

Quick Reference Guide

Mobile Business Bill Pay

JHA Treasury Management™

Last Updated: April 15, 2022

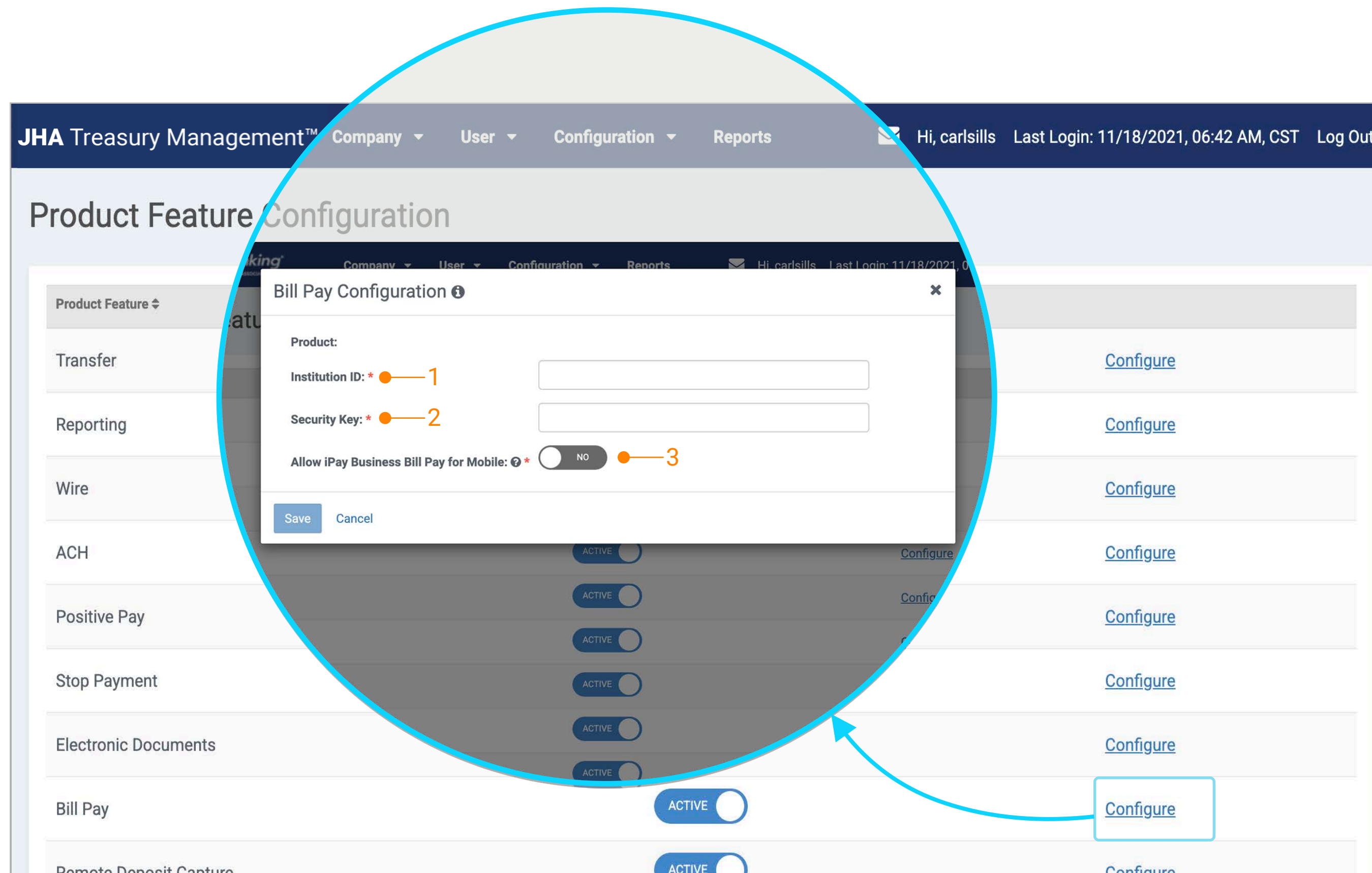
Mobile Business Bill Pay

Overview: Mobile Business Bill Pay allows enrolled users in iPay Business Bill Pay to create payments, view payees, stop payments/series, view scheduled transactions and payment history.

Mobile Business Bill Pay

Back Office Configuration

To configure Business Bill Pay select the Configure Link for Bill Pay within Product Feature Configuration. A dialog will be presented with required fields and a Toggle to allow iPay Business Bill Pay.



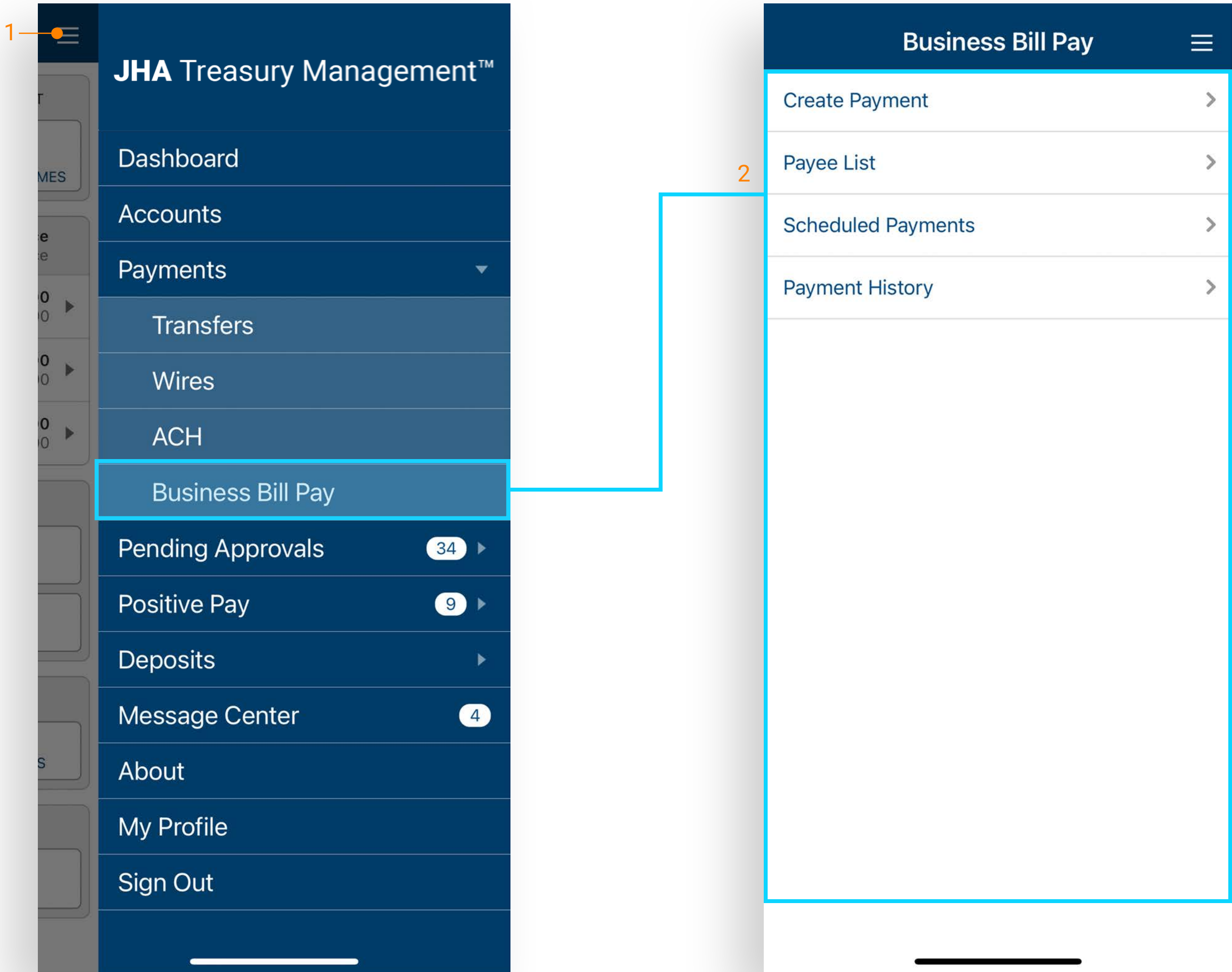
1 iPay Institution ID. Your iPay institution ID is required here to configure Business Bill Pay.

2 Security Key containing alpha, numeric and special characters is generated by iPAY. When entered, it allows iPay to facilitate the single sign-on.

3 Allow iPay Business Bill Pay for Mobile. If set to Yes, entitled bill pay users will be able to access business bill pay through the JHA Treasury Management™ mobile app.

Mobile Business Bill Pay

Business Bill Pay

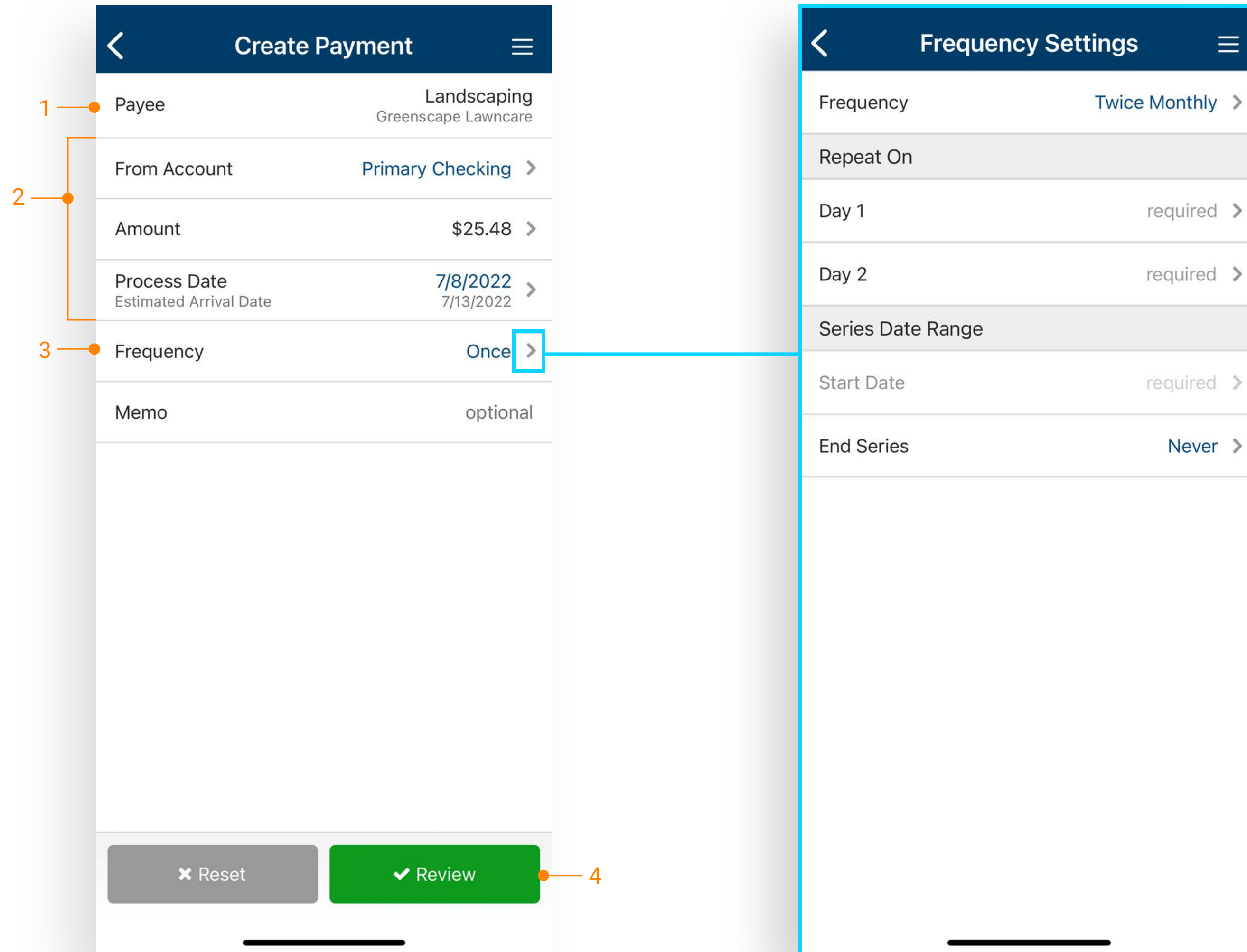


Note: The user must already be enrolled in iPay Business Bill Pay via the channel.

1. From the Main Menu select Payments > Business Bill Pay.
2. Based on iPay user entitlements the following options display:
 - Create Payment
 - Payee List
 - Scheduled Payments
 - Payment History

Mobile Business Bill Pay

Create Payment

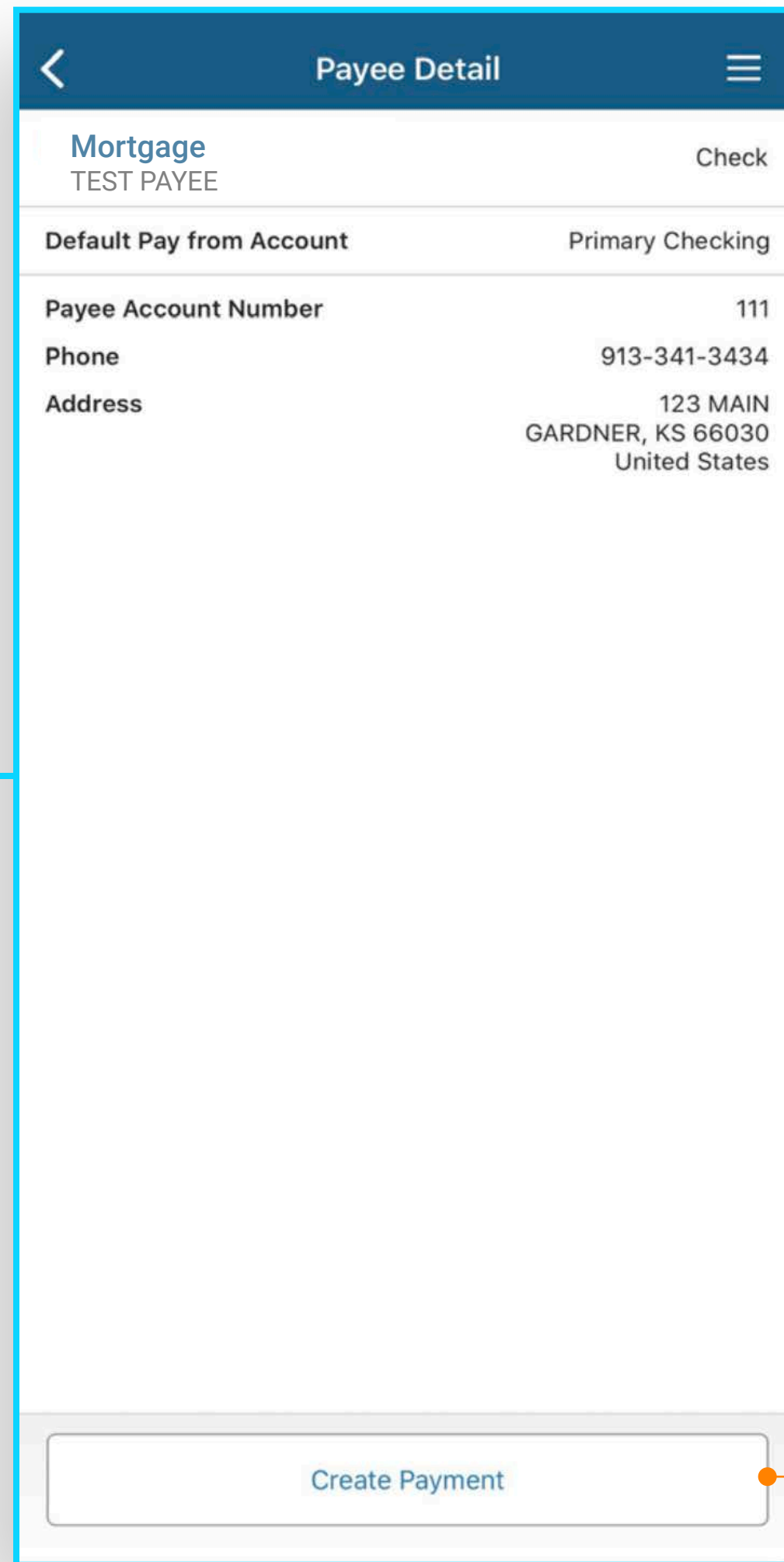
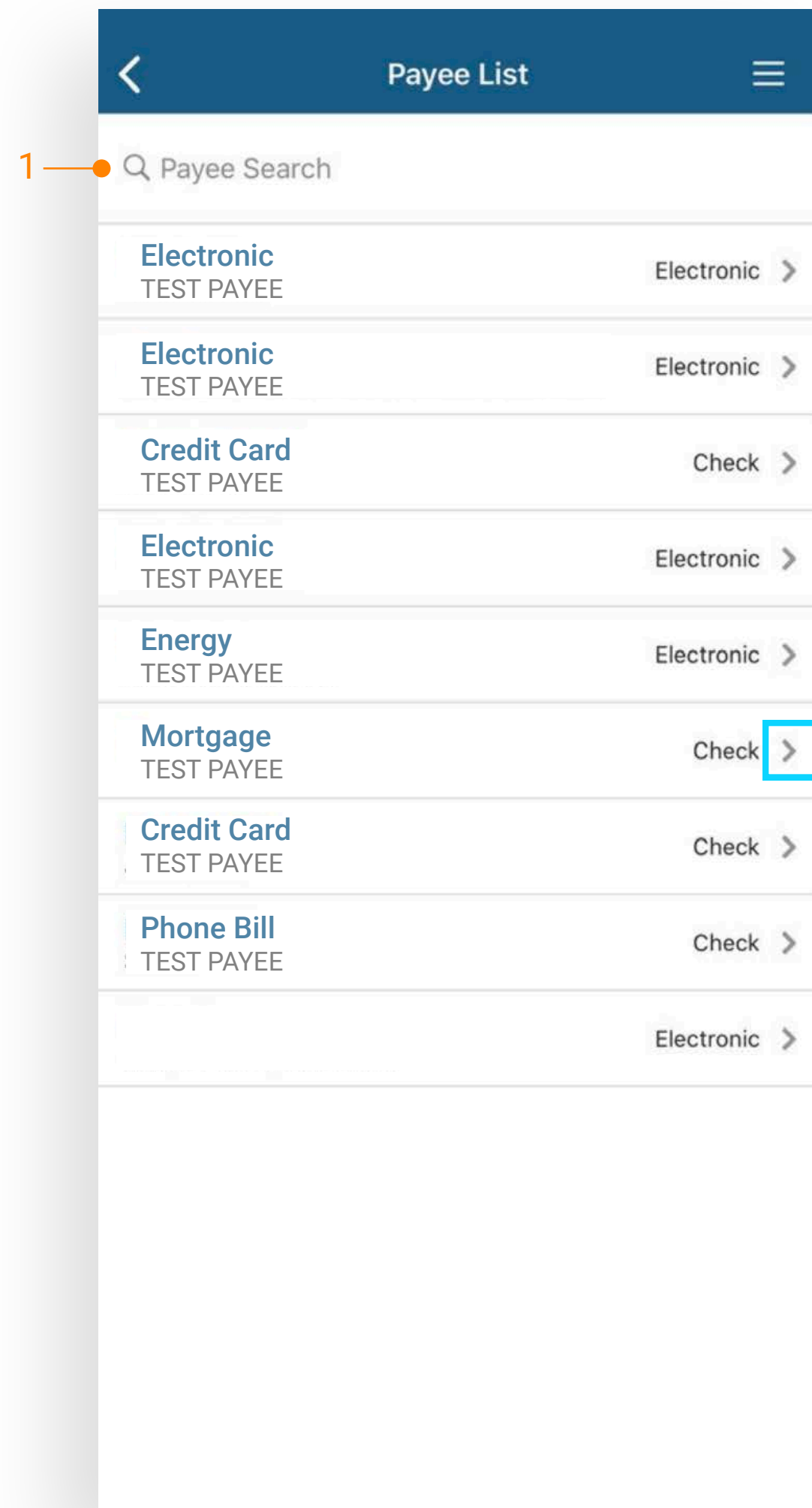


Select Create Payment from the Business Bill Pay menu.

1. Select a payee to display the create payment screen.
2. Select from account, enter the dollar amount, date, and memo if needed.
3. Select frequency to display recurring payment options.
4. Select Review then confirm to complete the payment.

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Payee List

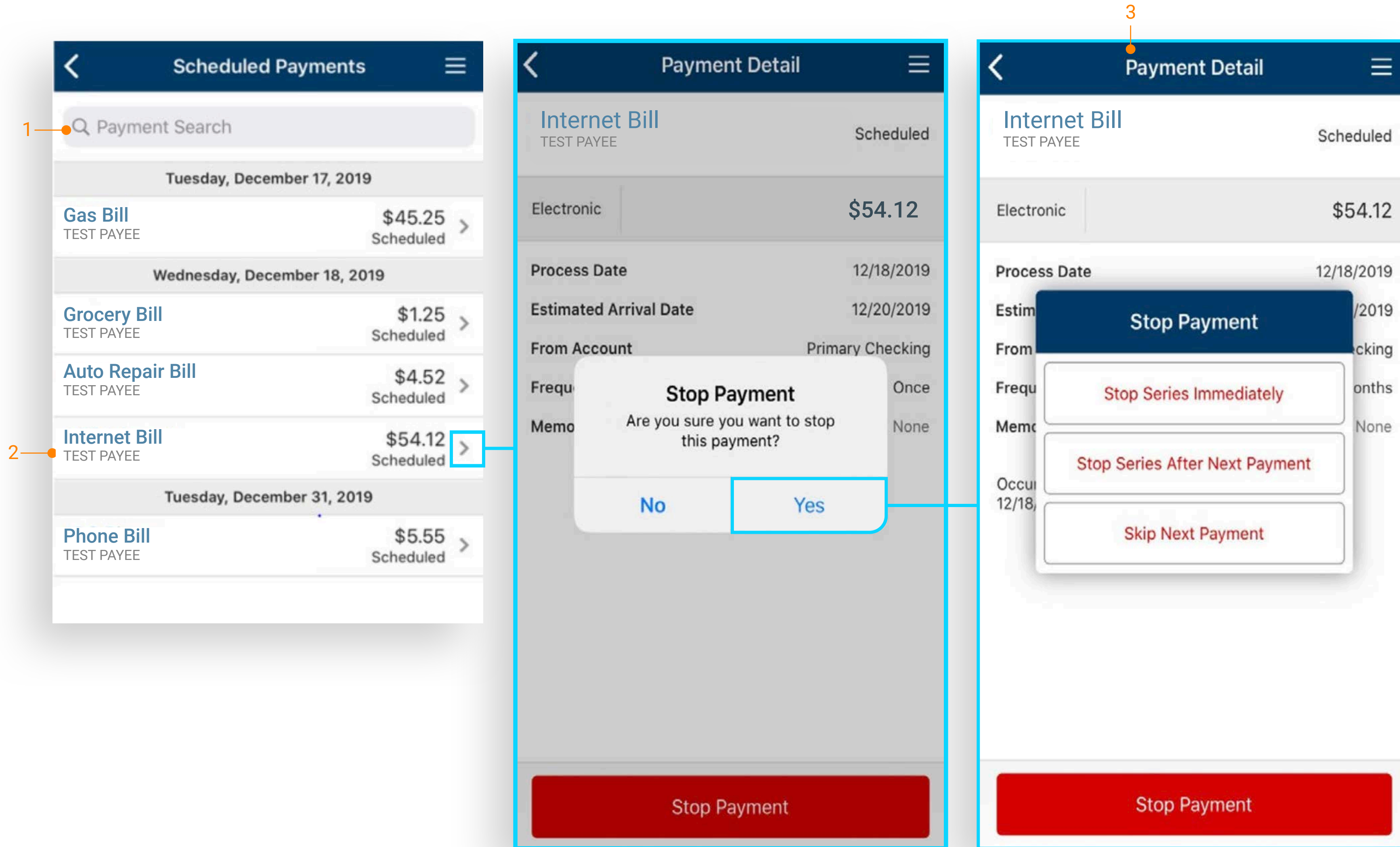


Select Payee List from the Business Bill Pay menu to displays the list of all approved payees.

1. Use the Payee Search to search for a specific payee.
2. Select a payee to view details.
3. An option to create a payment displays on payee details page.

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Scheduled Payments



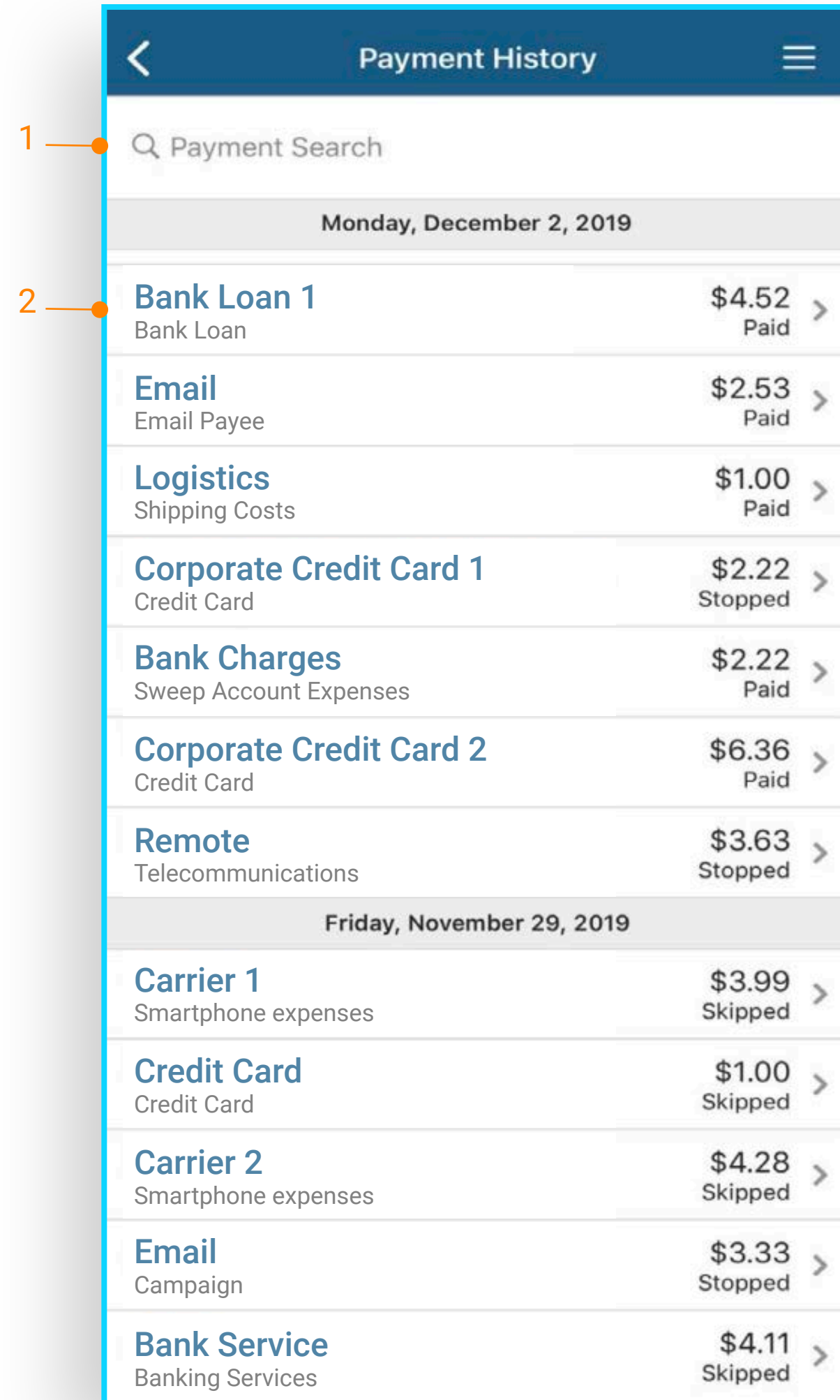
Select Scheduled Payment from the Business Bill Pay menu to review and stop payments.

1. Use the Payment Search option to search for a specific payment.
2. Select a payment to view details.
3. Options available on the payment detail page are:
 - Stop Series Immediately
 - Stop Series After Next Payment
 - Skip Next Payment

Note: Scheduled Payments displays up to 90 days of future dated payments.

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Payment History



Select Payment History from the Business Bill Pay menu to displays the historical record.

1. Use Payment Search for a specific payment.
2. Select a payment to view additional details.

Note: Displays 90 days of payment history.