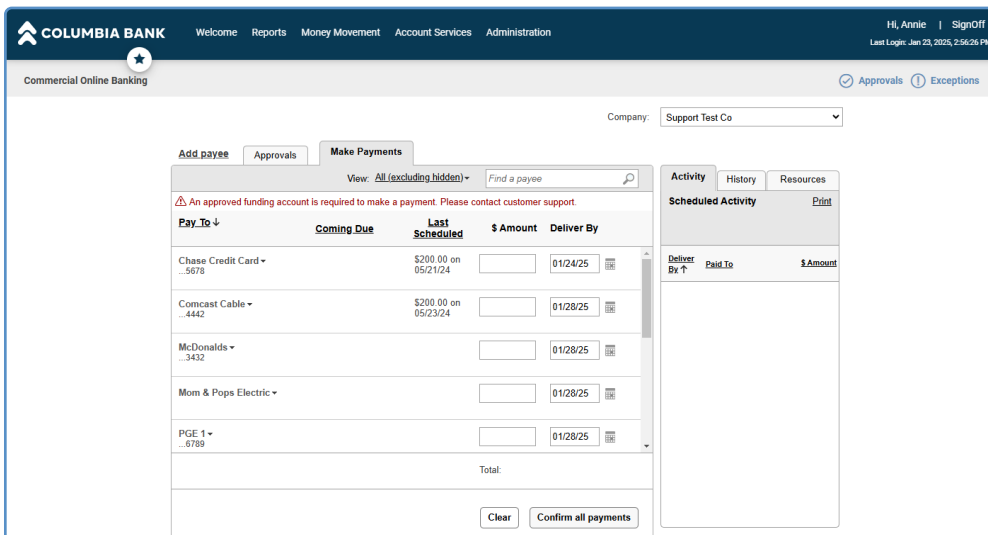
To create a recurring bill payment, follow the instructions below.

1. From the **Money Movement** menu, select **Bill Pay**.



The screenshot shows the Columbia Bank Commercial Online Banking interface. The user is logged in as Annie. The 'Money Movement' menu is open, and the 'Bill Pay' option is highlighted with a red box. The main content area displays 'Important Account Balances' for several accounts, all showing 'Balance not available'. The right sidebar shows 'Alerts and Messages' with several 'ACH Template Activity' notifications.

2. Go to the **Make Payments** tab.

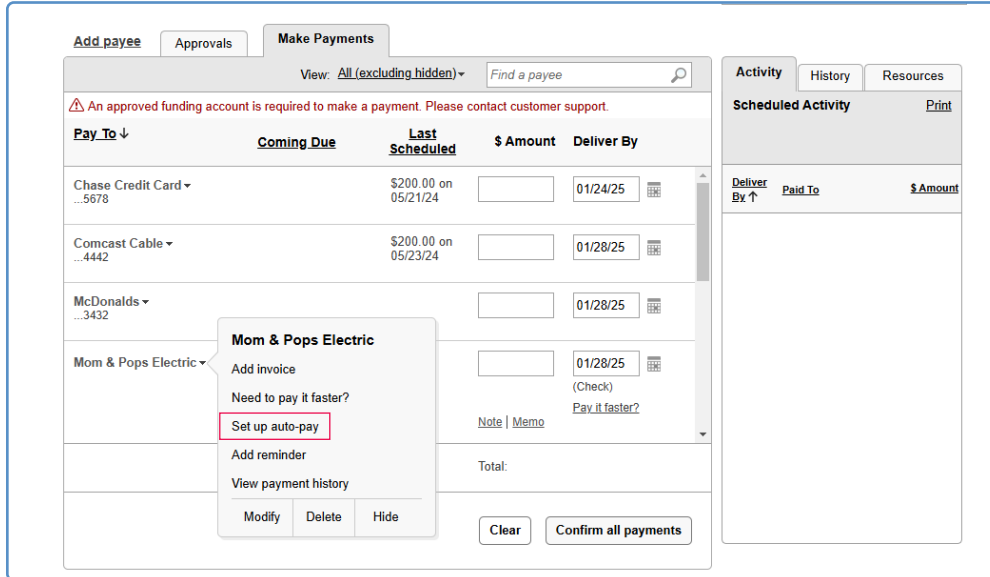


The screenshot shows the 'Make Payments' tab in the Columbia Bank Commercial Online Banking interface. The company is set to 'Support Test Co'. A warning message states: 'An approved funding account is required to make a payment. Please contact customer support.' Below this is a table of scheduled payments:

| Pay To ↓ | Coming Due | Last Scheduled | \$ Amount | Deliver By |
|-------------------------|----------------------|----------------|-----------|------------|
| Chase Credit Card - 592 | \$200.00 on 05/21/24 | | | 01/24/25 |
| Comcast Cable - 442 | \$200.00 on 05/23/24 | | | 01/28/25 |
| McDonalds - 3432 | | | | 01/28/25 |
| Mom & Pops Electric - | | | | 01/28/25 |
| PGE 1 - 6789 | | | | 01/28/25 |
| Total: | | | | |

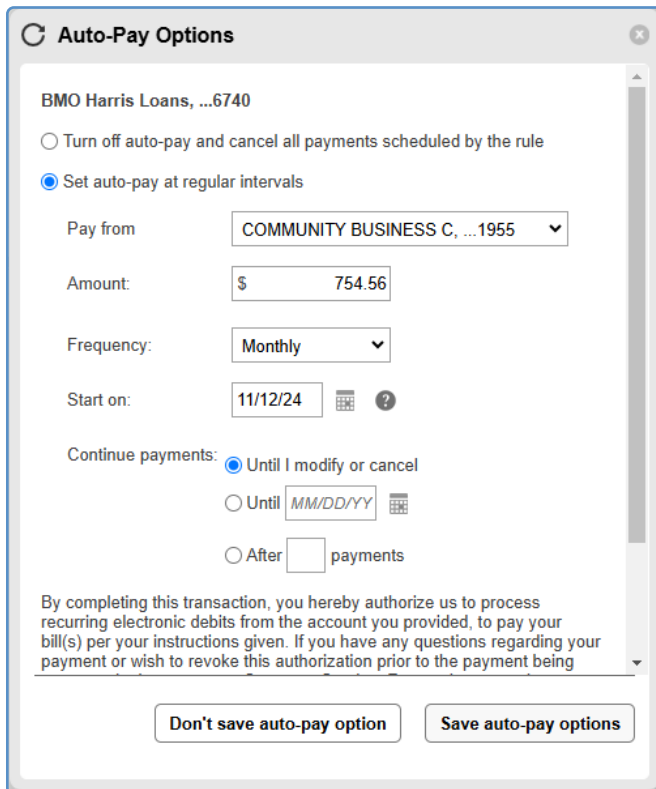
Buttons for 'Clear' and 'Confirm all payments' are visible at the bottom of the table. The right sidebar shows 'Activity' with 'Scheduled Activity' and 'Print' options.

3. Click the drop-down arrow next to the Payee name and select **Set up auto pay**.



The screenshot shows the 'Make Payments' tab in the Commercial Bill Pay interface. A table lists payees with columns for 'Pay To', 'Coming Due', 'Last Scheduled', '\$ Amount', and 'Deliver By'. A pop-up menu is open for 'Mom & Pops Electric', showing options like 'Add invoice', 'Need to pay it faster?', 'Set up auto-pay' (highlighted with a red box), 'Add reminder', and 'View payment history'. There are also 'Modify', 'Delete', and 'Hide' buttons at the bottom of the menu. A 'Clear' button and a 'Confirm all payments' button are visible at the bottom of the main interface.

4. Complete the pop-up form then click **Save auto-pay options**.

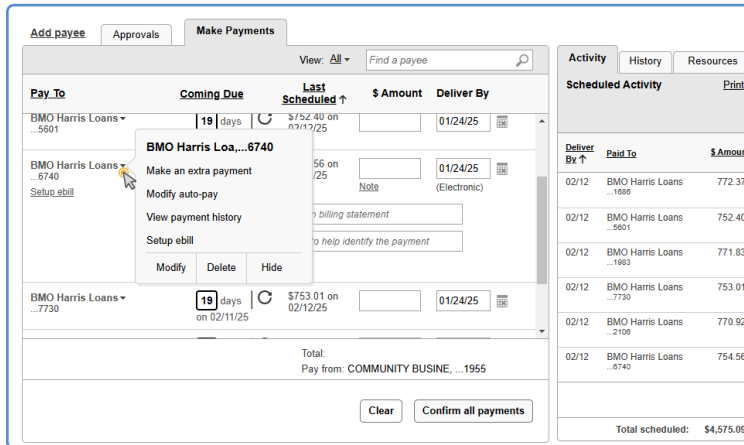


The screenshot shows the 'Auto-Pay Options' pop-up form for 'BMO Harris Loans, ...6740'. The form has two radio button options: 'Turn off auto-pay and cancel all payments scheduled by the rule' (unselected) and 'Set auto-pay at regular intervals' (selected). The 'Pay from' field is set to 'COMMUNITY BUSINESS C, ...1955'. The 'Amount' field is set to '\$ 754.56'. The 'Frequency' is set to 'Monthly'. The 'Start on' date is '11/12/24'. Under 'Continue payments', the 'Until I modify or cancel' option is selected. At the bottom, there are two buttons: 'Don't save auto-pay option' and 'Save auto-pay options'.

5. You will be presented with a confirmation screen. Review the information and **Close**.

Modifying a Recurring Bill Payment

1. Use the drop-down arrow next to the payee name and select **Modify auto-pay option**.



The screenshot shows the 'Make Payments' section of the Columbia Bank Commercial Bill Pay interface. A dropdown menu is open for the payee 'BMO Harris Loans ...6740'. The menu options are: 'Make an extra payment', 'Modify auto-pay', 'View payment history', and 'Setup ebill'. The 'Modify auto-pay' option is highlighted. The main interface displays a table of scheduled payments with columns for 'Pay To', 'Coming Due', 'Last Scheduled', '\$ Amount', and 'Deliver By'. A 'Total' section at the bottom shows 'Pay from: COMMUNITY BUSINE...1955' and 'Total scheduled: \$4,575.09'.

| Pay To | Coming Due | Last Scheduled | \$ Amount | Deliver By |
|--------------------------|---------------------|----------------------|-------------------|------------|
| BMO Harris Loans ...5601 | 19 days | \$752.40 on 02/11/25 | | 01/24/25 |
| BMO Harris Loans ...6740 | 56 on 02/25 | | Note (Electronic) | 01/24/25 |
| BMO Harris Loans ...7730 | 19 days on 02/11/25 | \$753.01 on 02/12/25 | | 01/24/25 |

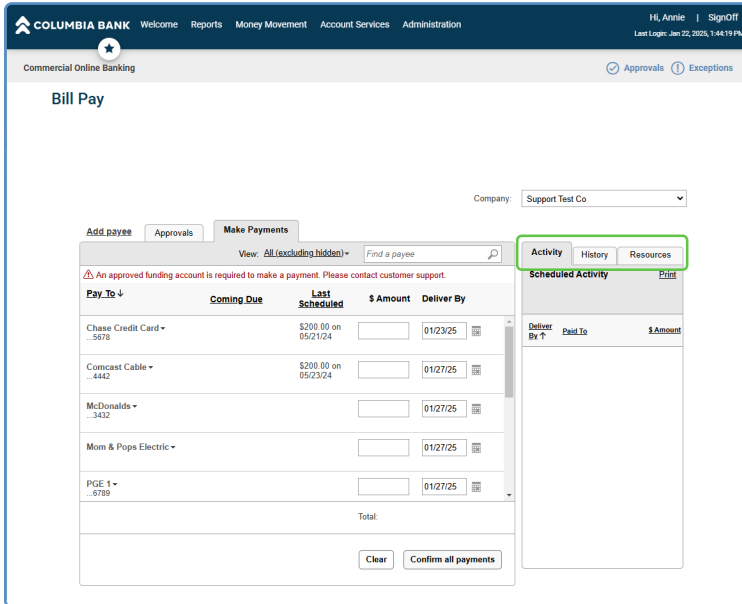
| Deliver By | Pay To | \$ Amount |
|------------|--------------------------|-----------|
| 02/12 | BMO Harris Loans ...1686 | 772.37 |
| 02/12 | BMO Harris Loans ...5601 | 752.40 |
| 02/12 | BMO Harris Loans ...1893 | 771.83 |
| 02/12 | BMO Harris Loans ...7730 | 753.01 |
| 02/12 | BMO Harris Loans ...2106 | 770.92 |
| 02/12 | BMO Harris Loans ...6740 | 754.56 |

Total scheduled: \$4,575.09

2. Make any necessary edits on the pop-up form and save your changes.

Reviewing activity

To quickly review your Bill Pay activity, use the three tabs in the right-hand window of the Bill Pay screen.



Activity: View scheduled activity. You also have the option to print from this window.

History: Display or print payment history. You can change the view from the default number of months.

Resources: Access links to assist you with additional options to manage your Bill Pay.