Business Banking Anywhere

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

Pay your bills

Small Business Online Banking



Mobile Guide

For more ways to bank from home, visit: www.meridiancu.ca/businessbankanywhere



| | Meridian | |
|---------------|------------------|----------|
| Pay Bills | Transfers | Deposits |
| My Depos | sit Accounts | |
| Day to Day Bu | usiness Expenses | > |
| | | |

Step 1: Go to the Pay Bills tab

Once you have signed in to the mobile banking app, tap the blue **Pay Bills** tab in the top menu.



Meridian[®]

Manage

Scheduled

Pay

Pay Bills

From Account

Select Account

Step 2: Manage your payees

If you haven't set up any bill payees yet, you'll get an error message that says *Mobile Banking Error*. Tap *OK* to continue.

To start the process of adding a payee, tap the blue *Manage* tab at the top.



You will see the error message a second time. Tap **OK** to continue.



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| | ADD PAYEE | |
|---------------------|------------|-----------|
| | + | |
| Pay | Manage | Scheduled |
| Add a Bill Pa | yee | |
| Payee Name | | |
| Enter payee name | 9 | |
| Can't find a Payee? | Contact Us | |
| Pay | Manage | Scheduled |
| Add a Bill Pa | yee | |
| Payee Name | | |
| City of Toronto | | |
| Can't find a Paree? | Contact Us | |
| Select a Payee | | |
| | | |
| | | |

Step 3: Add a payee

Tap the yellow *Add Payee* button at the bottom of the screen.

Search for the Bill Payee you want to add by typing in the payee's name in the payee name field and then tap the yellow **Search** button.

Tip: Check your statement to make sure you selected the right payee. Sometimes payees have different or specific names.

Tap to select the appropriate payee from the list of search results.

If you can't find a payee in your search, tap *Contact Us* for options to get help.



Step 4: Enter payee details

Enter your account number under both the *Account Number* and *Confirm Account Number* fields. If you don't know your account number, check your bill or statement.

Tip: Always double check that your account number is correct before adding it to the app.

Tap the yellow *Add* button to continue.

On the next screen, you can review and edit the information for this new payee. If the information looks correct, tap the yellow *Confirm* button to add this Bill Payee.

In the manage tab, you can edit your payee information and remove a payee any time.



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| | | Meridian | |
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| 4 | Pay | Manage | Scheduled |
| | Pay Bills | | |
| | From Account | | |
| ♦ | Select Account | | ~ |
| | To Payee | | |
| • | Select Payee | | ~ |
| | Payment Amou | unt | |
| ▶ | Enter amount | | |
| | When would yo | ou like to pay? | |
| ▶ | Pay Now | 🔵 Later | Ongoing |
| | Please note: If you 9:00pm EST, the po following business | are submitting a pa ayment will be proce day. | ryment after essed on the |
| | | REVIEW | |

Step 5: Pay a bill

To pay a bill, begin by tapping the **Pay** button in the top left menu.

Select the account you'd like to pay the bill from using the drop down menu under the *From Account* field.

Select the bill payee using the drop down menu under the *To Payee* field.

Type the amount into the *Payment Amount* field.

Finally, select when you want this payment to occur. You can make a one-time payment using *Pay Now*, make a one-time payment at a later date using *Later*, or set a recurring bill payment using *Ongoing*.

Tap *Review* to continue to the next step.



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|------------------------------------|---|---------------------------|-------------------------------|
| Pay | Mana | ge | Scheduled |
| Confirm | Your Bill Po | ayment | ŀ |
| Info | | | |
| From | Day to Day | Business | Expenses |
| То | City of Toro | onto Utilit | ies Bill |
| Amount (\$) | 100.00 | | |
| Date | Feb 10, 2020 |) | |
| | EDI | т | |
| lf you are proc will go through | essing a bill afte a with the next b | er 9pm EST usiness day | , the payment y's payments |
| CANC | EL | co | DNFIRM |

Step 6: Confirm payment details

Here, you can review the information you've just entered. You can edit any of the information by selecting the *Edit* button, or cancel the bill payment by selecting *Cancel*.

To finish the bill payment, tap the yellow *Confirm* button.





Step 7: Set up a futuredated bill payment

To schedule a future one-time bill payment, select *Later* under the section, *When would you like to pay?*

Schedule the payment date by tapping on the calendar icon on the bottom right of the screen.

| Aidan Dansanal \$46.10 | | |
|------------------------|---|---------|
| Pick a Future Date | | |
| november | 3 | 2019 |
| December | 4 | 2020 |
| January | 5 | 2021 |
| February | 6 | 2022 |
| March | 7 | 2023 |
| CANCEL | | CONFIRM |
| | | |
| | - | |

In the pop-up screen, use the scrolling options to choose a date for your future payment. Tap the yellow *Confirm* button.

| When would y | ou like to pay? | pay? | |
|--|---|------------------------------|--|
| O Pay Now | Later | Ongoing | |
| Date Jar | 5, 2021 | | |
| Please note: If yo 9:00pm EST, the following busines | u are submitting a po payment will be proc s day. | ayment after essed on the | |
| | REVIEW | | |

To schedule this bill payment, select the *Review* button. On the next screen, tap the *Confirm* button to confirm the payment.



| | Meridian | 94 - | |
|---|---|-------------------------------|---|
| Pay | Manage | Scheduled | |
| Pay Bills | | | |
| When would | you like to pay? | | |
| O Pay Now | 🔵 Later | Ongoin | g |
| Every | 1 | Weeks | |
| Starting On | | | |
| Expires | | | 1 |
| 🔿 after | payments | | |
| () on | | # | |
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| Please note: If yo 9:00pm EST, the following busine | ou are submitting a p payment will be proc sss day. | ayment after cessed on the | |
| | REVIEW | | |

Step 8: Set up a recurring bill payment

To set ongoing, recurring bill payments, select *Ongoing* under the section, *When would you like to pay?*

Select how frequently you'd like payments to occur (every 'x' number of days, weeks, or months).

Choose the date that you would like payments to begin by tapping on the *calendar icon*.

Finally, set the expiration date for the recurring payments using one of the three options provided. This can either be after a certain amount of payments, on a certain date, or until you cancel.

Tap *Review* to go to the review screen.

On the next screen, you can review the information you've submitted and edit or cancel it if you wish. If all the information appears correct, tap the *Confirm* button to confirm this ongoing bill payment.



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|----------------------------|-----------------|-------------|--|
| | uled Bills | | |
| | | Phone Bill | |
| siness Expense | Day to Day Busi | From | |
| \$50.0 | | Amount (\$) | |
| 1 Month | | Frequency | |
| | | Next Date | |
| Oct 15, 202 | | | |
| Oct 15, 202 Feb 15, 202 | | Expires | |

Step 9: Edit or Cancel a bill payment

You can edit or cancel a scheduled bill payment at any time. Start by tapping the **Scheduled** tab at the top.

On the next screen, you can see all of your scheduled bill payments. Cancel a bill payment by selecting it from the scheduled menu and tapping **Cancel**.



On the next screen, select **Yes** to confirm the cancellation.

