

TreasurySuite Bill Pay Maintenance

Users entitled to TreasurySuite Bill Pay Maintenance can view or view and maintain TreasurySuite business information, users, and accounts for their organization.

User Levels

Three different levels of users can be added to TreasurySuite Business Maintenance. The Level 1 user is mandatory and corresponds to the small business owner. The Level 1 user is added to the system by the Bank administrator during the initial registration process handled through the Administration application.

- **The Level 1 user** can view and change business and account information, as well add and deactivate Level 2 and 3 users. As stated above, the Level 1 user is mandatory and so cannot be assigned to a Level 2 or Level 3 user role.
- **Level 2 users** can view and change their own personal information but cannot change business information or most bank account information. Level 2 users can also view Level 3 users but cannot add or deactivate them.
- **Level 3 users** can view and change their own personal information but cannot view or change any user information, add or deactivate users, or change business and account information.

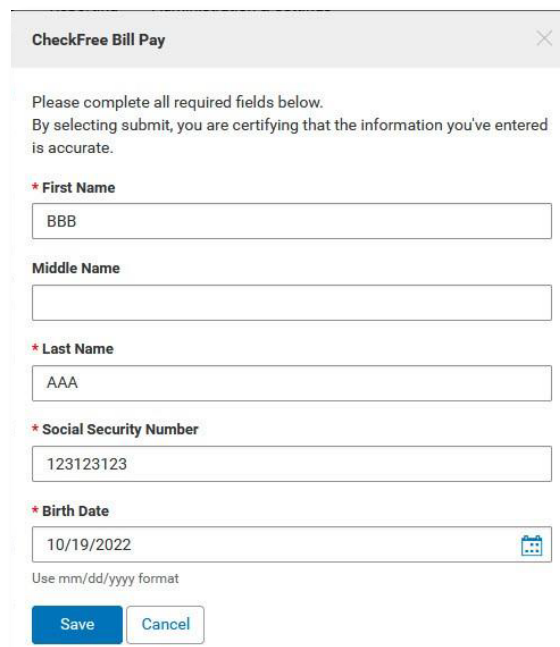
Registering with TreasurySuite Bill Pay

Once the initial registration process is complete, the user tasked with maintenance (Level 1) must register through the TreasurySuite Bill Pay option that will appear on the **Payments & Transfers** menu.

Level 1 User Registration

To register with TreasurySuite Bill Pay **as the Level 1 user**:

1. Select TreasurySuite Bill Pay from the Payments & Transfers menu.



CheckFree Bill Pay

Please complete all required fields below.
By selecting submit, you are certifying that the information you've entered is accurate.

* First Name
BBB

Middle Name

* Last Name
AAA

* Social Security Number
123123123

* Birth Date
10/19/2022

Use mm/dd/yyyy format

Save Cancel

2. Enter your first, middle, and last name.
3. Enter a unique 9-digit number.
4. Enter a birth day in MM/DD/YYYY format or use the Calendar icon to select the date.
5. Click **Save**.

Following the successful registration of the Level 1 user, the TreasurySuite Bill Pay Maintenance widget becomes available from the Administration & Settings menu. Here, the Level 1 user can add Level 2 and 3 users. See Adding a New User below.

Level 2 and 3 User Registration

Once added to the system, the Level 2 and 3 users must also register with TreasurySuite Bill Pay following the instructions for Level 1 user registration.

Working with TreasurySuite Bill Pay Maintenance

TreasurySuite Bill Pay Maintenance is the center for business information, user, and account maintenance.

To access TreasurySuite Bill Pay Maintenance:

- Select TreasurySuite Bill Pay Maintenance from the Administration & Settings menu.

The screenshot shows the 'CheckFree Bill Pay Maintenance' interface. At the top, there is a header with the title 'CheckFree Bill Pay Maintenance' and an 'Add Widget' button. Below the header, there are three tabs: 'BUSINESS INFORMATION' (selected), 'USERS', and 'ACCOUNTS'. Under the 'BUSINESS INFORMATION' tab, the following information is displayed:

Business Name	Business Type	Tax ID	Subscriber Status	Subscriber ID
JULIECO	Corporation	59555555	Active	JULIECO28
Address 1 123 Main Street				
City San Diego	State CALIFORNIA	Zip Code 91946	Country Code UNITED STATES	
Business Email JULIE@JULIECO.com	Business Phone Number 5621142365	Allowed to solicit No		

At the bottom left of the business information section, there is a blue 'Modify' button.

The following information, entered during enrollment, appears on the **Business Information** tab:

- Business Name
- Business Type
- Tax ID
- Subscriber Status: Active or Not Active
- Subscriber ID
- Address
- Business Email
- Business Phone Number

Level 1 users will be able to modify the business information.

To modify business information:

1. Click the **Modify** button.
2. Make changes as needed. You will not be able to change all fields; only your Bank administrator will be able to maintain these fields.
3. Click **Save**.

User Information

The entitled TreasurySuite Pay users appear on the Users tab.

To view the list of users:

1. Select TreasurySuite Bill Pay Maintenance from the Administration & Settings menu.
2. Click the **Users** tab.

<input type="checkbox"/> All	Actions	User ID	CheckFree ID	First Name	Last Name	CheckFree Status	Business Email Address	Authority Level	User Status	⚙️
<input type="checkbox"/>	View	JULIE1	JULIECO28JULIE16	Julie	One	Active	Julie.one@julieco2.com	Level1	Registered	
<input type="checkbox"/>	View	JULIE3	JULIECO28JULIE36	JULIE	Three	Active	Julie.Three@JULIECO2.com	Level3	Registered	
<input type="checkbox"/>	View	JULIE2	JULIECO28JULIE26	Julie	Two	Active	Julie.Two@JULIECO2.com	Level2	Registered	

The tab displays the following information about each user:

- User ID
- TreasurySuite: The subscriber ID issued by TreasurySuite following enrollment
- First Name
- Middle Name
- Last Name
- TreasurySuite Status: Active or Not Active, as set by the administrator
- Business Email Address
- Authority Level: Level1, Level2, or Level3
- User Status: Registered or Not Registered, depending on whether the enrollment process has been completed for the user
- Added Date: The date on which the user was added to the system

Adding a New User

The Level 1 user can add Level 2 and Level 3 users to the system.

To add a user:

1. Click the Add User link at the top of the Users tab.

The screenshot shows a mobile application interface for adding a new user. The title bar at the top says "Add a new user". Below it, the form is organized into sections. The "User Authority Level" section includes a "User ID" dropdown menu currently showing "GAN9", a "CheckFree ID" field, an "Authority Level" dropdown menu showing "Level 2", and a "Status" field. The "User Information" section has fields for "First Name", "Middle Name", "Business Email", and "Business Phone Number". A note below the phone number field says "Area Code + Number, Numeric Only". The "Bill Pay Account Assignment" section features a search bar and a list of accounts: Acc1, Acc2, Acc3, Acc5, and Acc4, each with an unchecked checkbox. At the bottom of the form, there are "Save" and "Cancel" buttons.

2. Use the **User ID** drop-down menu to select the user.
3. Use the **Authority Level** drop-down menu to select the level you want to assign to the user, Level 2 or Level 3.
4. Enter the user's first name, middle name, and last name.
5. Enter the user's business email.
6. Enter the user's phone number. Add the area code and number without dashes or spaces (for example, 1234567899).
7. In the **Bill Pay Account Assignment** section, select the checkbox or checkboxes for the company accounts you want to assign to the user.

Note: Level 2 and 3 users must be assigned at least one bank account. You will not be able to save a user without an account assignment.

8. Click **Save**.

Viewing User Information

Level 1 users can view information for all users. Level 2 users can view information for Level 2 and Level 3 users. Level 3 users can view only their own information.

To view information for a user:

- Select the user in the list, and from the Actions drop-down menu, select View.

Modifying User Information

The Level 1 user will be able to modify user information.

To modify user information:

1. Select the user in the list, and from the Actions drop-down menu, select Modify.

2. Make changes to user information and account assignments as needed. You will not be able to change all fields; only your administrator will be able to maintain these fields. Note that only Level 1 users can change the authority level of a user. Level 2 and 3 users can modify only their own user information.

Note: Level 2 and 3 users must be assigned at least one bank account. You will not be able to save modified users without an account assignment.

3. Click **Save**.

Deactivating a User

Level 1 users can also deactivate and reactivate Level 2 and Level 3 users as necessary.

To deactivate a user:

1. Select the user in the list, and from the **Actions** drop-down menu,
2. On the Modify User Information screen, select **Deactivate**.
3. To reactivate a user, return to this screen, and click **Reactivate**.

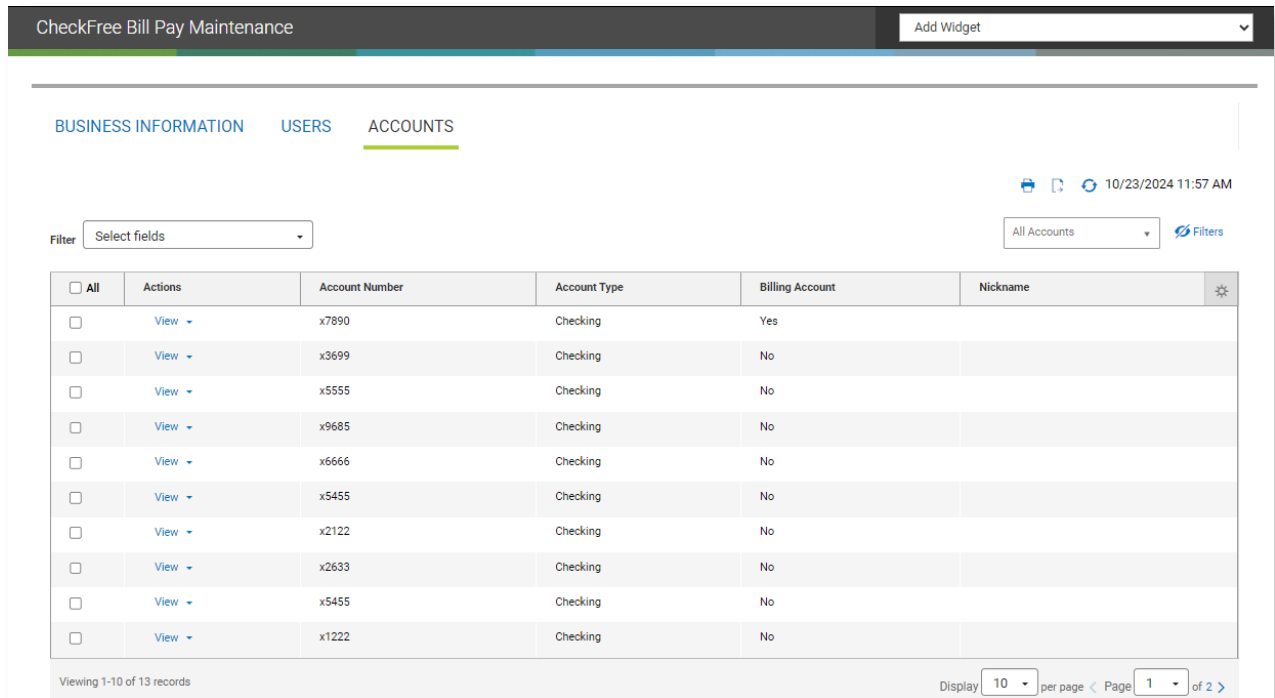
Note: If a user is deactivated, all account assignments associated with that user will be automatically removed. If the user is reactivated, the Level 1 user will need to reassign accounts to the user.

Accounts

The Level 1 user can view and maintain bank accounts used with TreasurySuite Bill Pay.

To view accounts:

1. Select TreasurySuite **Bill Pay Maintenance** from the Administration & Settings menu.
2. Click the **Accounts** tab.



CheckFree Bill Pay Maintenance

BUSINESS INFORMATION USERS **ACCOUNTS**

10/23/2024 11:57 AM

Filter: Select fields All Accounts Filters

<input type="checkbox"/> All	Actions	Account Number	Account Type	Billing Account	Nickname
<input type="checkbox"/>	View	x7890	Checking	Yes	
<input type="checkbox"/>	View	x3699	Checking	No	
<input type="checkbox"/>	View	x5555	Checking	No	
<input type="checkbox"/>	View	x9685	Checking	No	
<input type="checkbox"/>	View	x6666	Checking	No	
<input type="checkbox"/>	View	x5455	Checking	No	
<input type="checkbox"/>	View	x2122	Checking	No	
<input type="checkbox"/>	View	x2633	Checking	No	
<input type="checkbox"/>	View	x5455	Checking	No	
<input type="checkbox"/>	View	x1222	Checking	No	

Viewing 1-10 of 13 records

Display 10 per page Page 1 of 2

The information for each bank account includes the following:

- Account Number
- Account Type
- Billing Account: Yes or No
- Nickname

To view information for an individual account:

- Select the account in the list, and from the Actions drop-down menu, select View. The Level 1 user will be able to modify account information.

To modify account information:

1. Select the account in the list, and from the Actions drop-down menu, select Modify.

← Modify Bank Account

Account Information

* Account Type: Account Number:

Nickname:

Billing Account ⓘ

Check Print Address

Business Name:

Address1: Address2: City: State:

Zip Code:

Note: Only complete the Check Print address if the address to be printed on the checks issued from this account is different than the address on file for the account. If left blank, the address will default to the address associated with the account. Adding an address here does not change the address for the account.

2. Make changes as needed. You will not be able to change all fields; only your Bank administrator will be able to maintain these fields.

Note: You must have a dedicated account for billing at all times. If the account you are modifying is not the current billing account and you want to make it so, select the Billing Account checkbox on the Modify Bank Account screen. The account formerly used for billing will be deselected automatically.