



e-Treasury Business Banking/WOL Migration Payments Comparison

User Options & Report Differences

July 10, 2023





Table of Contents

| | |
|--|----|
| Overview | 3 |
| e-Treasury: Payments | 4 |
| Add Payee | 4 |
| Manage Payees..... | 6 |
| Making Payments via 3-5 Business Days (Standard Bill Pay)..... | 8 |
| Viewing Recent and Upcoming Payments | 15 |

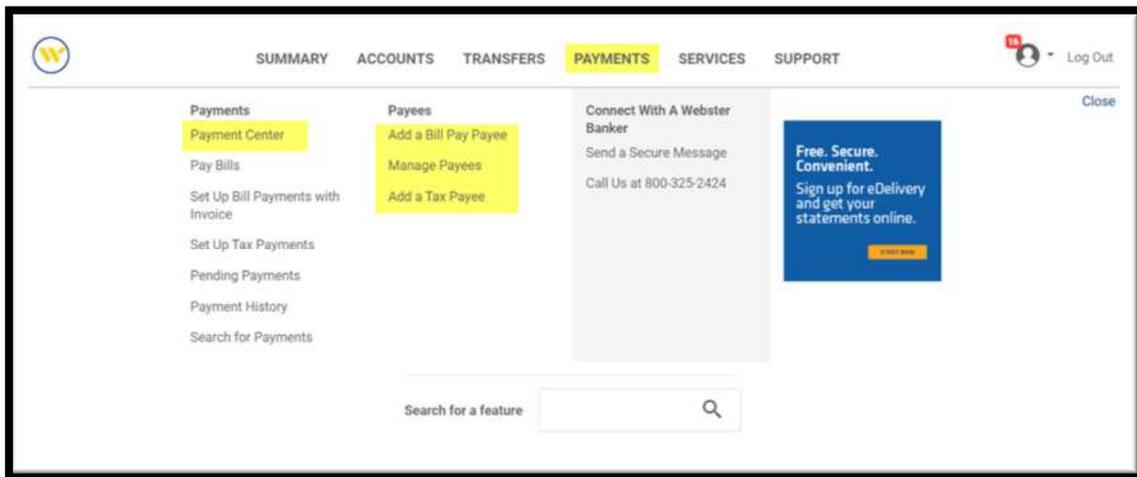


Overview

To facilitate the migration of Webster clients to e-Treasury Business Banking, this document details differences between Webster Online's (WOL) and e-Treasury Business Banking's Payments functions. Illustrations include user options throughout this feature.

WOL vs. e-Treasury Business Banking Transfers

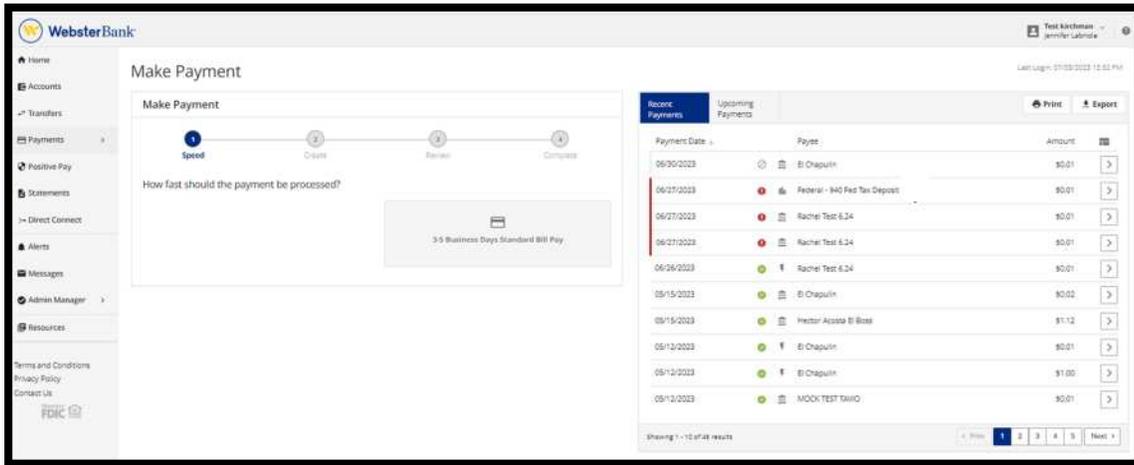
WOL's Payments is the equivalent of e-Treasury's Payments.





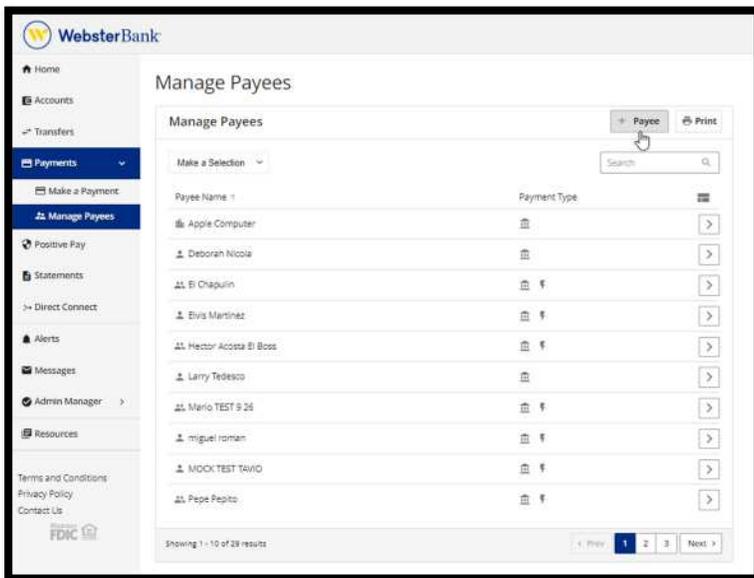
e-Treasury: Payments

Funds can be moved between accounts in e-Treasury by selecting the Transfers menu option and entering the required fields.



Add Payee

To add a payee, go to Payments on the menu and choose Manage Payees.





Under Create Payee, enter the Payee information, including Payee Name, and Payee Address. Create your own Payee ID, or let the system generate one for you. Select a Payee Type by choosing from the drop-down (Vendor, Person, or Employee). Check the boxes to notify Payee if ACH and/or Used for Request for Payment. Enter the payee's Email Address.

The screenshot shows a 'Create Payee' form with the following fields and values:

- Payee Name:** JenniCakes, LLC (15/35 Characters)
- Payee Address 1:** 200 Executive Blvd (18/35 Characters)
- Payee Address 2:** (Empty)
- Payee Address 3:** (Empty)
- Payee Country:** United States
- Payee ID:** JenniCakes (Enter unique ID or system will generate one)
- Payee Type:** Vendor (dropdown menu)
- Notify Payee if ACH
- Used for Request for Payment
- Email Address:** jlabriola@websterbank.com

Under Payee Account Details, provide the account number of the payee you are paying, the account type, and bank routing number. If you do not know the bank information, use the Bank Lookup feature. Choose if you wish to pay the payee via ACH or via Wire Transfer, you may click both to get an option. Click Save.



Payee Account Details

• * Required Field

Account Number
123456789
9/17 Characters

Account Type
Checking

Bank R/T Number
21170101
Enter 9 digit bank routing / transit number

Bank Name
WEBSTER BANK, N.A.

Bank Address 1
STAMFORD
8/35 Characters

Bank Address 2
CT
2/35 Characters

Bank Address 3

Bank Country
United States

Pay via 1-2 Business Day Payments - ACH
 Pay via Same Day Payments - Wire Transfer

Manage Payees

Click on Manage Payees on the menu to edit an existing payee. Find the Payee Name you would like to edit and click on chevron icon to the right. >

WebsterBank

Home
Accounts
Transfers
Payments
Make a Payment
Manage Payees
Positive Pay
Statements
Direct Connect
Alerts
Messages
Admin Manager
Resources
Terms and Conditions
Privacy Policy
Contact Us

Manage Payees

+ Payee

All Payees Search

| Payee Name | Payment Type | |
|-----------------------------|--------------|---|
| Pepe Pepito | USD | > |
| Rachel Test 6/24 | USD | > |
| River Trail | USD | > |
| Robert Conger | USD | > |
| Secure Test | USD | > |
| Shalira | USD | > |
| Sharmilaj | USD | > |
| stest | USD | > |
| sue sue | USD | > |
| SWIFT Kirchman Test Account | USD | > |

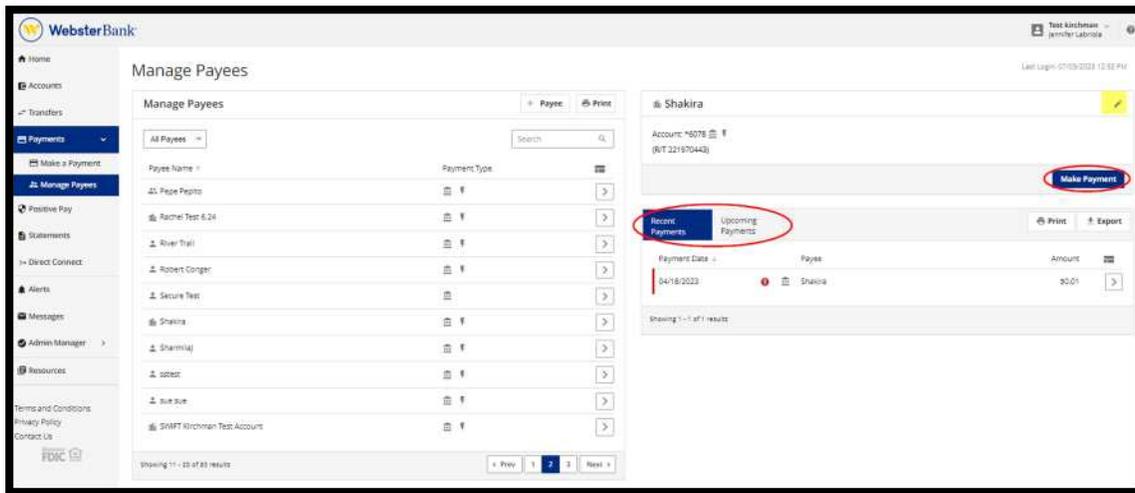
Showing 11 - 20 of 20 results

< Prev 1 2 3 Next >

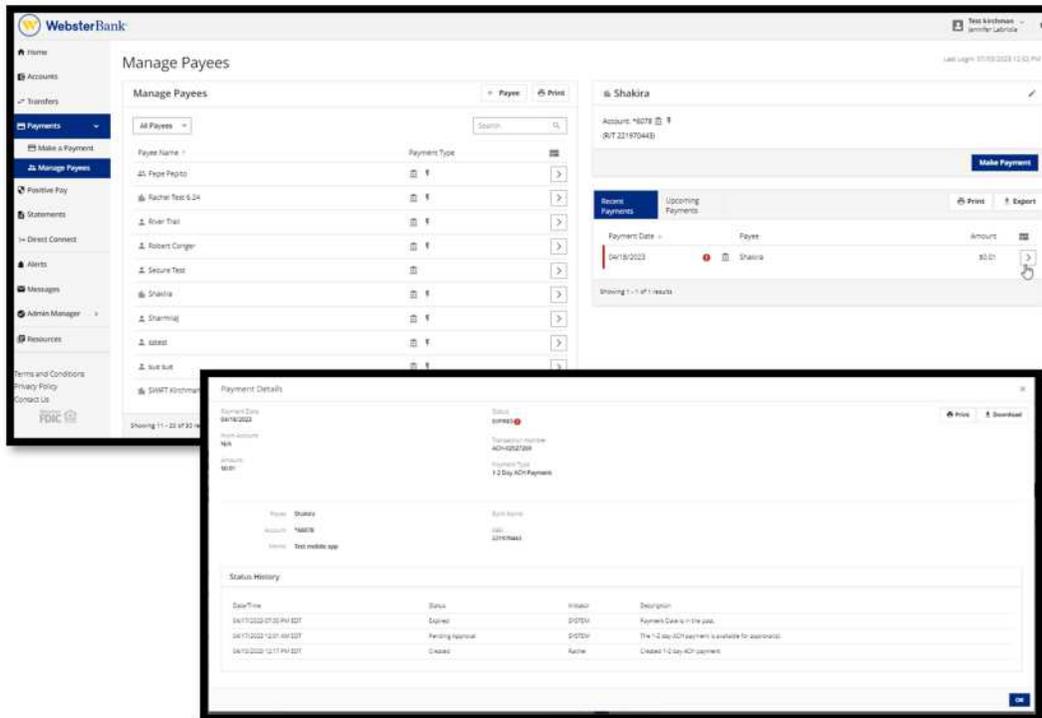


On the right hand side of the page, you will see the Payee you have selected. Clicking the pencil icon will allow you to edit the information. You can make a payment by clicking on Make Payment.

You can also view Recent Payments and Upcoming Payments to that payee by clicking on the corresponding tabs.



To view additional information for a particular payment to a payee, click the chevron icon. >

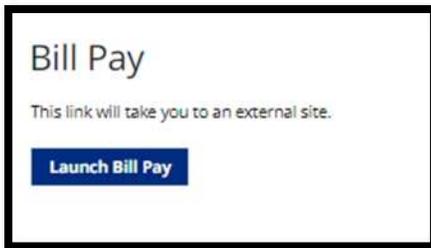




Making Payments via 3-5 Business Days (Standard Bill Pay)

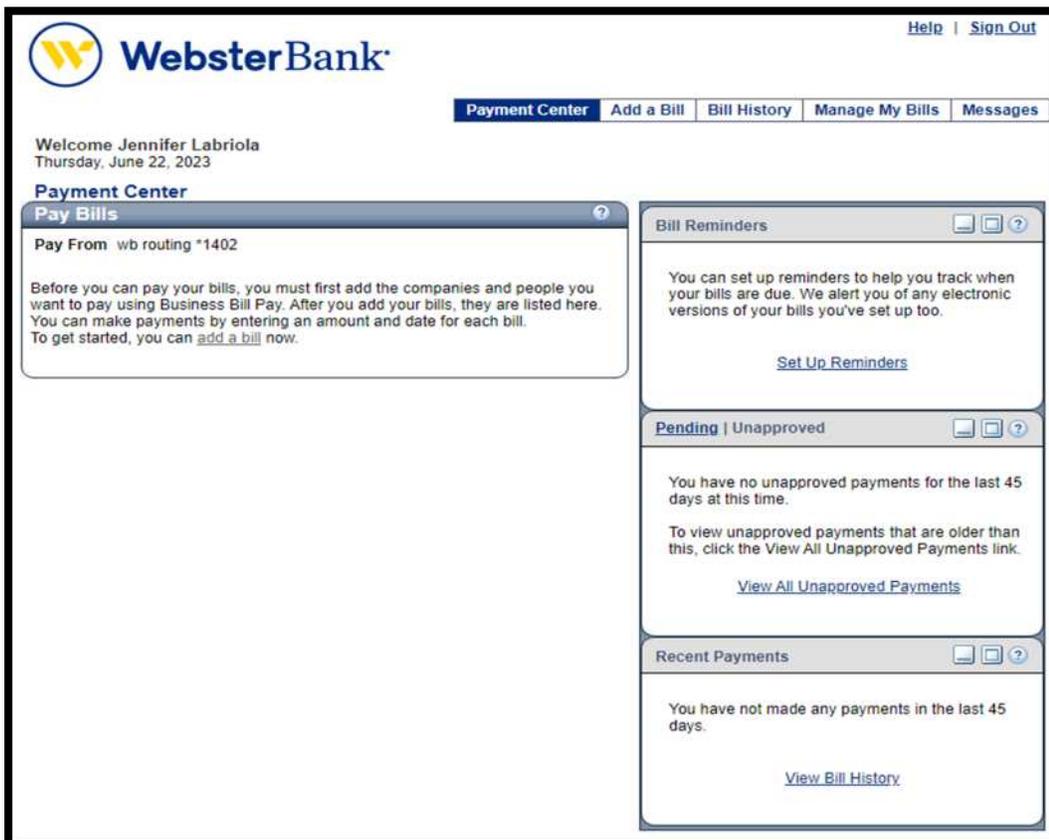
Click on Payments and Make a Payment and choose the Speed of the Payment (3-5 Business Days Standard Bill Pay)

You will be asked if you want to log into Bill Pay. Click on Launch Bill Pay.



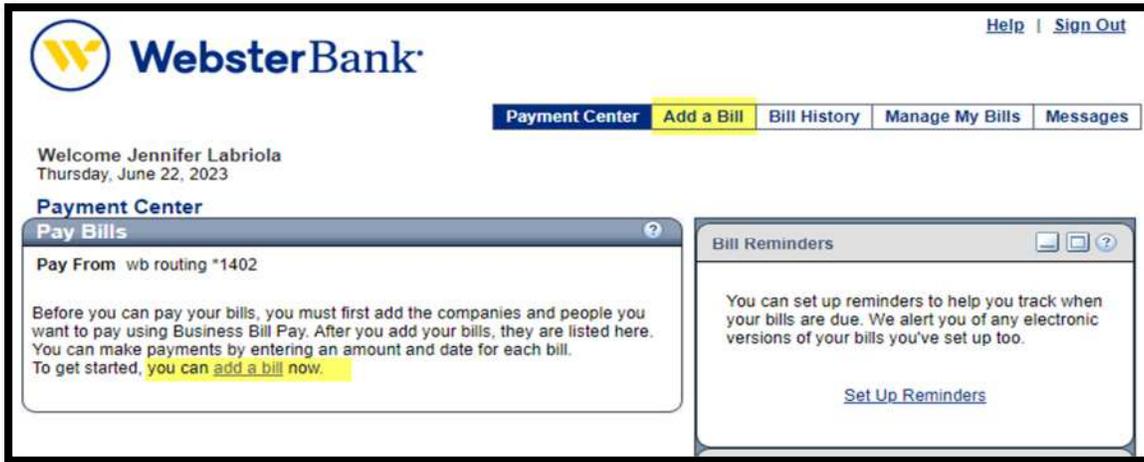
The Payment Center allows you to Add Payees, set-up your Reminders, view/approve your Pending Payments, as well as see the payments you created in the last 45 days under Recent Payments.

Clicking on the Question Mark icon will open the help screen within each section. 

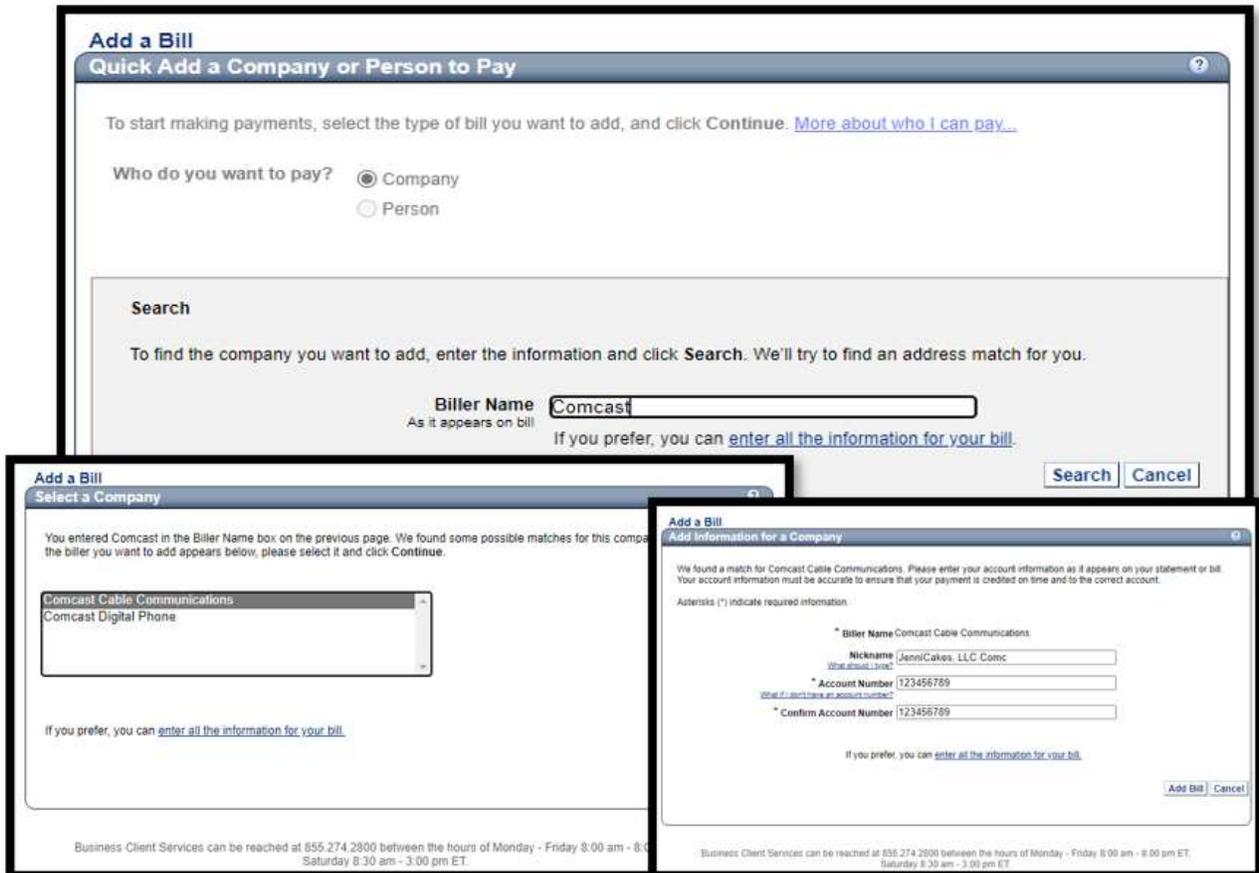




To add a bill, click on Add a Bill in either of the highlighted links shown below.



Enter the Payee Information by first choosing if you would like to pay a Company or a Person. Then Search by a name and select your payee. The system will look for the biller match to determine the payment vehicle.





You can also manually enter the Biller Information, then click Add Bill.

Add a Bill
Add a Company With an Account Number

Please enter your account information as it appears on a statement or bill from the company you want to pay. Your account information must be accurate to ensure that your payment is credited on time and to the correct account.

Asterisks (*) indicate required information.

* **Biller Name** Comcast Cable Communications

Nickname
What should I type?

* **Account Number**
What if I don't have an account number?

* **Confirm Account Number**

* **Biller Address 1**
Where you would mail payments

Biller Address 2

* **Biller City / State**

* **Biller ZIP Code** -
xxxxx-xxxx

* **Biller Phone Number** () - -
(xxx)xxx-xxxx

Business Client Services can be reached at 855.274.2800 between the hours of Monday - Friday 8:00 am - 8:00 pm ET,
Saturday 8:30 am - 3:00 pm ET.

Once the bill has been added, you will receive a confirmation that you added a payee. This confirmation will also be sent via email.

Add a Bill
Company Added

You've just added Comcast Cable Communications to Business Bill Pay, and we've saved your information. For security reasons, we'll send an email confirmation to jlabriola@websterbank.com.

Business Client Services can be reached at 855.274.2800 between the hours of Monday - Friday 8:00 am - 8:00 pm ET,
Saturday 8:30 am - 3:00 pm ET.



Once you have added a bill, you can now make a payment. On your main Bill Pay screen, you will see the billers that have been set up. Enter the payment amount along with the pay date and click Make Payment.

The screenshot shows the 'Payment Center' interface. At the top, there are navigation tabs: 'Payment Center', 'Add a Bill', 'Bill History', 'Manage My Bills', and 'Messages'. Below this, a welcome message reads 'Welcome Jennifer Labriola, Thursday, June 22, 2023'. The main section is titled 'Payment Center' and contains a 'Pay Bills' window. This window shows 'Pay From' as 'wb routing *1402' and a table of 'Unassigned Billers'. The table has columns for 'Features', 'Biller Name', 'Amount', and 'Pay Date'. One bill is listed: 'Comcast Cable Communications' for \$1.00, due on 06/29/2023. Below the table is an 'Add Invoices' link and a 'Make Payments' button. To the right of the 'Pay Bills' window are three informational panels: 'Bill Reminders' (with a 'Set Up Reminders' link), 'Pending | Unapproved' (with a 'View All Unapproved Payments' link), and 'Recent Payments' (with a 'View Bill History' link). At the bottom of the interface, contact information for Business Client Services is provided.

| Features | Biller Name | Amount | Pay Date |
|----------|--|---------|------------|
| | Comcast Cable Communications JenniCakes, LLC *5985 | \$ 1.00 | 06/29/2023 |

Then click on Submit Payments.

The screenshot shows the 'Review Payments' screen. It starts with a message: 'You're making payments for the following bills. Please review the information and click Submit Payments.' Below this is a table of 'Unassigned Billers'. The table has columns for 'Biller Name', 'Account', 'Amount', 'Pay Date', 'Memo', and 'Check Number'. One bill is listed: 'Comcast Cable Communications' for \$1.00, due on 06/29/2023, with a memo of 'May Payment' and a check number of 1234. Below the table, the total amount is shown as '\$1.00'. At the bottom right, there are three buttons: 'Submit Payments' (highlighted in yellow), 'Make Changes', and 'Cancel'.

| Biller Name | Account | Amount | Pay Date | Memo | Check Number |
|--|------------------|--------|------------|-------------|--------------|
| Comcast Cable Communications JenniCakes, LLC *5985 | wb routing *1402 | \$1.00 | 06/29/2023 | May Payment | 1234 |



You will receive a payment confirmation on which you may add a Note. Once you are done, click on Finished.

Pay Bills
Payment Confirmation

[Print](#)

You've paid the following bills. If you want to keep any additional information on file with the bill, click the **Note** link.

| Bill Number | Bill Name | Account | Amount | Pay Date | Confirmation | Payment Method | Action |
|-------------|--|------------------|--------|------------|--------------|----------------|----------------------|
| | Comcast Cable Communications JenniCakes, LLC *5905 | wb routing *1402 | \$1.00 | 06/29/2023 | V38HJ-2TDF4 | May Payment | Note |

Check Number: 1234
Total: \$1.00

[Finished](#)

Reminders are a great tool to help track when your bills are due. Set-up reminders in the Bill Reminder section under Manage My Bills on the main menu.

Webster Bank [Help](#) | [Sign Out](#)

Payment Center | [Add a Bill](#) | [Bill History](#) | **[Manage My Bills](#)** | [Messages](#)

Welcome Jennifer Labriola
Thursday, June 22, 2023

Payment Center

Pay Bills

Pay From wb routing *1402

Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can [add a bill](#) now.

Bill Reminders

You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too.

[Set Up Reminders](#)

Pending | Unapproved

You have no unapproved payments for the last 45 days at this time.

To view unapproved payments that are older than this, click the [View All Unapproved Payments](#) link.

[View All Unapproved Payments](#)

Recent Payments

You have not made any payments in the last 45 days.

[View Bill History](#)



Choose the Biller Name and select Set up Reminders for this bill under What would you like to do?. Fill in the needed information and click Save Changes.

Payment Center Add a Bill Bill History **Manage My Bills** Messages

Manage My Bills

Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name Comcast Cable Comm... *5965

What would you like to do?

- Add an automatic payment
- Set up reminders for this bill
- Update biller information
- Delete this biller

Business Client Services can be reached at 855.274.2800 between the hours of 8:00 am - 8:00 pm, Monday through Friday. Saturday 8:30 am - 3:00 pm.

Reminders are a helpful way to manage your bills.

Here's how to start receiving reminders in the Payment Center:

- Type the typical due date for this bill
- Select how often you receive this bill
- Type the typical amount due
- Select how far in advance of the due date you want to receive a reminder

Asterisks (*) indicate required information.

*Typical due date 06/23/2023

*Bill Received Monthly

Typical Amount Due \$ 200.00

*How far in advance of the due date you want to be reminded of this bill 10 days

If you'd like to receive email reminders, type your email address and select the type of reminders you want

*Email address jabricia@websterbank.com

- Email me to remind me my bill is due
- Email me if not paid by the due date
- Email me when the payment has been sent

Save Changes Cancel

You can also Add an Automatic Payment, Update Biller Information and Delete the biller in this section.

Payment Center Add a Bill Bill History **Manage My Bills** Messages

Manage My Bills

Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name Comcast Cable Comm... *5965

What would you like to do?

- Add an automatic payment
- Set up reminders for this bill
- Update biller information
- Delete this biller



To view your bill history, click on Bill History or under the header Recent Payments and click on View Bill History.

The screenshot displays the Webster Bank Payment Center interface. At the top left is the Webster Bank logo. To the right of the logo is the text "Webster Bank". In the top right corner, there are links for "Help" and "Sign Out". Below the logo and name is a navigation bar with the following items: "Payment Center" (highlighted in blue), "Add a Bill", "Bill History" (highlighted in yellow), "Manage My Bills", and "Messages".

Below the navigation bar, the user is greeted with "Welcome Jennifer Labriola" and "Thursday, June 22, 2023". The main content area is titled "Payment Center" and contains several panels:

- Pay Bills:** Shows "Pay From" as "wb routing *1402". Below this is a message: "Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can [add a bill](#) now."
- Bill Reminders:** Contains the text: "You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too." Below this is a link: "[Set Up Reminders](#)".
- Pending | Unapproved:** Contains the text: "You have no unapproved payments for the last 45 days at this time." Below this is a link: "[View All Unapproved Payments](#)".
- Recent Payments:** Contains the text: "You have not made any payments in the last 45 days." Below this is a link: "[View Bill History](#)" (highlighted in yellow).



Use the dropdown to choose the date range you would like to view. You can see up to 18 months of your pre-conversion bill payment history.

Bill History
View Payments and Bills

All Payments | [Unapproved Payments](#)

To view payments and bills for a different date range, select an option in **Current View**. Use **Additional Options** to search for specific payments. Print

Current View Past 30 days and future
 Past 30 days and future
 Past 60 days and future
 Past 90 days and future
 Past 180 days and future
 Past 12 months and future
 Past 18 months and future
 Specific date range

There are [0](#) [unapproved](#) payments. [How do I sort, search, or filter?](#)

Additional Options
 Show All (selected) For Go

Payments 1 - 1 of 1 << First < Prev 1 Next > Last >>

| Billers Name Category | Account | Amount | Pay Date | Status Initiated By | Action |
|---|------------------|--------|------------|-------------------------------------|-----------------------------|
| Comcast Cable Communications Utilities JenniCakes, LLC *5965 | wb routing *1402 | \$1.00 | 06/29/2023 | Pending obsuxxxxxxxjennxxxx50815 | View Detail |

Payments 1 - 1 of 1 << First < Prev 1 Next > Last >>

[Download File](#)

Viewing Recent and Upcoming Payments

You can view Recent Payments or Upcoming Payments.

Recent Payments | Upcoming Payments Print Export

| Payment Date | Payee | Amount |
|--------------|-------------------------------|--------|
| 06/30/2023 | El Chapulin | \$0.01 |
| 06/27/2023 | Federal - 940 Fed Tax Deposit | \$0.01 |
| 06/27/2023 | Rachel Test 6.24 | \$0.01 |
| 06/27/2023 | Rachel Test 6.24 | \$0.01 |
| 06/26/2023 | Rachel Test 6.24 | \$0.01 |
| 05/15/2023 | El Chapulin | \$0.02 |
| 05/15/2023 | Hector Acosta El Boss | \$1.12 |
| 05/13/2023 | El Chapulin | \$0.01 |
| 05/12/2023 | El Chapulin | \$1.00 |
| 05/12/2023 | MOCK TEST TAWO | \$0.01 |

Showing 1 - 10 of 48 results < Prev 1 2 3 4 5 Next >

Recent Payments | Upcoming Payments Print Export

| Payment Date | Payee | Amount |
|--------------|----------------|--------|
| 07/12/2023 | Shakira | \$1.00 |
| 07/21/2023 | Deborah Nicola | \$1.00 |

Showing 1 - 2 of 2 results



To edit a recurring payment, click on the Upcoming Payments then on the chevron icon. >

You are able to Print, Download, Edit Payment or Cancel Payment.

The screenshot shows a 'Same Day Payment Details' window with the following information:

- Payment Date: 07/12/2023
- Status: SCHEDULED
- From Account: Kirchman-80 s (*66080)
- Transaction Number: DWIR-02672792
- Amount: \$1.00
- Payment Type: Same Day Wire Payment
- Payee: Shakira
- Beneficiary Bank Name: [Redacted]
- To Account: *66078
- Beneficiary Bank ID: 221970443

Buttons for Print and Download are visible in the top right. A message states: "This payment has not yet been processed. Payment will be processed on 07/12/2023." Below this is a Status History table:

| Date/Time | Status | Initiator | Description |
|-------------------------|---------|-----------|--------------|
| 07/06/2023 11:12 AM EDT | Created | jalonola | Wire Created |

A 'Cancel Payment' dialog box is overlaid, asking: "Are you sure you want to cancel this payment?" with 'No' and 'Yes' buttons.

To edit, modify the necessary fields, click Review and then Complete.

The first screenshot shows the 'Edit Payment' form with the following fields:

- Same Day Wire Payment
- Required Field
- Payee: Shakira
- From Account: Kirchman-80 s (*66080) - \$118.82
- Amount: \$ 1.00
- Payment Date: 07/12/2023
- Memo: [Empty]
- Buttons: Repeat Payment, Cancel, Review

The second screenshot shows the 'Edit Payment' form after editing:

- Same Day Wire Payment
- Payee: Shakira
- From Account: Kirchman-80 s (*66080) - \$118.82
- Amount: \$1.00
- Payment Date: 07/12/2023
- Memo: [Empty]
- Payment Frequency: One-time payment
- Buttons: Edit, Complete



Recent Payments and Upcoming Payments can be exported to CSV format by clicking Export.

The screenshot shows the 'Make Payment' page in the Webster Bank e-Treasury system. On the right side, there are two tabs: 'Recent Payments' and 'Upcoming Payments'. Below these tabs is a table of payment transactions. At the top right of the table, there are 'Print' and 'Export' buttons. The table contains the following data:

| Payment Date | Payee | Amount |
|--------------|-------------------------------|--------|
| 06/30/2023 | El Chapulin | \$0.01 |
| 06/27/2023 | Federal - 940 Fed Tax Deposit | \$0.01 |
| 06/27/2023 | Rachel Test 6.24 | \$0.01 |
| 06/27/2023 | Rachel Test 6.24 | \$0.01 |
| 06/26/2023 | Rachel Test 6.24 | \$0.01 |
| 05/15/2023 | El Chapulin | \$0.02 |
| 05/15/2023 | Hector Acosta El Boss | \$1.12 |
| 05/12/2023 | El Chapulin | \$0.01 |
| 05/12/2023 | El Chapulin | \$1.00 |
| 05/12/2023 | MOCQ TEST TAVO | \$0.01 |

The CSV export can be Downloaded, or Printed.

The screenshot shows a window titled 'Export' containing a CSV file of payment transactions. The data is a long list of rows, each representing a transaction with various fields including Product Type, Transaction Number, Service Name, Company Name, Company ID, User Name, User ID, Batch, Credit Amount, Number of Credits, Batch Debit Amount, Number of Debits, Creation Date, Processing Date, Payment Date, Status, and Offset ABA Debit Account. The window has 'Download', 'Print', and 'Close' buttons at the bottom right.



Webster Bank, N.A. Webster, Webster Bank, the Webster Bank logo, and the W symbol are trademarks of Webster Financial Corporation and registered in the U.S. Patent and Trademark Office. © 2023 Webster Financial Corporation. All Rights Reserved.