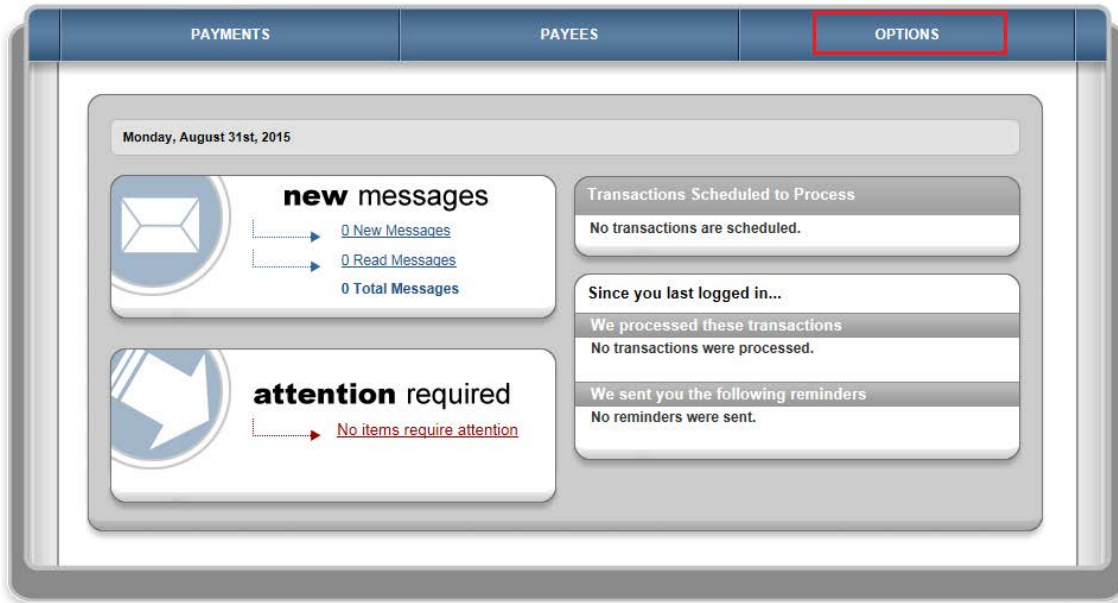


Online Business Bill Pay Administrator Reference Guide

Welcome to Bank of American Fork’s online bill pay solution for your business. If you have not enrolled for online business banking yet, please contact us toll free at (800) 815-2265, Monday – Friday, 7:15 A.M. – 6:15 P.M. (MT) to enroll your business.

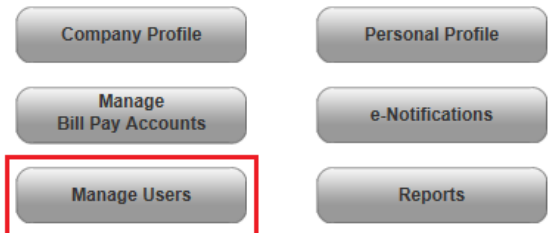
★ Online Resources

Still need a hand? Feel free to chat with us online, contact customer service, or view additional resources available at: www.bankaf.com



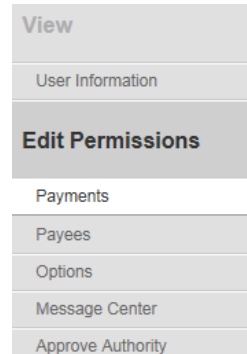
Managing User Rights

- + Select **OPTIONS** from the main menu
- + Select **Manage Users** from the submenu
- + Select the edit feature listed by each user
- + Use *Edit Permissions* options to manage individual user bill pay entitlements

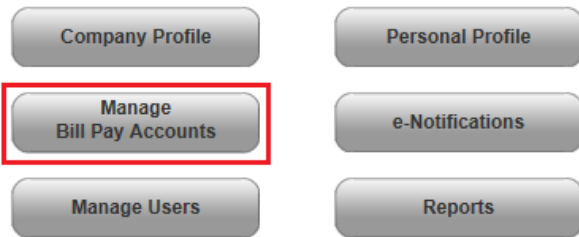


Options • Admin User List

| Admin User List | | | | |
|----------------------|------------|-----------|------------|--|
| Last Name | First Name | User Name | Last Login | * Required Field |
| John | Doe | 25194342 | 8/31/2015 | Edit Permission Settings |
| Jane Primary User | Doe | 11111111 | N/A | Edit Permission Settings |



Online Business Bill Pay Administrator Reference Guide




Managing Bill Pay Accounts

- + From the **OPTIONS** main menu
- + Select **Manage Bill Pay Accounts**
- + Review account(s) enrolled
- + Add new bill pay accounts

Options • Manage Bill Pay Accounts

| Bill Pay Accounts | | Add New Account | | | |
|----------------------------------|--|-----------------|--------------|-----------------------|--|
| Default | Nickname | Account Number | Account Type | Starting Check Number | Status |
| <input checked="" type="radio"/> | Primary Checking <small>Default Account</small> | *****2354 | Checking | | Approved |
| | | | | | Edit Delete |

Options • Reports

| | |
|--------------------|---|
| Payments Processed |  <p>Choose a Report Type Obtain detailed audit reports of</p> |
| Payment Changes | |
| Payments Stopped | |
| Payees Added | |

Reports

Online business bill pay provides detailed audit report options of your business bill payment activity, searchable by date.

| PAYMENTS | PAYEES |
|--------------------------|---|
| Company Profile | Personal Profile |
| Manage Bill Pay Accounts | e-Notifications |
| Manage Users | <ul style="list-style-type: none"> ▶ Event ▶ Logout ▶ Recurring ▶ Reminders |
| | Reports |

Alerts

Bill pay also provides online business banking user the ability to receive notifications on bill pay activity. Notifications can be received by email, SMS text alerts, or both if you prefer.

You can also select to receive logout notifications summarizing your session or set personal reminders to help you manage your business payments.

Learn More

To learn more about Bank of American Fork’s online services, we invite you to contact us or visit one of our branch locations. We also recommend you view our suite of online PDF user guides, available at www.bankaf.com.

+ [Online Business Banking User Guide](#)

+ [eStatements](#)

For More Information Contact Bank of American Fork

Call Us

1-800-815-2265



Email Us

ebanking@bankaf.com



Visit Us

bankaf.com/locations

