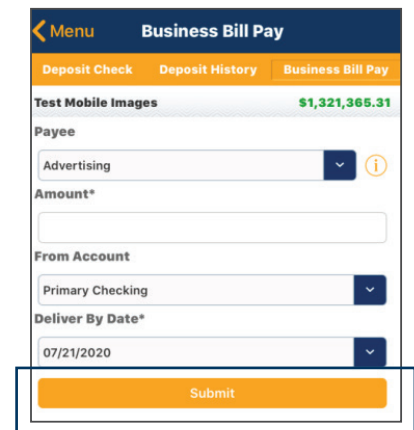
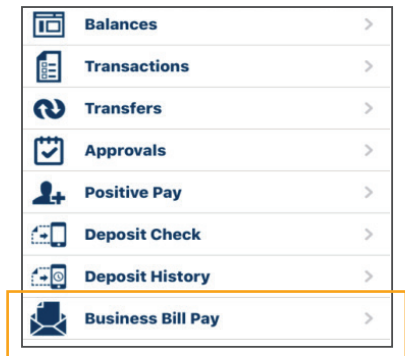


Quick Reference Guide Business Bill Pay via Webster Web-Link[®] Mobile App

This guide is to assist with using the Business Bill Pay feature in the Webster Web-Link Mobile App.

If you have access to the desktop version of Business Bill Pay on Web-Link, and have your mobile profile turned on, you have access to Business Bill Pay in the mobile app. Please follow the Mobile Web-Link Enrollment guide in the Client Information Center.

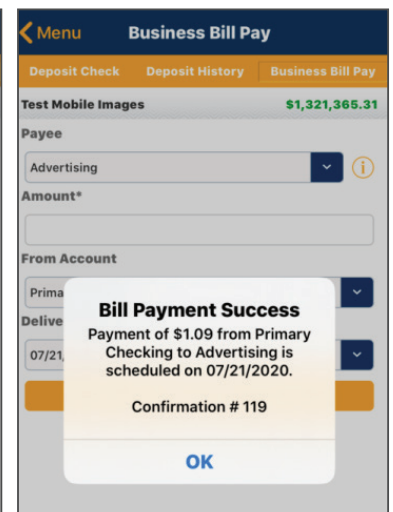
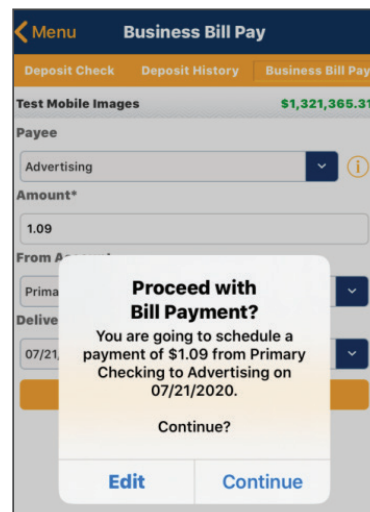
1. Log in to the Web-Link mobile app
2. Select Business Bill Pay
3. Enter the payment information:
 - a. If your desired payee does not appear in the drop-down list, please add them via the Webster Web-Link desktop site
 - b. Enter the amount
 - c. Choose the pay from account
 - d. Enter the deliver by date
4. Tap Submit



5. A proceed message will display with information on the payment:
 - a. If information is correct, tap continue
 - b. If information is incorrect, tap edit and go back to step 3

6. A confirmation message will display for the payment being scheduled. You have until 4:00 pm that same day to edit the payment. Any changes must be done through the desktop site.

Note: those using dual control need to approve on the desktop site, not via the mobile app.



Updated 07/2020

If you have any questions, contact your Client Support Specialist.