Business Bill Pay Self-Enrollment Guide
General Process

The business admins can self-enroll in Bill Pay by clicking on the Bill Pay menu item. This will automatically create the business, business user and add allowed accounts to the system.

Once an admin has enrolled the business, a sub-user who has been given Bill Pay permissions will also be able to click on Bill Pay and enroll.

On the next page are the permissions for different levels of users.

Business Bill Pay Self-Enrollment Guide
General Process

Function	Level 1	Level 2	Level 3
Add payments (with or without an invoice)	Y	Y	Y (requires approval)
Modify and cancel pending payments	Y	Y	N
Modify and cancel unapproved payment	Y	Y	Y
Payment manage approval (approve a payment)	Y	Y	N
Payment list (history) - detail	Y	Y	Y
Assign a check number during payment add	Y	Y	Y
View e-bills and reminders	Y	Y	Y
File an e-bill	Y	Y	Y
View e-bill count	Y	Y	Y
View audit history	Y	Y	Y
Include remittance detail for pending payments	Y	Y	N
Include remittance detail for unapproved payments	Y	Y	Y
Modify or cancel remittance detail for pending payments	Y	Y	N
Modify or cancel remittance detail for unapproved payments	Y	Y	Y
Add recurring payment models	Y	Y	N
Modify or cancel recurring payment models	Y	Y	N
Add automatic payment models	Y	Y	N
Modify or cancel automatic payment models	Y	Y	N
Add funding accounts	Y	Y	N
Modify funding accounts	Y	Y (Account Nickname and the Preferred Account indicator only)	Y (Account Nickname and the Preferred Account indicator only)
Inactivate funding accounts with pending payments	Y	Y	N
Inactivate funding accounts without pending payments	Y	Y	Y
Entitle Level 2 user to use funding account	Y	N	N

November 2012 13
Integration Guide: CheckFree Builder Small Business Integration

Adding a Small Business User Fiserv

Function	Level 1	Level 2	Level 3
Entitle Level 3 user to use funding account	Y	Y (requires approval)	N
Approve/reject entitlements to funding accounts	Y	N	N
Remove Level 2 user entitlement to funding account	Y	N	N
Remove Level 3 user entitlement to funding account	Y	Y	N
Modify subscriber profile	Y	N	N
Modify or cancel a payee with pending payments	Y	Y	N
Modify or cancel a payee without pending payments	Y	Y	Y

Business Bill Pay Self-Enrollment Guide
General Process

Allowed Account Types

In general, all business accounts are allowed to enroll in Online Bill Pay (DDA and MMA).

All Admin Enrollment

All business admins can enroll in Bill Pay.

Step-by-Step Enrolling A New Business

To Enroll:

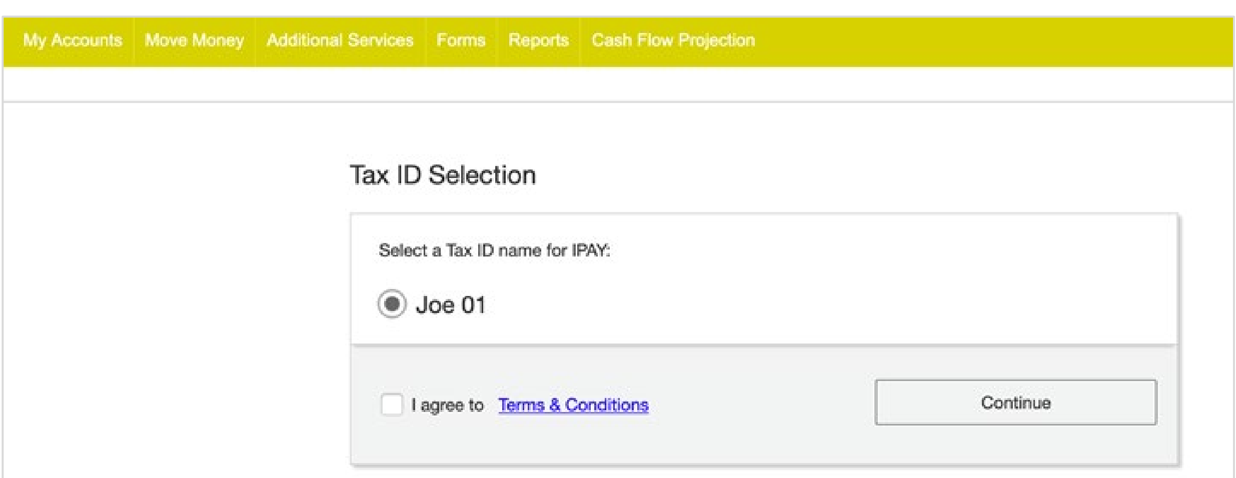
- The user clicks on Bill Pay.

Underlying Process:

- If the business is enrolled, the user will be enrolled into Bill Pay.
- If the business is not enrolled and the user is a non-Administrator, they will receive an error indicating an admin needs to enroll.
- If the business is not enrolled and the user is a valid Administrator, the business and the user will be enrolled.
- When the business is first enrolled, a welcome email will be sent to the business email address.

T&Cs Acceptance Page

- When a business admin enrolls a new business, they will be prompted to accept T&Cs for Bill Pay. Once accepted, the business will be automatically enrolled.



Business Bill Pay Self-Enrollment Guide
General Process

How to Manage Users

- Once a business is enrolled, if a user is an admin, they can enroll in Bill Pay. If a user is a non-admin and has been given an entitlement to Bill Pay, they can enroll in Bill Pay.
- To disable a standard user's access from Bill Pay, simply remove the Bill Pay entitlement.
- To add a new sub-user to Bill Pay, simply give them the Bill Pay entitlement.

Disabling of Users/Businesses

- To prevent a sub-user from using Bill Pay, simply remove the entitlement.
- Admins have complete access to the system and cannot be prevented from accessing a sub-system like Bill Pay.
- If you need to disable an Admin completely, you will disable them from the business, and this would prevent Bill Pay access.
- If, for some reason, you wish to disable a user completely in Bill Pay, please contact our Customer Service Department at 1.800.594.6900.