



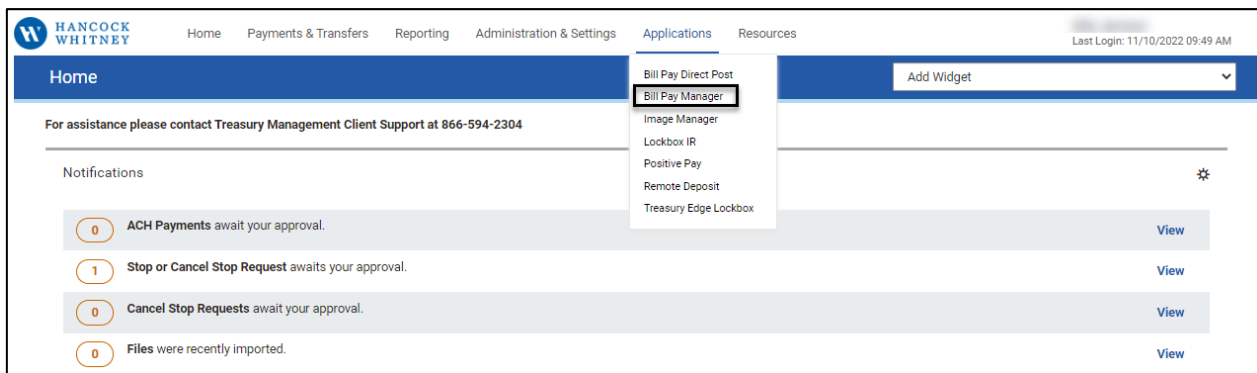
Bill Pay Manager

Quick Start Guide

Bill Pay Manager integrates the full life cycle of electronic bills from presentment to payment. Bill Pay incorporates the same types of features and functions as the consumer product while including additional functionality specific to small businesses, such as invoice detail and authority levels.

Login to Bill Pay Manager System

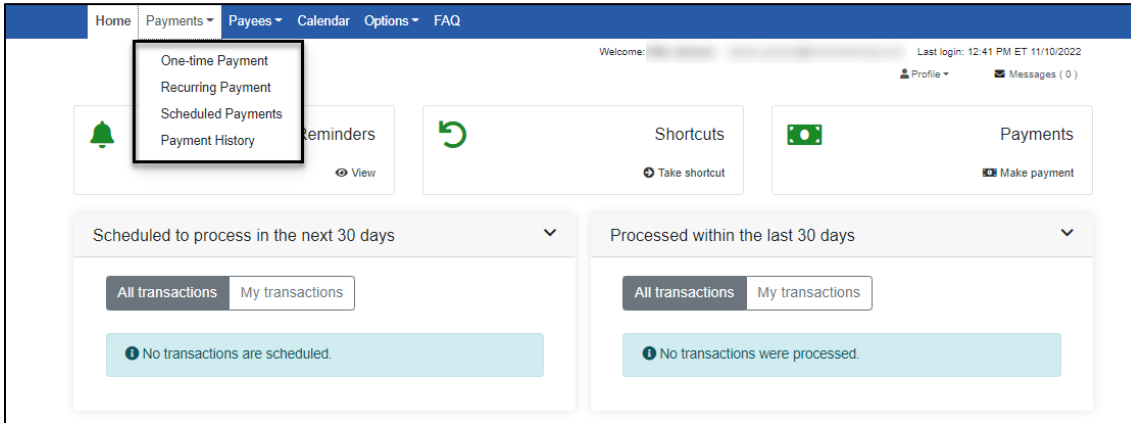
1. Log in to Treasury Manager with the company ID, user ID, password and token provided to you by the bank.
2. Click on the Bill Pay Manager link located in the Applications dropdown. You will be automatically signed into your Bill Pay Manager site. These credentials are integrated with your Treasury Manager Login. When you login for the first time, you will have to select your account from the drop down, plus set up your challenge questions and provide your security key.



Payments

The Payments page serves as a central location for making payments and reviewing payment information. From the Payments menu you can choose from: One-time Payment, Recurring payment, Scheduled Payments, Payment History.

Within these screens you will be able to:



- Setup new payments
- View and modify Recurring Payments
- Review and modify upcoming Scheduled payments.
- View Payment History

Make a Payment

From the Payments menu, users can either make a single payment to one Company or schedule multiple payments to several Companies, as well as create recurring payments.

1. Select the Payee or Payees
2. Click Pay
3. Enter your payment amount, choose delivery date and add any invoice/comments necessary. Click on the calendar for rush delivery options.
4. Click Review and you can now review the payment just scheduled. You have options to add a memo and make changes to or cancel the payment.
5. Confirm the payment/s by clicking on the Pay all button.

A screenshot of the 'Make a Payment' form. It features a table with columns: Payee, From account, Amount*, and Deliver by*. There are two rows of payment entries. The first row is for 'HWPB' with a 'Primary Checking' account, an amount of '\$', and a delivery date of '11/17/2022'. The second row is for 'Two' with a 'Primary Checking' account, an amount of '\$', and a delivery date of '11/17/2022'. Each row has a 'Remove' button and an 'Invoice/Comment' link. At the bottom, there is a 'Back' button, a 'Review' button, and a 'Pay all' button. A disclaimer at the bottom states: 'By clicking Pay all, you authorize us to debit the indicated account for the amount of each payment.'

Approve a Payment

When a user without Approval authority schedules a payment, a notification of a payment pending approval shows as a banner on your Bill Pay Manager dashboard and an email is sent. Approval authority permissions are managed within the Manage Users option within the Options menu.

These payments require approval in order to process.

1. Click Approve now from the Payments awaiting approval banner message
2. Review details of Scheduled Payments for approval and Edit or Stop payments if appropriate.
3. If Payments are determined valid. Proceed with clicking Approve all.
4. Select Approve on the confirmation message.
5. Once finished, the following message appears: All transactions requiring approval have been completed.

The screenshot shows the top navigation bar with links: Home, Payments, Payees, Calendar, Options, and FAQ. A welcome message and last login time (3:51 PM ET 11/14/2022) are displayed. A banner at the top indicates 'Payments awaiting approval' with an 'Approve now' button. Below the banner are three main sections: Reminders (with a 'View' link), Shortcuts (with a 'Take shortcut' link), and Payments (with a 'Make payment' link). At the bottom, there are two panels: 'Scheduled to process in the next 30 days' and 'Processed within the last 30 days'. Both panels show 'No transactions' and have tabs for 'All transactions' and 'My transactions'.

The 'Scheduled payments' section includes a search filter and a print button. The table below lists the scheduled payments:

Payee	Amount	Deliver by date	
HWPB Check Confirmation #5 Check #99000014	\$1.02	12/16/2022	Details Approve Edit Stop
Subtotal	\$1.02	Primary Checking ****	
Total	\$1.02	Skipped payments not included in the total.	

An 'Approve all' button is located at the bottom right of the table.

Payees: Add a Company

1. From the Payees menu, select add a Company from the Payees menu.
2. Enter the company details, click Next
3. If more information is needed, enter the (*) required company details.
4. Click Submit Payee when complete.



Home
Payments
Payees
Calendar
Options
FAQ

Welcome
Last login: 12:41 PM ET 11/10/2022
Profile
Messages (0)

Add a company

Send the money by

☒ Entering information on my billing statement

Important information
Your payee's information is typically found on your most recent bill. In some cases, we may ask for additional information if the payee isn't listed in our database.

Payee name *

Account number *

Confirm account number *

Phone number *

Payee ZIP code *

Account holder name *

Next

Payees: Add an Individual

1. From the Payees menu, select Add an Individual.
2. Select Electronic or Check Payment Method. When you choose "Allow them to provide their bank information" an email will be sent to your individual payee. The email will contain a secure link where they can provide their banking information. You cannot remit payment to the payee until they have completed this step.
3. Enter the Individuals (*) required information and click Next. You will need to set up a security keyword for the email payee verification. You will need to make note of this security keyword and provide to the individual payee.



Welcome:

Last login: 2:14 PM ET 11/10/2022

Profile

Messages (0)

Add an individual

Select a method of payment

Electronic - Sending payments electronically is much more secure than a check in the mail, and it will arrive in as little as 2 business days.

☒ Allow them to provide their banking information

☐ I have the bank account information

Check - I prefer a check be mailed

☐ Mail a check

All you need is their email address.

- You'll select a one-time keyword and share it with the person you are paying.
- We'll email a link to a secure server. They will log in using the keyword, then provide their bank account information for the deposit. Their account information will be securely stored and is never displayed to you.
- This is a one-time setup process. Any future payments to this person will generate an email notification letting them know you have made a deposit to their account.

Tell us about the individual

First name *

Last name *

Nickname *

Phone number *

Category

Default payment account *

Payee's e-mail information

Tell me more

Email address *

Confirm email address *

4. You will then be presented with an Activation screen. Follow the steps to complete activation of the individual.

Profile

Messages (0)

Activation

TESTING TEST

View details

Activation process

Please select a delivery method, you will be asked to submit the 4-digit code on the next page.

Tell me more

I want my code now by phone

☐ Contact phone 1 not on file

☐ Contact phone 2 not on file

☐ I can wait a few seconds to receive my code by text message

☐ No text address on file

☒ I prefer to wait a few minutes for my code to arrive by email

Update

Update

Update

Update

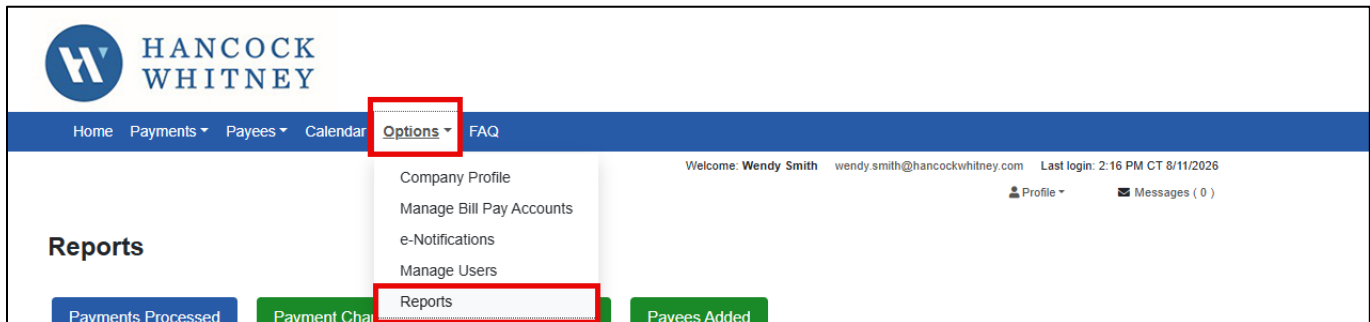
Request activation code



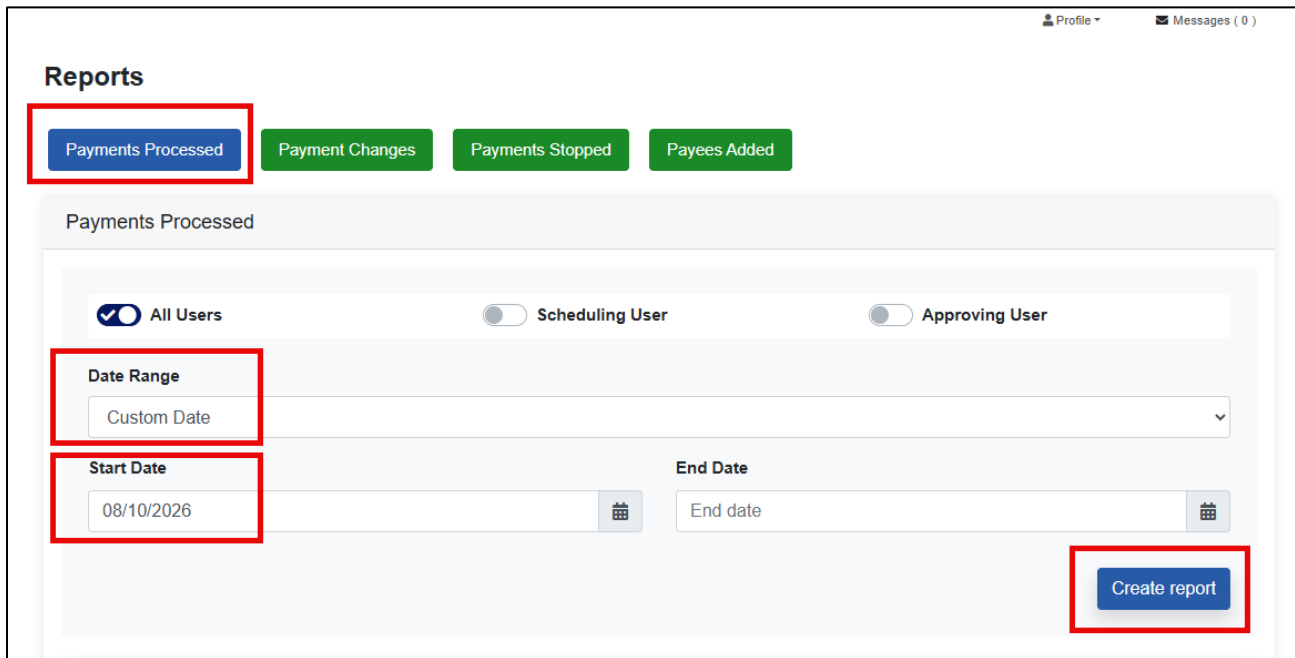
Exporting in Bill Pay Manager

Below are the instructions on how to export your check file from Bill Pay Manager to import into Check Positive Pay.

1. Once Payments have been approved and processed, navigate to Options>Reports



2. Choose Payments Processed. Set the Date Range as Custom and set the Start Date to the day the payments were submitted/processed. Choose Create Report.



3. The Report will be displayed. Choose Export at the bottom of the page.

Payee name	Amount	Check number	Process date	Scheduling user	Approving user
	\$1.00	99000181	8/10/2026		
	\$1.03	99000182	8/10/2026		
	\$2.71	99000183	8/10/2026		
	\$3.95	99000184	8/10/2026		
Total	\$8.69				

i Totals do not include Employee Deposits information. Export and print versions contain the check number in a separate column. The column is blank for electronic payments.

 Print  Export

4. The exported spreadsheet will have all payments for that date. Filter to include only check payments. All required information for positive pay is included on the export. Simply update the Paid From column to include the full account number. Please review the Positive Pay user guide for steps on Mapping the upload template.

Calendar

The Calendar page provides an accessible way for users to view all past and future payments by viewing a whole month at a glance.

1. Click on the Calendar option on the toolbar
2. Toggle between months



3. View and edit payment details if necessary.

HomePaymentsPayeesCalendarOptionsFAQ

Welcome [redacted]Last login: 4:10 PM ET 11/14/2022ProfileMessages (0)

Calendar

December 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16 \$1.02
19	20	21	22	23
26	27	28	29	30

All detailsTotal \$1.02



Frequently Asked Questions

Check out our FAQ in Bill Pay Manager.

Home Payments Payees Calendar Options FAQ

Welcome, Approver Test Last login: 10:38 AM ET 11/22/2022

Profile Messages (0)

FAQ

Payees | Payments | eBills | Rush payments | Pay-from account | User management | Message center | Challenge phrases | Supported browsers and settings | Miscellaneous

Payees

What is a payee?

A payee is a company or person to whom money is to be paid. Example: The company or person to whom a check is to be made payable.

How do I add a company payee?

Click on "Payees". Click "Add a Company". The system will walk you through a one-time, step-by-step setup process to gather key information used to send your payments.

How do I add a person as a payee?

Click on the "Payees". Click "Add an Individual". Whether you have their deposit account information or not, there are options available to send your payment. The system will walk you through a one-time, step-by-step setup process to gather key information.

Additional Questions?

Our Treasury Services Client Support Team is available

Monday-Friday, 7 AM-6 PM CT (8 AM-7 PM ET).

Call 866-594-2304 or email TreasuryServClient@hancockwhitney.com

