Treasury & Payment Solutions

Quick Reference Guide

Business Bill Pay: Enrollment and Entitlement via Webster Web-Link®

Business Bill Pay (BBP) allows you to pay vendors or other businesses from your Webster accounts. These payments will either be made electronically (via ACH) or by check depending on the payee's ability to accept electronic payments:

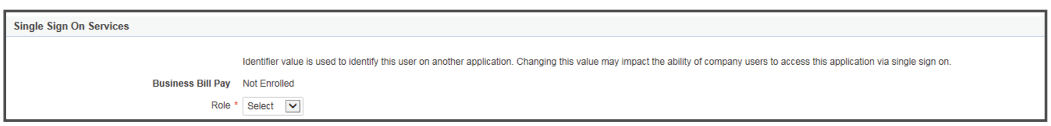
- You can import your payees via your desktop using a CSV formatted file
- Rush payments are available for last-minute payments via an overnighted FedEx or UPS check

Note: Internet Explorer is not a recommended or supported browser when accessing Business Bill Pay.

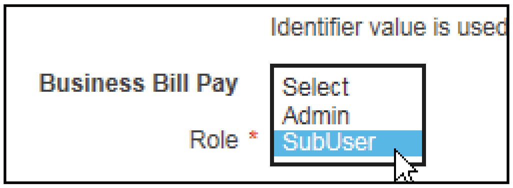
This guide will introduce Company System Administrators (CSA) to enrolling/un-enrolling/entitling other users, and show a user how to complete enrollment. Once Webster Bank has entitled your organization and CSA to this service, the link to the Business Bill Pay module will appear under the Payments tab in the top navigation menu on Web-Link:

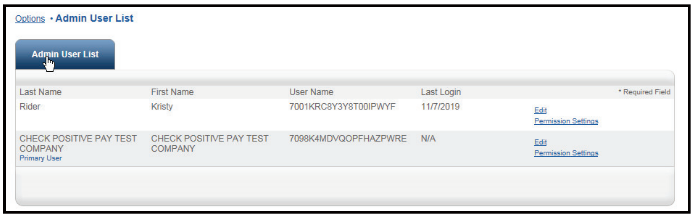
Depending on your entitlement, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.

CSA Enrolling a New User: *Admin>Manage>Users*



1. Select user and click 'Edit User'
2. Scroll down to 'Single Sign On Services' and pick one of two options:
   a. Admin – to give administrative rights (see Permissions)
   b. SubUser – for more limited rights (see Permissions)
   c. If you do not see this option, scroll down and click "save and submit"
      i. Go to 'Set up Functional Access' and check off the BBP boxes
      ii. Follow steps 1 -2 over again
3. Click 'Save' and 'Submit'
4. A Successful Submit displays

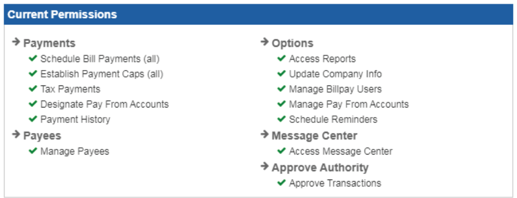




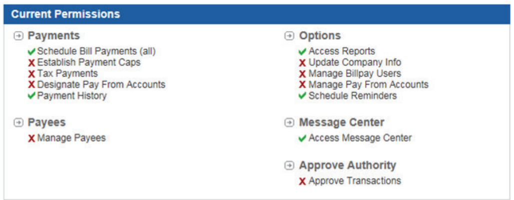
Tip: User profile will not appear on User List in Business Bill Pay until the newly enrolled user logs in to Business Bill Pay for the first time.

Permissions can be adjusted by any user/s you entitle to the 'Manage Bill Pay Users' permission. The default is for Admin users to have this permission and SubUsers to be restricted, although this can be changed:

Admin Default Permissions:



SubUser Default Permissions:



Tip: To add a new "Pay From Account" or change Payment Caps please contact your Support Specialist.

Business Bill Pay: Enrollment and Entitlement via Webster Web-Link®

New User Enrolling into Business Bill Pay: *Payments>LINKS>Business Bill Pay*

1. Web-Link will display the Business Bill Pay module when the link is clicked
2. Complete the prompted information:
   a. Challenge Questions - 4 questions/answers
   b. Create Security Key - allows you to recognize this is the authentic BBP site and will display on each log in. Key must be 6-9 characters and a limited set of special characters (_-()")
   c. If disclosures display, you must review and accept to proceed
3. Enrollment is complete

Note: Challenge questions will be promoted throughout usage on this module to authenticate the user.

CSA Un-enrolling a User on Business Bill Pay: This will restrict the user from entering the BBP module. *Admin>Manage>Users*

1. Edit the user
2. Scroll to 'Manage User Entitlements'
3. Turn off the Account and Functional Access for Bill Pay

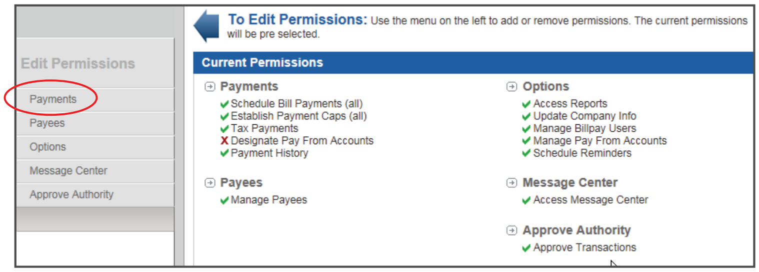
CSA's should also remove all permissions from the user in the BBP site. Please also alert Webster Bank.

Entitlements for Users: edit user entitlements for payment related features such as limits on specific Payees

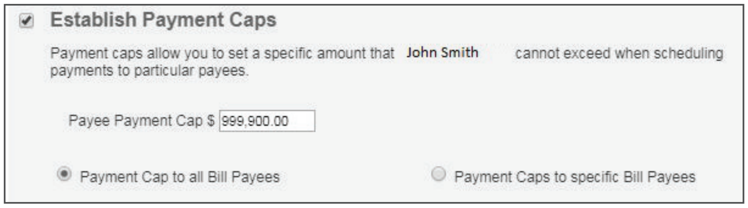
Changing a User's Payee Payment Limit: *Options>Manage Users*

To edit or change a User's Payee Payment Limit, you need the 'Establish Payments Cap' permission:

1. Click Permission Settings for User you would like to change or obtain information
2. Click Payments



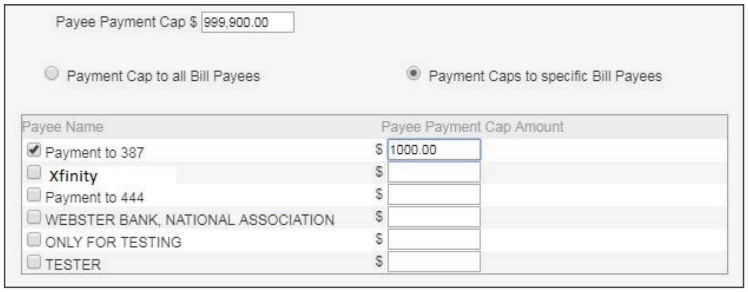
3. In the Establish Payment Caps field you can change the Cap. Note: this should never exceed the Company Payment Caps set by an Authorized Signer during Implementation
4. Once finished, scroll to the bottom of the screen and click 'Save Changes'



Quick Reference Guide

Business Bill Pay: Enrollment and Entitlement via Webster Web-Link®

5. You have the option to change Payment Caps to Specific Bill Payees. This will limit these specific users to only schedule payments to payees up to this amount. If you change Payment Caps to specific Bill Payees:
   a. Select the Payee Name check box
   b. Enter Cap Amount Note: this amount must be equal to or less than the Payee Payment Cap
   c. Click 'Save Changes'



Payments: User Permissions: *Options>Manage Users*

- Tax Payments – Provides a direct link to the EFTPS site. Unchecking this box will remove the user's ability to see the Tax Payment link
- Designate Pay from Accounts – Enable which accounts the user should be able to schedule payments from
- Payment History – See transaction history for up to 18 months. Disabling this removes 'Transaction History' although; users will still be able to see scheduled payments

Tip: If a user is currently in the system during any entitlement change, they may need to log out and back in for changes to reflect on their Business Bill Pay module.

User Permissions – Payees, Reports, Company Users, Accounts, Reminders, Approvals:

- Manage Payees - Gives access to manage details surrounding a payee. Note: To protect against fraud, it is highly recommended you restrict the combined permissions of Add a Payee and Schedule a payment to owners, managers or highly trusted individuals
- Access Reports - Gives access to Payments Processed, Payment Changes & Payees Added
- Update Company Info
- Manage Bill Pay Users - highly recommend you restrict users from this permission, as they have access to change all permissions for all users
- Manage Pay From Accounts
- Schedule Reminders

Updated 07/2020

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