Business Banking Anywhere

Do all your everyday banking, quickly, easily and safely.

Learn how to Create and Manage Bill Payments

Small Business Online Banking

Online Guide

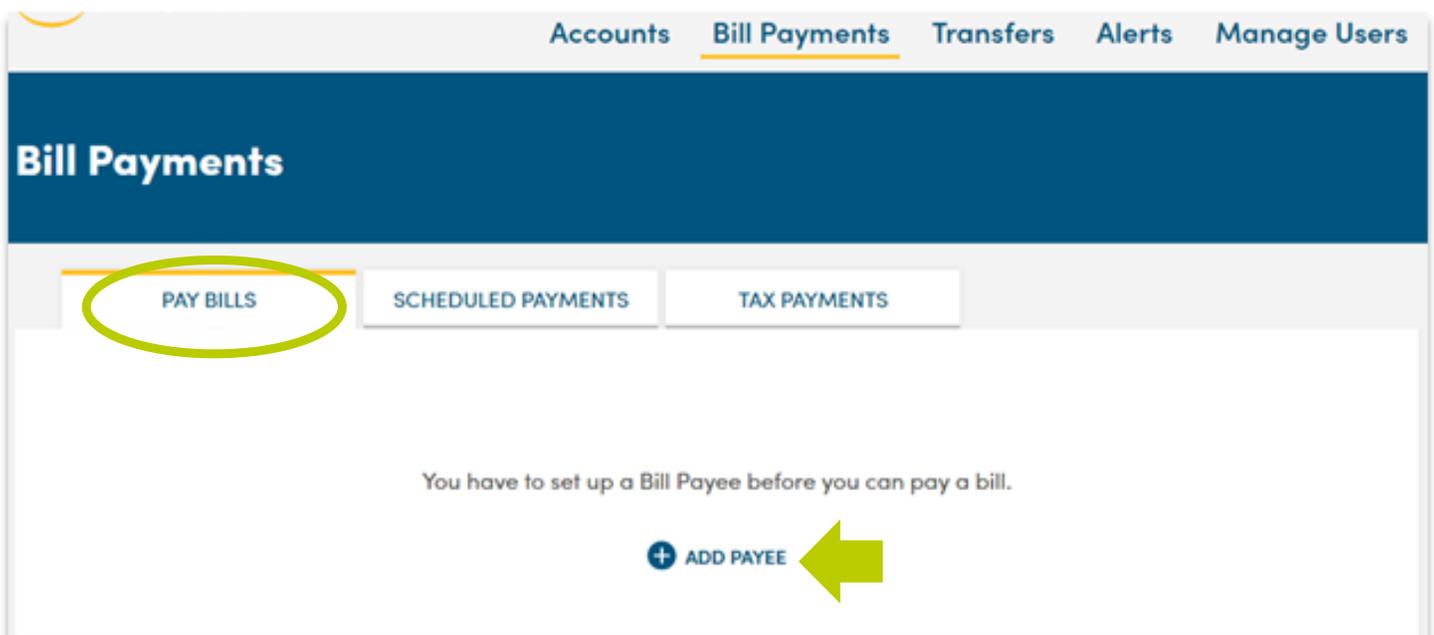# Create a Payee
Step 1: Go to the Bill Payments tab

Once you have signed in to Online Banking, select the *Bill Payments* tab

Step 2: Add Payee(s)

2.1 You will be brought to the *Pay Bills* tab.

Select the *Add Payee* link to get started.

2.2 In the box below, begin searching for the *bill payee* in order to pull a list of results. Ensure you cross-reference any documentation received by the payee to confirm their name for searching.

2.3 Once your payee is found, click on the *payee name*.
Note: If you have not found your payee, contact us to have your payee added to the online banking platform.

The *Cancel* button is also available should you wish to cancel adding a bill payee.

Payees

Add a Bill Payee

Start typing in the box below and select your Bill Payee from the list of results.

Niagara Pen

Can't find a Payee? Contact Us

NIAGARA PENINSULA ENERGY NIAGARA FALLS HYDRO

CANCEL

2.4 Enter the *account number* provided by your payee in both the Account Number and Confirm Account Number. Ensure to double check that the account number is correctly entered.

When ready, click *Next* to continue.

Name:

NIAGARA PENINSULA ENERGY NIAGARA FALLS HYDRO

Account number will be between 8 and 9 characters long. It will only contain numbers.

Account Number (no spaces or dashes):

123456789

Confirm Account Number:

123456789

Create a nickname to quickly identify your payee:

Hydro Bills

TIP:
If you have multiple or similar payees, you can create a nickname to quickly identify your payee

CANCEL   NEXT

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2.5 Review your Bill Payee information to confirm that the information entered is correct.

Click on the *Finish* button to complete creating a bill payee.

Payees

Review your Bill Payee

 EDIT

Name:
NIAGARA PENINSULA ENERGY NIAGARA FALLS HYDRO

Account Number:
123456789

Nickname:
Hydro Bills

Note: You'll receive a notification (via your alert preferences) when a bill payee is added or modified.
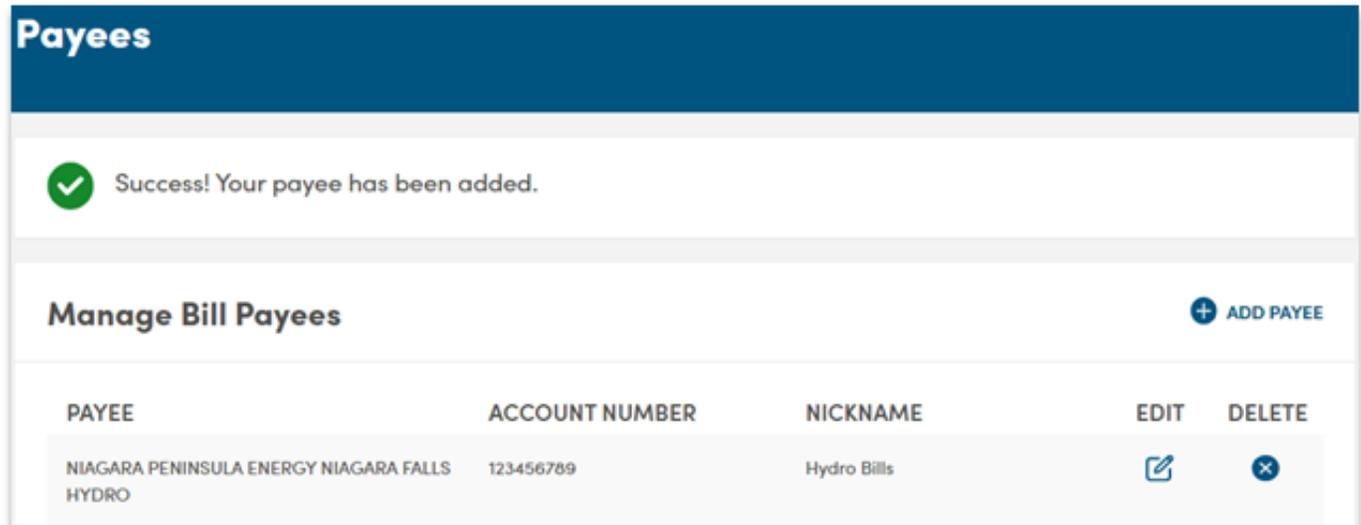
CANCEL   **FINISH**

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2.6 A confirmation message will display to confirm that the payee has been added to your online banking. The payee's information will display in the *Manage Bill Payees* section that will appear.

To add another payee, click on the *Add Payee* button.

To edit the account number or nickname, click on the *Edit* button.

To delete the payee, click on the *Delete* button.

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Step 3: Make a Payment

3.1 Navigate to the *Pay Bills* tab.

Select which account you would like to use as the *default account* to pay bills. By default, the first chequing account opened will be displayed in this field and can be changed at any time.

Click on the *payee name* that will receive funds.

3.2 Under the payee name, additional fields will appear.

Select an account that the funds will be drawn from in the *From Account* field.
    Note: By default this field will display the account chosen in the previous
    step.

Enter the amount you wish you pay into the *Amount* field.

Select a *Payment Date*. By default this will be set to today's date.

If needed, you can also enter a memo note into the *Memo* field for future
reference.

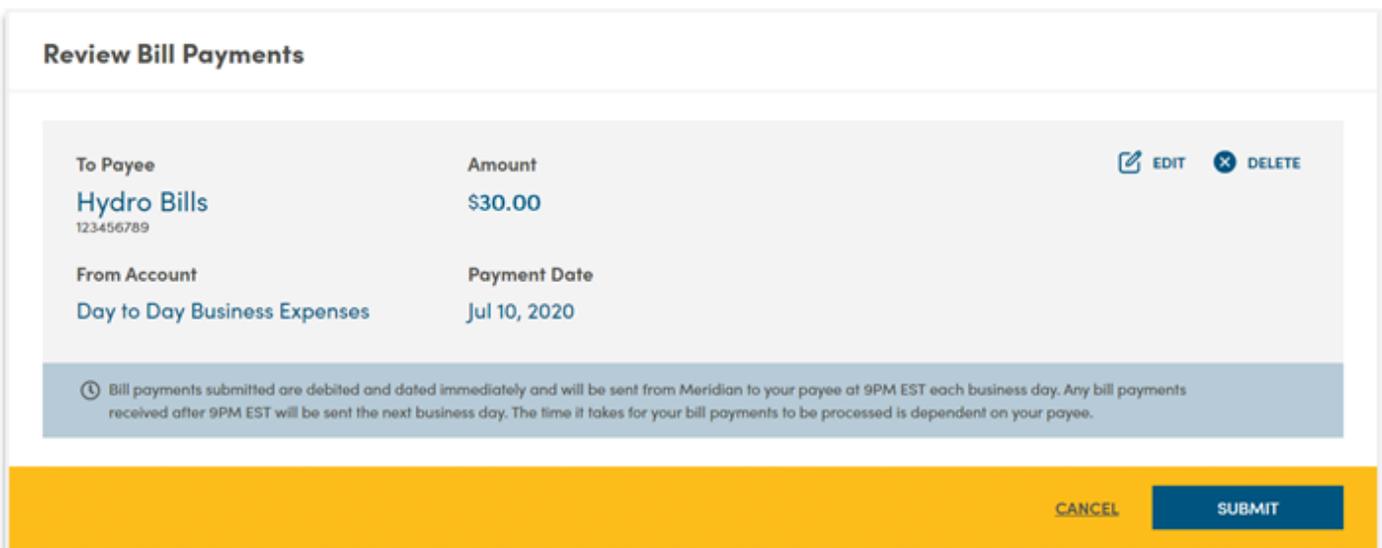Then click the *Next* button to continue.

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Note: Recurring payments can be setup for a payee using the *Recurring checkbox* under the *Payment Date* field. By selecting this checkbox, you can setup the frequency of payments as well as when the recurring payments start and expire.
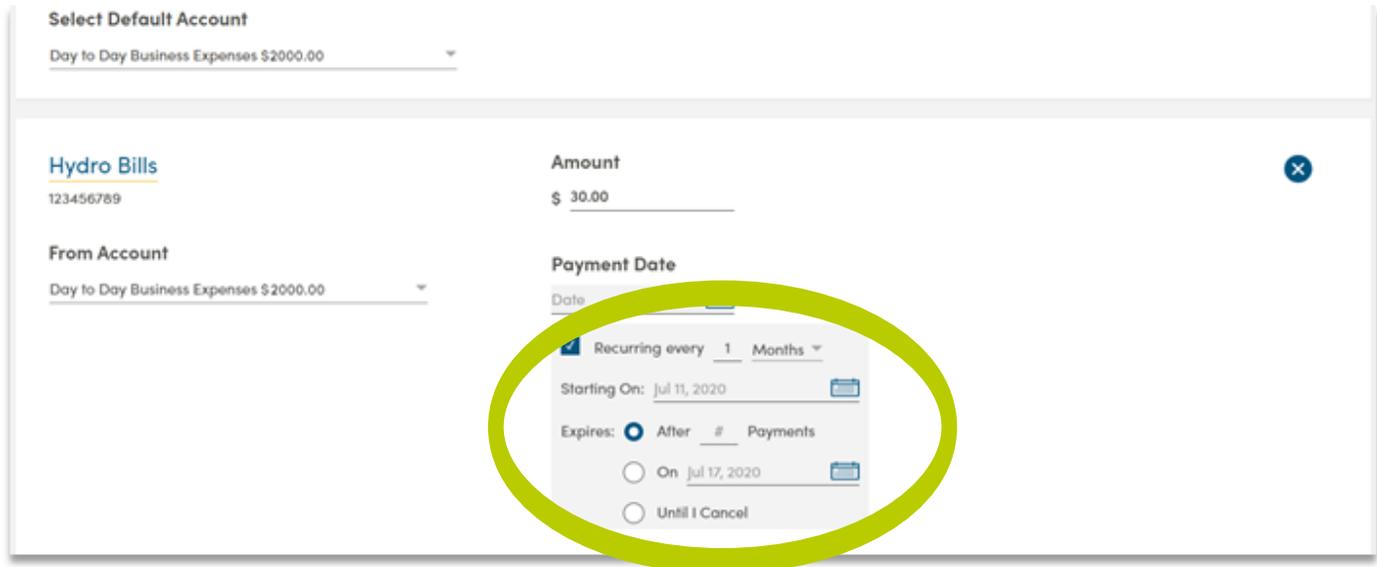
Select Default Account

Day to Day Business Expenses $2000.00

Hydro Bills
123456789

Amount
$ 30.00

From Account
Day to Day Business Expenses $2000.00

Payment Date
Date

☑ Recurring every 1 Months ▼

Starting On: Jul 11, 2020 📅

Expires: ⦿ After # Payments
○ On Jul 17, 2020 📅
○ Until I Cancel

3.3 Review the payment information before submitting to confirm all information entered is correct.

When ready, click on the *Submit* button to send a payment to your payee.

Review Bill Payments

To Payee	Amount		✎ EDIT ⊗ DELETE
Hydro Bills 123456789	**$30.00**		
From Account	**Payment Date**		
Day to Day Business Expenses	Jul 10, 2020		

🕐 Bill payments submitted are debited and dated immediately and will be sent from Meridian to your payee at 9PM EST each business day. Any bill payments received after 9PM EST will be sent the next business day. The time it takes for your bill payments to be processed is dependent on your payee.

CANCEL   **SUBMIT**

Step 4: Manage scheduled and future-dated bill payments.

To manage your scheduled and future bill payments, click the Scheduled Payments tab under the *Bill Payments* section.

Manage Payee(s)
Step 1: Go to the Bill Payments tab

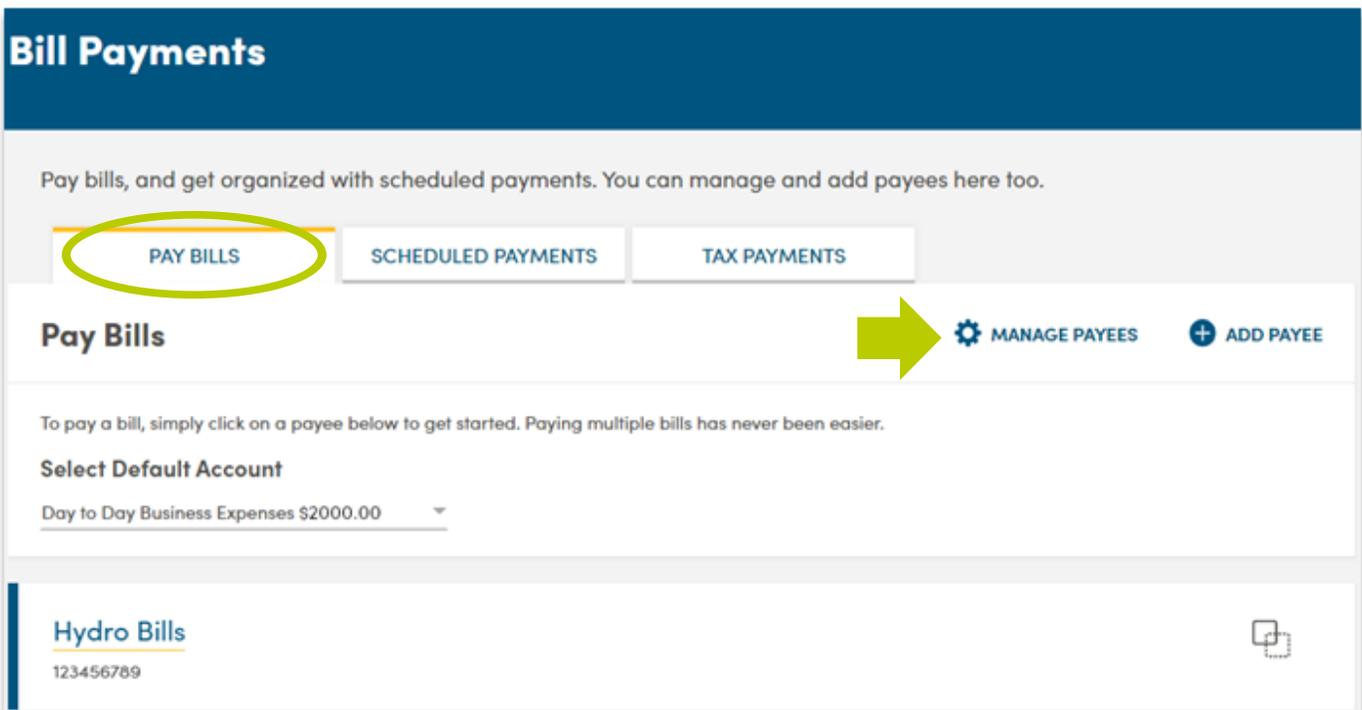Navigate to the *Bill Payments* tab

Step 2: Update Payee(s)

2.1 You will be brought to the *Pay Bills* tab.

Select the *Manage Payee* link to access a list of your payees.

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2.2 A list of your payees will display. There are three options for managing payees:

A.   Adding a Payee: Click on the *Add Payee* button.
B.   Edit Payee Information: Click on the *Edit* button.
C.   Delete a Payee: Click on the *Delete* button.

A. **Adding a Payee:**
After clicking on the *Add Payee* button, follow <u>Step 2</u> in the *Create a Payee* process to add another payee.

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B. **Edit a Payee:**

After clicking on the *Edit* button, an *Edit Bill Payee* page will appear and the account number and nickname fields become available to update.
Update applicable field(s) and click on the *Next* button.

Edit Bill Payee

Name:
NIAGARA PENINSULA ENERGY NIAGARA
FALLS HYDRO

Account number will be between 8 and 9 characters long.
It will only contain numbers.

Account Number (no spaces or dashes):
123456789

Confirm Account Number:
123456789

Create a nickname to quickly identify your payee:
Hydro Bills

CANCEL   NEXT

Review the information entered and click on the Finish button to accept the changes.

Review your Bill Payee

✎ EDIT

Name:
NIAGARA PENINSULA ENERGY NIAGARA
FALLS HYDRO

Account Number:
123456789

Nickname:
Hydro Bill

Note: You'll receive a notification (via your alert preferences) when a bill payee is added or modified.

CANCEL   FINISH

C. **Delete a Payee:**

After clicking on the *Delete* button, a Delete Payee option will appear to confirm if you wish to delete the payee. Select either:

      a. **No** to not remove the payee, or
      b. **Yes, Delete** to proceed with deleting the payee from your online banking.
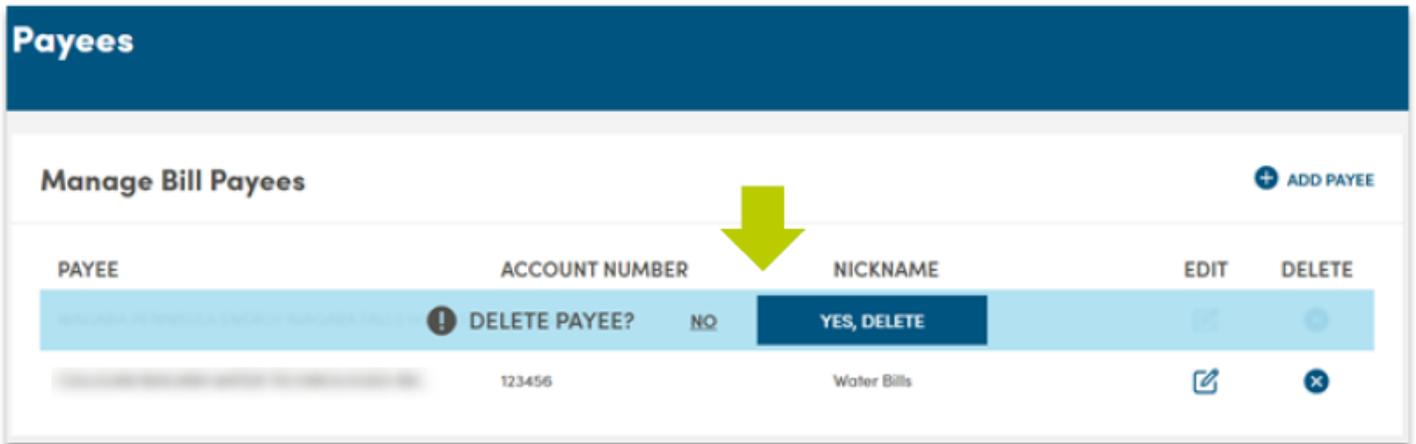
A confirmation message will appear to confirm that the payee has been removed from your list of payees.