



Bill Pay Maintenance User Guide

This User Guide is provided for informational purposes only and is intended to assist users in navigating BankUnited TreasurySuite Bill Pay Maintenance. BankUnited TreasurySuite features, functionality, user roles, account permissions, approval requirements, and administrative capabilities are subject to change without notice. BankUnited TreasurySuite Bill Pay services are governed by the applicable BankUnited agreements and disclosures. Customers are responsible for maintaining appropriate user access, account assignments, and security controls.

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BankUnited TreasurySuite Bill Pay Maintenance

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

User Levels

Three different levels of users can be added to BankUnited 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 BankUnited TreasurySuite Bill Pay

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

Level 1 User Registration

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

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

A screenshot of a web form titled "Bill Pay Maintenance". The form has a dark header bar with the title in white. Below the header, there is a light gray box containing instructions: "Please complete all required fields below. By selecting submit, you are certifying that the information you've entered is accurate." The form fields are: "First Name" (required, marked with a red asterisk) with the value "BBB"; "Middle Name" (optional); "Last Name" (required, marked with a red asterisk) with the value "AAA"; "Social Security Number" (required, marked with a red asterisk) with the value "123123123"; and "Birth Date" (required, marked with a red asterisk) with the value "10/19/2022" and a calendar icon. Below the birth date field, there is a small text note: "Use mm/dd/yyyy format". At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (white with a blue border).

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 BankUnited 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 BankUnited TreasurySuite Bill Pay following the instructions for Level 1 user registration.

Working with BankUnited TreasurySuite Bill Pay Maintenance

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

To access BankUnited TreasurySuite Bill Pay Maintenance:

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

Bill Pay Maintenance
Add Widget

BUSINESS INFORMATION

USERS

ACCOUNTS

Business Information

Business Name JULIECO	Business Type Corporation	Tax ID 59555555	Subscriber Status Active	Subscriber ID 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		

Modify

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 BankUnited TreasurySuite Pay users appear on the Users tab.

To view the list of users:

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

Bill Pay Maintenance

Add Widget

BUSINESS INFORMATION

USERS

ACCOUNTS

02/13/2023 09:09 AM

Filter

Select fields

All Users

Filters

☐ All	Actions	User ID	CheckFree ID	First Name	Last Name	CheckFree Status	Business Email Address	Authority Level	User Status	
☐	View	JULIE1	JULIECO28JULIE16	Julie	One	Active	Julie.one@julieco2.com	Level1	Registered	
☐	View	JULIE3	JULIECO28JULIE36	JULIE	Three	Active	Julie.Three@JULIECO2.com	Level3	Registered	
☐	View	JULIE2	JULIECO28JULIE26	Julie	Two	Active	Julie.Two@JULIECO2.com	Level2	Registered	

Viewing 1-3 of 3 records

Display

10

per page

<

Page

1

>

of 1

The tab displays the following information about each user:

- User ID
- BankUnited TreasurySuite: The subscriber ID issued by BankUnited TreasurySuite following enrollment
- First Name
- Middle Name
- Last Name
- BankUnited 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 web form for adding a new user. The form is titled "Add a new user" and has a back arrow in the top left. The form is divided into several sections:

- User Authority Level:** This section contains four fields: "User ID" (a dropdown menu with "GAN9" selected), "CheckFree ID" (a text input field), "Authority Level" (a dropdown menu with "Select" and a filter input, showing options "Level 2" and "Level 3"), and "Status" (a text input field).
- User Information:** This section contains five fields: "First Name", "Middle Name", "Last Name", "Business Email", and "Business Phone Number". Below the "Business Phone Number" field, there is a small text label: "Area Code + Number, Numeric Only".
- Bill Pay Account Assignment:** This section contains a search bar with the text "Search..." and a magnifying glass icon. Below the search bar is a list of accounts with checkboxes:
 - ☐ Account Name
 - ☐ Acc1
 - ☐ Acc2
 - ☐ Acc3
 - ☐ Acc5
 - ☐ Acc4

At the bottom of the form, there is a "Viewing 1-5 of 13 records" label, a "Display" dropdown menu set to "5", and pagination links "1 2 3 >". At the very bottom, 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.

Modify User Information

User Authority Level

* User ID: GAN7, CheckFree ID: , * Authority Level: Level 2, Status:

User Information

* First Name: CCC, Middle Name: , * Last Name: SSSS

* Business Email: aaa@aa.com, * Business Phone Number: 3454354354
Area Code + Number, Numeric Only.

Bill Pay Account Assignment

Search:

Account Name
☒ Acc1
☐ Acc2
☒ Acc3
☐ Acc5
☐ Acc4

Viewing 1-5 of 18 records Display: 5 1 2 3 >

Save Cancel

3. 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.

4. 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**.

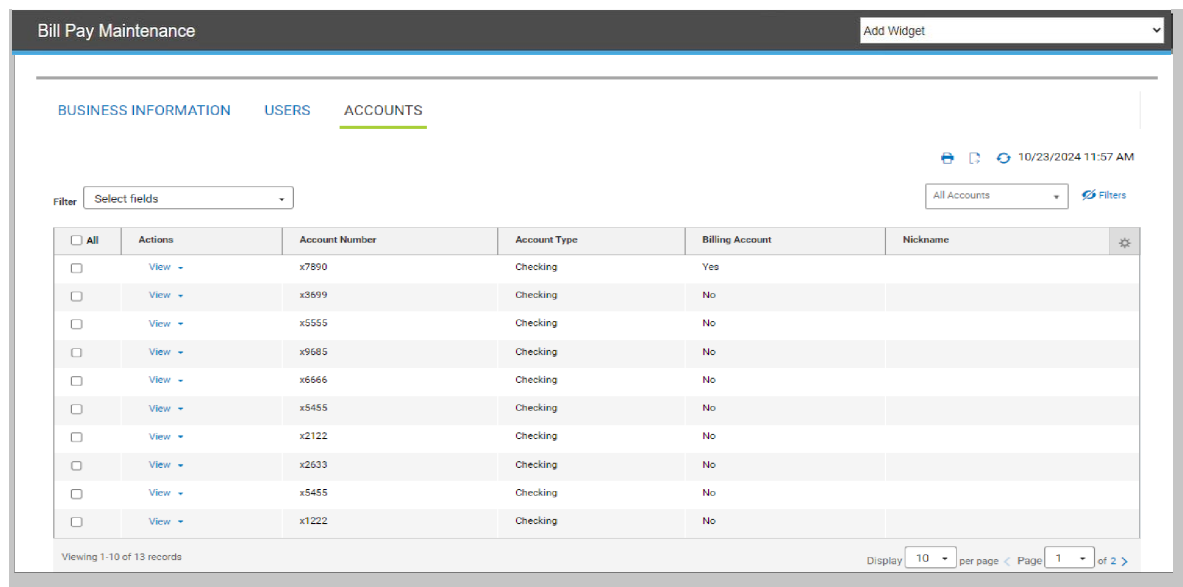
Note: If a user is deactivated, all account assignments associated with that user will be automatically removed. If the user is reactivated, the Level 1 user will need to reassign accounts to the user.

Accounts

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

To view accounts:

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



The screenshot shows the 'Bill Pay Maintenance' interface with the 'ACCOUNTS' tab selected. It features a table with columns for Account Number, Account Type, Billing Account, and Nickname. Each row has a 'View' link and a checkbox. The table displays 10 records, with a footer indicating 'Viewing 1-10 of 13 records'.

☐ All	Actions	Account Number	Account Type	Billing Account	Nickname	
☐	View	x7890	Checking	Yes		
☐	View	x3899	Checking	No		
☐	View	x5555	Checking	No		
☐	View	x9685	Checking	No		
☐	View	x6566	Checking	No		
☐	View	x5455	Checking	No		
☐	View	x2122	Checking	No		
☐	View	x2603	Checking	No		
☐	View	x5455	Checking	No		
☐	View	x1222	Checking	No		

The information for each bank account includes the following:

- Account Number
- Account Type
- Preferred Account
- 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 Number
Commercial Acc... ▾

Nickname

☐ Billing Account ⓘ

☐ Preferred Account ⓘ

Check Print Address

Business Name
PAT BILL PAY COMPANY

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 Preferred account at all times. If the account you are modifying is not the current Preferred account and you want to make it so, select the applicable Account checkbox on the Modify Bank Account screen. The account formerly used as the Preferred will be deselected automatically.

Modifying Account Access for Users

The Level 1 user can restrict bank accounts used with BankUnited TreasurySuite Bill Pay, to specific users.

To add an account to the User:

1. Select BankUnited TreasurySuite **Bill Pay Maintenance** from the Administration & Settings menu.
2. Click the **Users** tab.
3. Find the user and click **Modify**.

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Administration & Settings

Pat Kelly
 Last Login: 06/12/2026 12:33 PM

Bill Pay Maintenance
Add Widget

BUSINESS INFORMATION
USERS
ACCOUNTS

06/15/2026 12:38 PM

+ Add a New User

Filter
Select fields
All Users
Filters

☐ All	Actions	User ID	Bill Pay ID	First Name	Last Name	Bill Pay Status	Business Email Address	Authority Level	User Status
☐	View	EDBILLPAY	PATBILLPAY111EDBILLPAY9	Edward	Bialog	Active	ebialog@bankunited.com	Level2	Registered
☐	View	PKELLY21	PATBILLPAY111PKELLY218	PKELLY	USER	Active	pkelly@bankunited.com	Level2	Registered
☐	View	PKELLY	PATBILLPAY111PKELLY6	PAT	KELLY	Active	Pkelly@BankUnited.Com	Level1	Registered
☐	View	SABRINABILLPAY	PATBILLPAY111SABRINABILLPAY14	Sabrina	Khondaker	Active	skhondaker@bankunited.com	Level2	Registered
☐	View	TEST3TEST	PATBILLPAY111TEST3TEST9	TEST3	TEST	Active	pkelly@bankunited.com	Level3	Registered
☐	View	TEST3	PATBILLPAY111TEST35	Andre1	Fillion	Active	afillion@bankunited.com	Level2	Registered

Deactivate
Modify

Viewing 1-6 of 6 records
Display 10 per page
Page 1 of 1

4. **Select the account** to be added by checking the appropriate box.
5. Click **Save**.

← Modify User Information

User Authority Level

User ID

TEST3

Bill Pay ID

PATBILLPAY111TEST35

Authority Level

Level 2

Status

Active

User Information

First Name

Andre1

Middle Name

Last Name

Fillion

Business Email

afillion@bankunited.com

Business Phone Number

3055551212

Area Code + Number, Numeric Only.

Bill Pay Account Assignment

Search...

Account Number

Account Name

☒

9852369741Comm Account 1

☒

9852369811Commercial Account 3

☐

9852369814Commercial Account 2

check box to add account

Viewing 1-3 of 3 records

Display 51

Save

Deactivate

Cancel

Message will display that the action was successful.

BankUnited Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings Pat Kelly Last Login: 06/12/2026 12:33 PM

Bill Pay Maintenance Add Widget

BUSINESS INFORMATION **USERS** ACCOUNTS

06/15/2026 12:42 PM

Bill Pay User Submitted
User ID: TEST3

successfully added account

Add a New User

Filter Select fields All Users Filters

☐ All	Actions	User ID	Bill Pay ID	First Name	Last Name	Bill Pay Status	Business Email Address	Authority Level	User Status
☐	View	EDBILLPAY	PATBILLPAY111EDBILLPAY9	Edward	Bialog	Active	ebialog@bankunited.com	Level2	Registered
☐	View	PKELLY21	PATBILLPAY111PKELLY218	PKELLY	USER	Active	pkelly@bankunited.com	Level2	Registered
☐	View	PKELLY	PATBILLPAY111PKELLY6	PAT	KELLY	Active	PKelly@BankUnited.Com	Level1	Registered
☐	View	SABRINABILLPAY	PATBILLPAY111SABRINABILLPAY14	Sabrina	Khondaker	Active	skhondaker@bankunited.com	Level2	Registered
☐	View	TEST3TEST	PATBILLPAY111TEST3TEST9	TEST3	TEST	Active	pkelly@bankunited.com	Level3	Registered
☐	View	TEST3	PATBILLPAY111TEST35	Andre1	Fillion	Active	afillion@bankunited.com	Level2	Registered

Viewing 1-6 of 6 records Display 10 per page Page 1 of 1

Deactivate Modify

To remove an account from the User:

1. Select BankUnited TreasurySuite **Bill Pay Maintenance** from the Administration & Settings menu.
2. Click the **Users** tab.
3. Find the user and click **Modify**.

BankUnited Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings Pat Kelly Last Login: 06/15/2026 12:54 PM

Bill Pay Maintenance Add Widget

BUSINESS INFORMATION **USERS** ACCOUNTS

06/15/2026 12:56 PM

Add a New User

Filter Select fields All Users Filters

☐ All	Actions	User ID	Bill Pay ID	First Name	Last Name	Bill Pay Status	Business Email Address	Authority Level	User Status
☐	View	EDBILLPAY	PATBILLPAY111EDBILLPAY9	Edward	Bialog	Active	ebialog@bankunited.com	Level2	Registered
☐	View	PKELLY21	PATBILLPAY111PKELLY218	PKELLY	USER	Active	pkelly@bankunited.com	Level2	Registered
☐	View	PKELLY	PATBILLPAY111PKELLY6	PAT	KELLY	Active	PKelly@BankUnited.Com	Level1	Registered
☐	View	SABRINABILLPAY	PATBILLPAY111SABRINABILLPAY14	Sabrina	Khondaker	Active	skhondaker@bankunited.com	Level2	Registered
☐	View	TEST3TEST	PATBILLPAY111TEST3TEST9	TEST3	TEST	Active	pkelly@bankunited.com	Level3	Registered
☐	View	TEST3	PATBILLPAY111TEST35	Andre1	Fillion	Active	afillion@bankunited.com	Level2	Registered

Viewing 1-6 of 6 records Display 10 per page Page 1 of 1

Deactivate Modify

1. **Select the account** to be removed by deselecting the appropriate box.
2. Click **Save**.

← Modify User Information

User Authority Level

* User ID Bill Pay ID * Authority Level ⓘ Status

User Information

* First Name Middle Name * Last Name

TEST3

TEST

* Business Email

* Business Phone Number

Area Code + Number. Numeric Only.

Bill Pay Account Assignment

Search...

	Account Number	Account Name
☒	9852369741	Comm Account 1
☒	9852369811	Commercial Account 3
☐	9852369814	Commercial Account 2

Remove
account

Viewing 1-3 of 3 records

Display 5 1

Save Deactivate Cancel

Message will display that the action was successful.

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Pat Kelly

Last Login: 06/15/2026 12:54 PM

Bill Pay Maintenance

Add Widget

BUSINESS INFORMATION

USERS

ACCOUNTS

✓

Bill Pay User Submitted

User ID: TEST3TEST

successfully removed account

⊕ Add a New User

Filter

Select fields

All Users

Filters

☐ All	Actions	User ID	Bill Pay ID	First Name	Last Name	Bill Pay Status	Business Email Address	Authority Level	Usage
☐	View	EDBILLPAY	PATBILLPAY111EDBILLPAY9	Edward	Bialog	Active	ebialog@bankunited.com	Level2	Registered
☐	View	PKELLY21	PATBILLPAY111PKELLY218	PKELLY	USER	Active	pkelly@bankunited.com	Level2	Registered
☐	View	PKELLY	PATBILLPAY111PKELLY8	PAT	KELLY	Active	PKelly@BankUnited.com	Level1	Registered
☐	View	SABRINABILLPAY	PATBILLPAY111SABRINABILLPAY14	Sabrina	Khondaker	Active	skhondaker@bankunited.com	Level2	Registered
☐	View	TEST3TEST	PATBILLPAY111TEST3TEST9	TEST3	TEST	Active	pkelly@bankunited.com	Level3	Registered
☐	View	TEST3	PATBILLPAY111TEST35	Andre1	Fillion	Active	afillion@bankunited.com	Level2	Registered

Viewing 1-6 of 6 records

Display

10

per page

Page

1

of 1

*Note: The Level 1 user cannot perform multiple actions within the same session. For example, the Level 1 user cannot **select** an account to add and **deselect** an account to be removed within the same session. Combining actions will return an error message.*