

Business Bill Pay Benefits and Instructions

Columbia Bank knows that the ease of paying bills and controlling your accounts is important.

Find out if Business Bill Pay works for you.

At Columbia Bank, we know the importance of convenience and customization when it comes to managing your business' finances. That's why we are pleased to announce the arrival of Business Bill Pay through Online Banking Plus. Below are just some of the exciting new benefits as well as simple instructions for signing up and getting started.

Key Benefits

Pay bills online anytime, anywhere.

The screenshot shows the Business Bill Pay interface with the following sections:

- Navigation:** PAYMENTS, TRANSFERS, PAYEES, OPTIONS
- Date:** Friday, August 23rd, 2013
- new messages:** 0 New Messages, 0 Read Messages, 0 Total Messages
- attention required:** Payees Require Activation, Payments Awaiting Approval, Transfers Awaiting Approval
- Awaiting Your Activation:** Jenny Jones (Activate), Bob Smith (Activate), Retirement Account (Activate)
- Payments Awaiting Approval:** American Express (\$999.00), MasterCard (\$999.00)
- Transfers Awaiting Approval:** Community Bank (\$500.00)
- Transactions Scheduled to Process:** AT&T (\$65.00), Chase (\$150.00), Moe's Mowers (\$200.00), American Express (\$999.00), Waverly Water Co. (\$50.00), Vern's Fertilizer (\$250.00), Community (\$500.00), Total (\$3,283.00)
- Since you last logged in...:** Cellular One (\$65.00), Lease (\$1,200.00), Kim Stone (\$65.00), Community Bank (\$1,200.00), Total (\$2,530.00)

- Conveniently pay your company's bills and view payment activity online.
- Gain greater control of your cash flow by deciding how much is paid and when it is paid.
- Reduce your paperwork and minimize your manual record keeping.

Delegate payment tasks and set permission controls for multiple users.

The screenshot shows the 'User Permissions' configuration page for user 'John Doe' (User Type: Custom). The permissions are as follows:

- Payments:** Schedule Bill Payments (all), Schedule Email Payments (all), Establish Payment Caps (all), Tax Payments, Designate Pay From Accounts, Payment History
- Transfers:** Add Transfer Accounts, Schedule Transfers (all), Establish Transfer Caps (all), Transfer History
- Payees:** Manage Payees
- Options:** Access Reports, Update Company Info, Manage Billpay Users, Manage Pay From Accounts, Schedule Reminders
- Message Center:** Access Message Center
- Approve Authority:** Approve Transactions

- Assign payment tasks such as paying utilities and suppliers.
- Set permission controls so you can authorize who can make payments, which payments they can make and the maximum payment amount.
- Utilize dual signatures so two users are required to approve a payment before it is finalized.

Receive instant information with customized reporting.

- Run and customize audit reports for the payment information you need.
- Track your organization's spending and payment history with just a few clicks.
- View the payment activity of authorized users.

How to Sign Up and Get Started

If you currently use Online Bill Pay and would like to switch to Business Bill Pay, please contact our Client Support Team at 1-877-231-2265 or banking@therightbank.com.

If you are a new bill pay user, log in to our online banking platform and select the "Admin. Business Bill Pay" link to fill out the enrollment form and click "Submit."*

*You must be an administrative user in Online Banking Plus to complete enrollment.

Frequently Asked Questions

How much will this service cost?

Business Bill Pay has an associated cost of \$10 per month.

What is the process of setting up a subuser?

Once the administrative user establishes their access in Online Banking Plus and opens Business Bill Pay, sub-users will be automatically set up in Business Bill Pay. For this reason, we strongly recommend that the administrative user immediately review user rights in Business Bill Pay once a sub-user is set up in Online Banking Plus.

What kind of permissions are available for sub-users and how do they work?

Permissions for sub-users can be quite detailed and settings can be customized for limits, payee access and administrative tasks for each user.

What kind of reporting is available?

You can access reports for payments processed and payees added, which are detailed to show the users associated with the reported actions.

Is Business Bill Pay compatible with Quickbooks/Quicken available?

This product does not support a Quickbooks/Quicken interface.

What happens if a payment isn't approved before the cut-off time?

The payment will not be processed until approval is provided. Once approved, it will be processed on the next available date after approval.

If you have any questions or need further assistance, please contact the Client Support Team at 1-877-231-2265 or banking@therightbank.com.

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