

Quick Reference Guide

TM Mobile Experience Business Bill Pay

JHA Treasury Management™

Last Updated: March 28, 2025

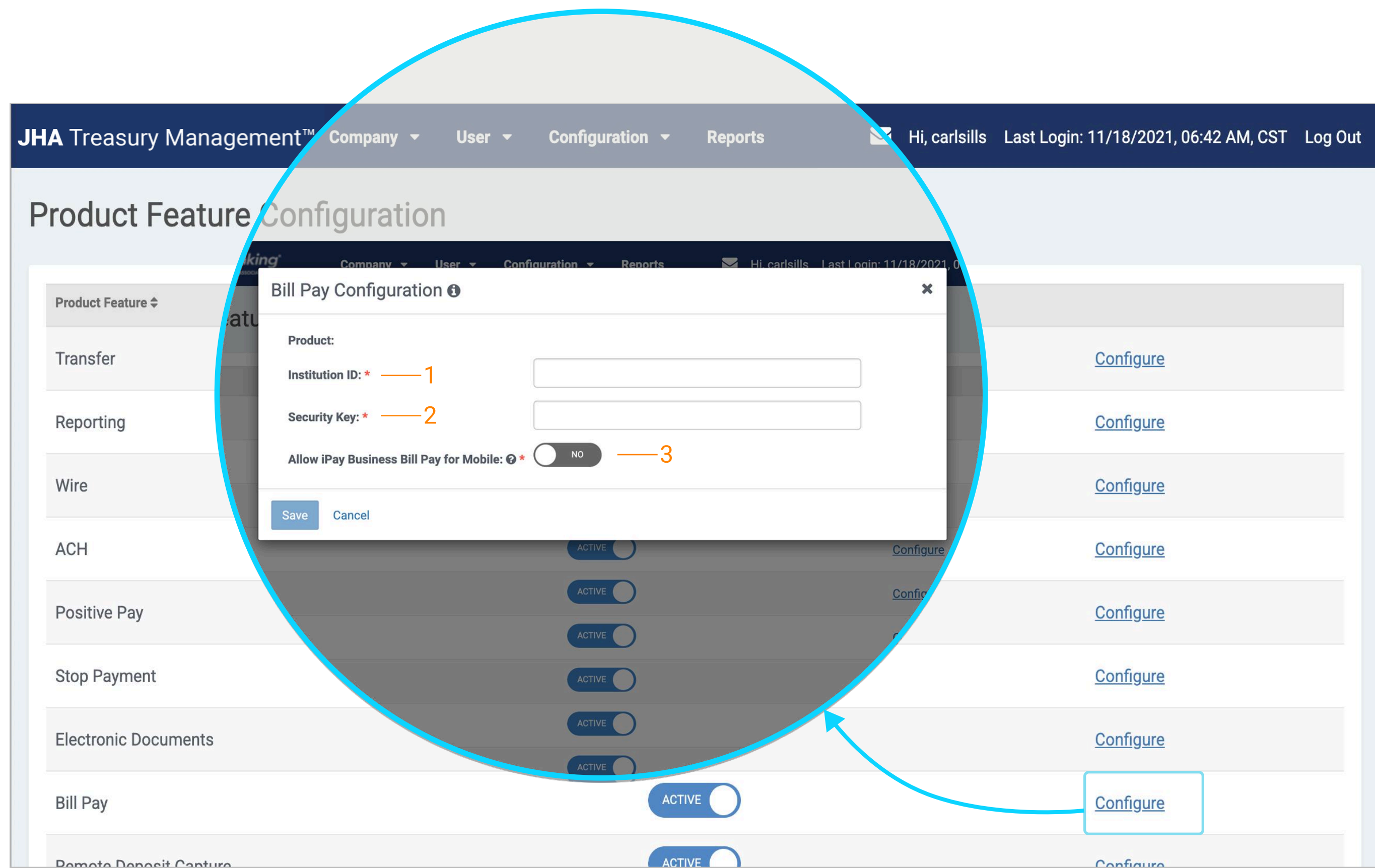
TM Mobile Experience Business Bill Pay

Overview: TM Mobile Experience 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.

TM Mobile Experience 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.

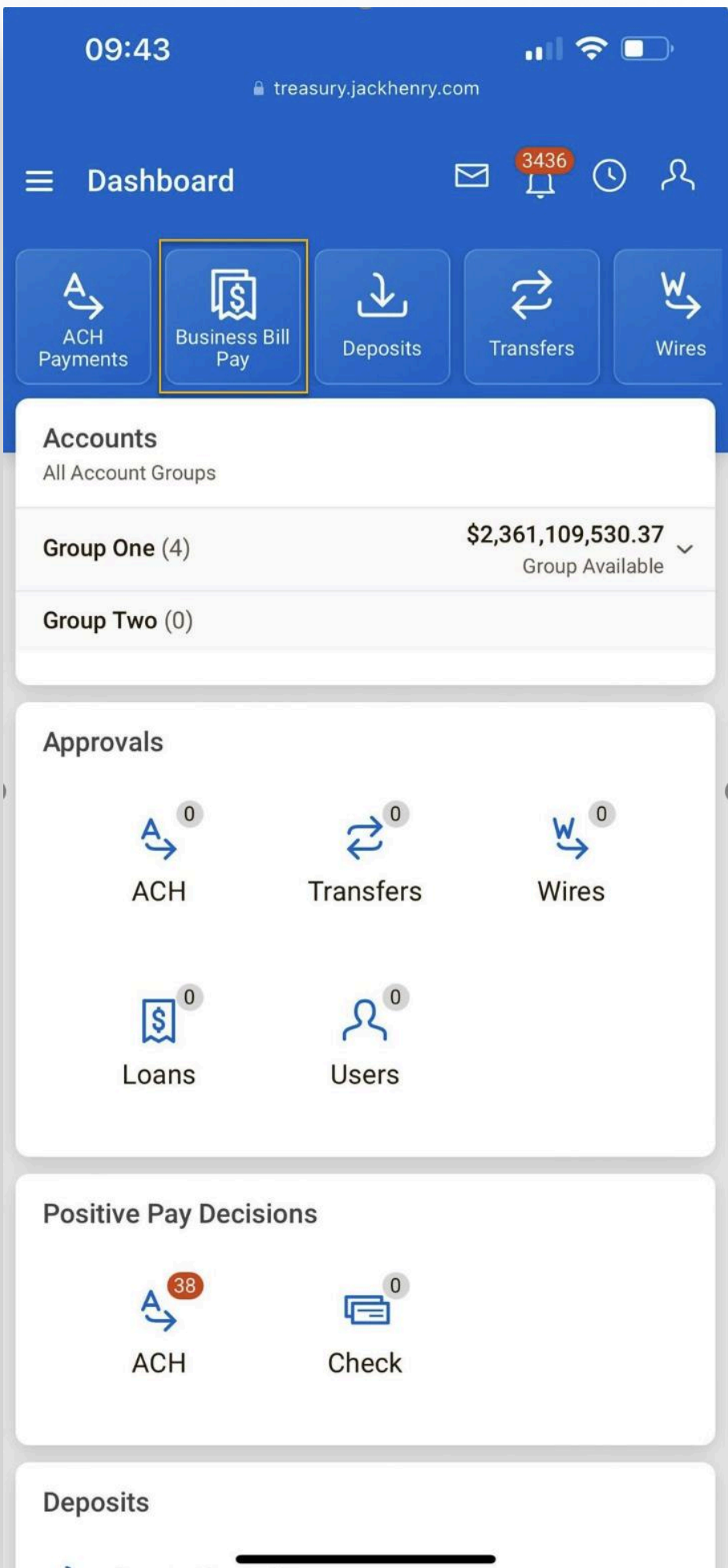
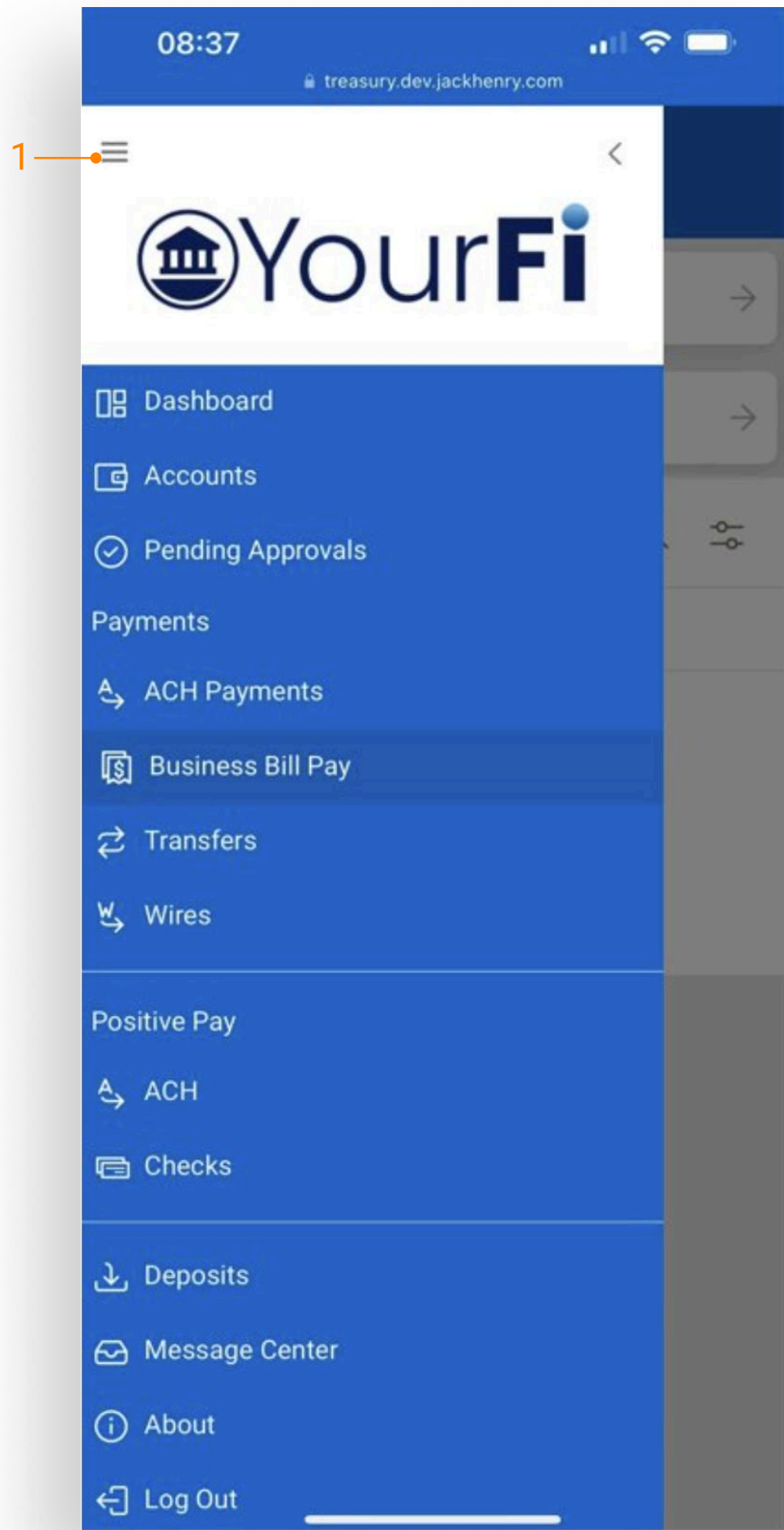


1 iPay Institution ID. Your iPay institution ID is required here to configure Business Bill Pay.

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.

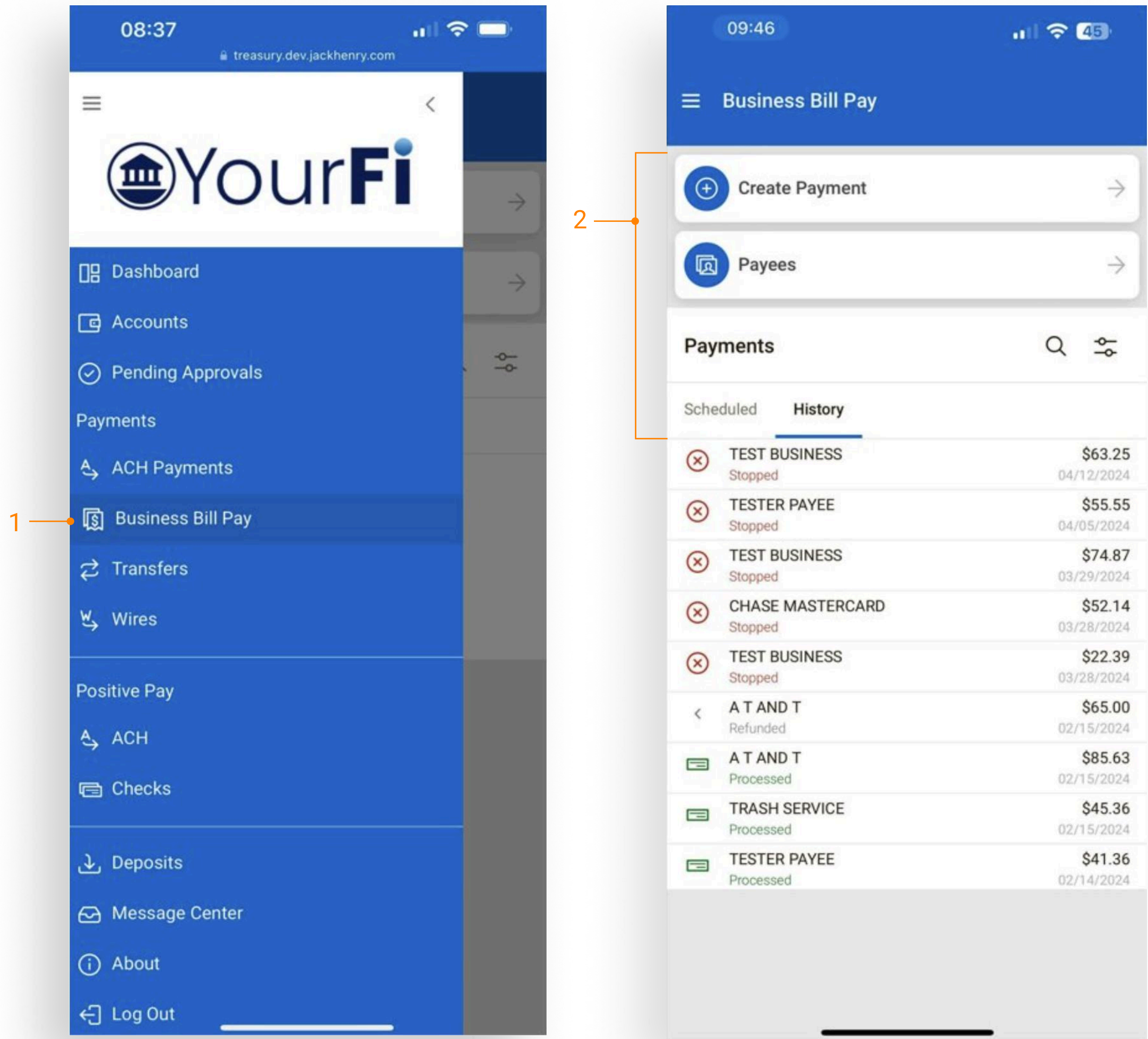
Business Bill Pay



1. Navigate to Business Bill Pay from the fly-out menu or Dashboard

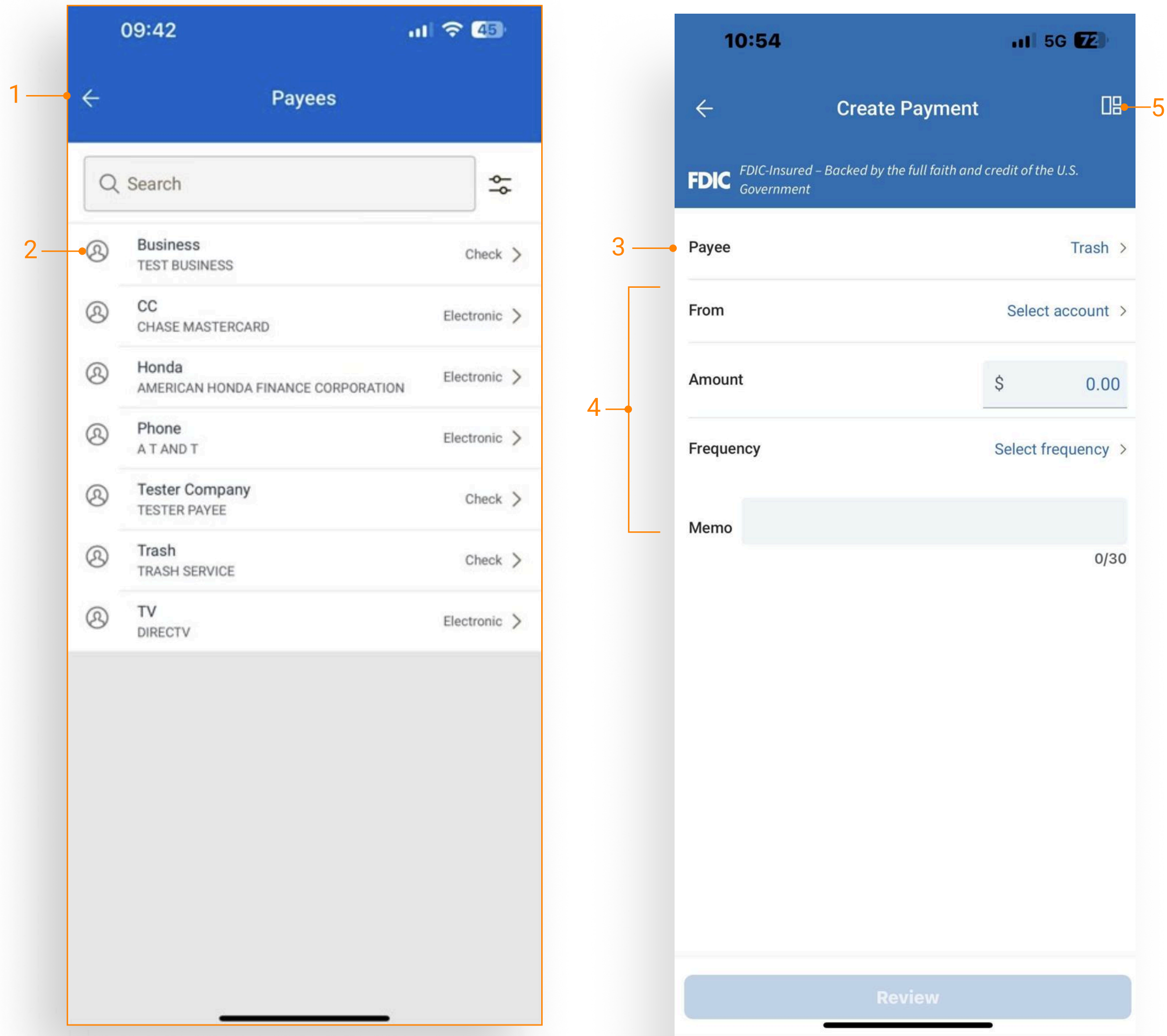
Note: The user must already be enrolled and setup in iPay Business Bill Pay in Treasury Management Channel.

Business Bill Pay



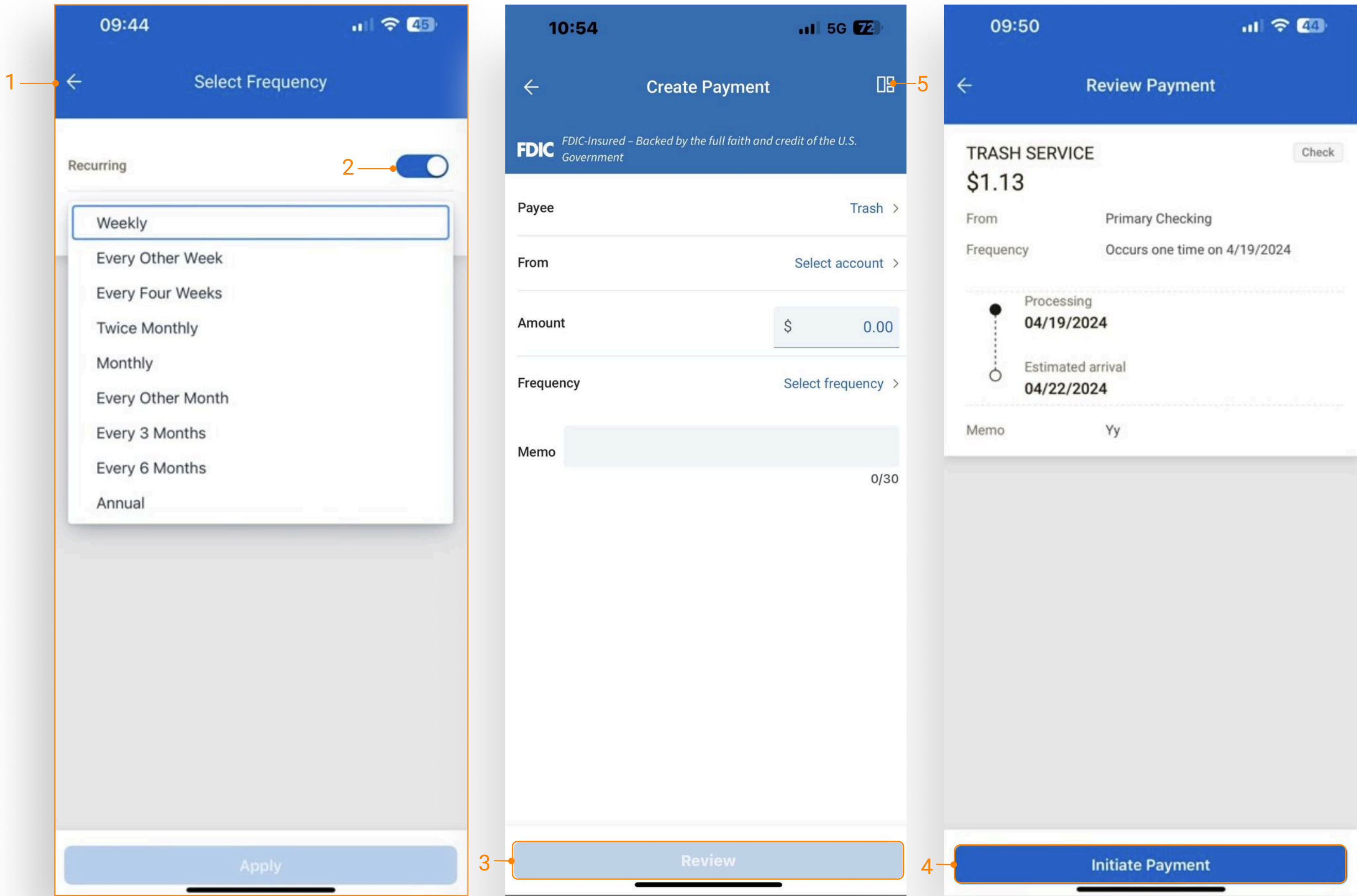
- 1. Select Business Bill Pay from the fly-out menu or the Dashboard tile.
- 2. Based on user entitlements, the following options display:
 - Create Payment
 - Payees
 - Scheduled Payments
 - Payment History

Business Bill Pay – Create Payment



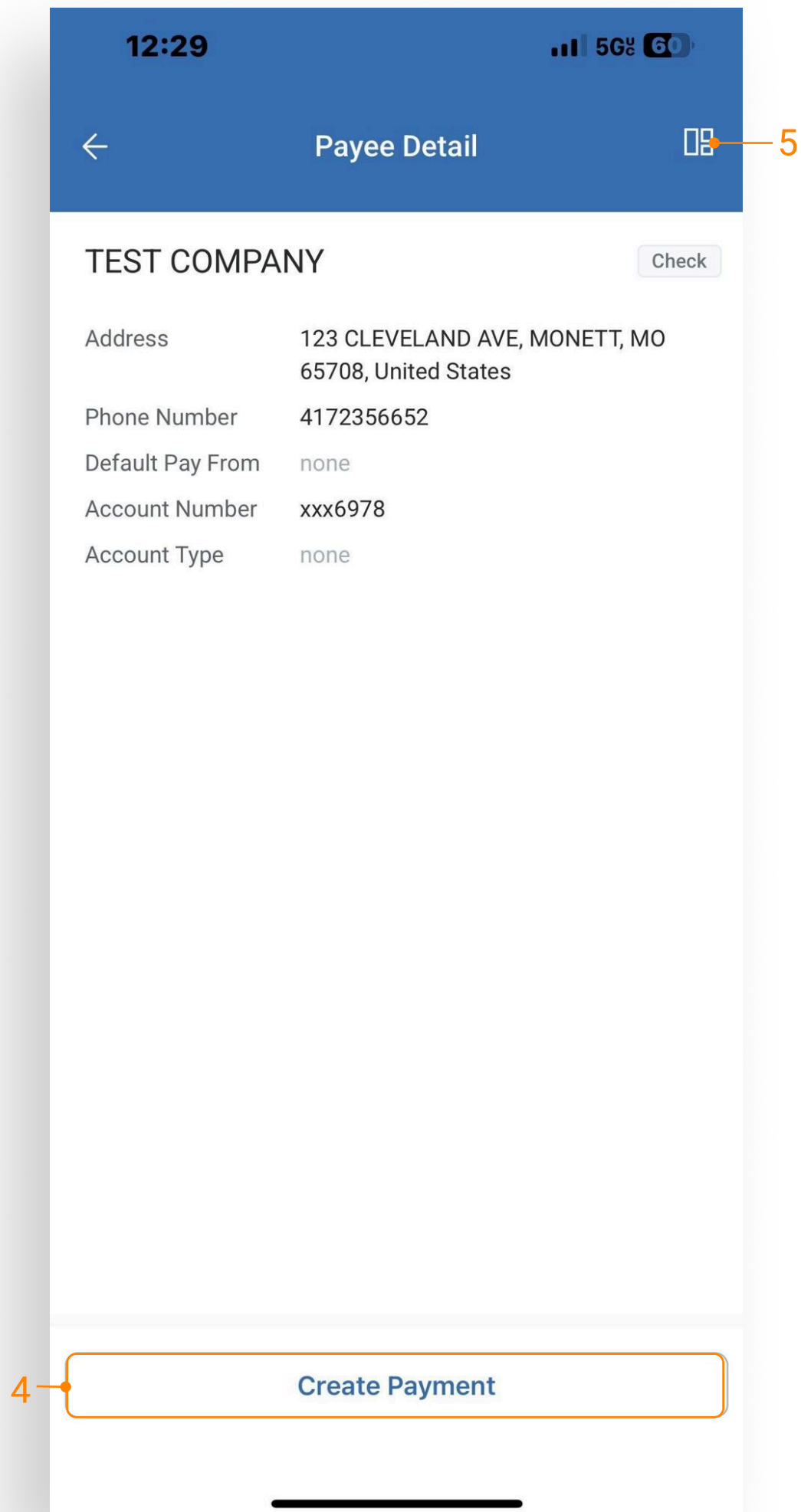
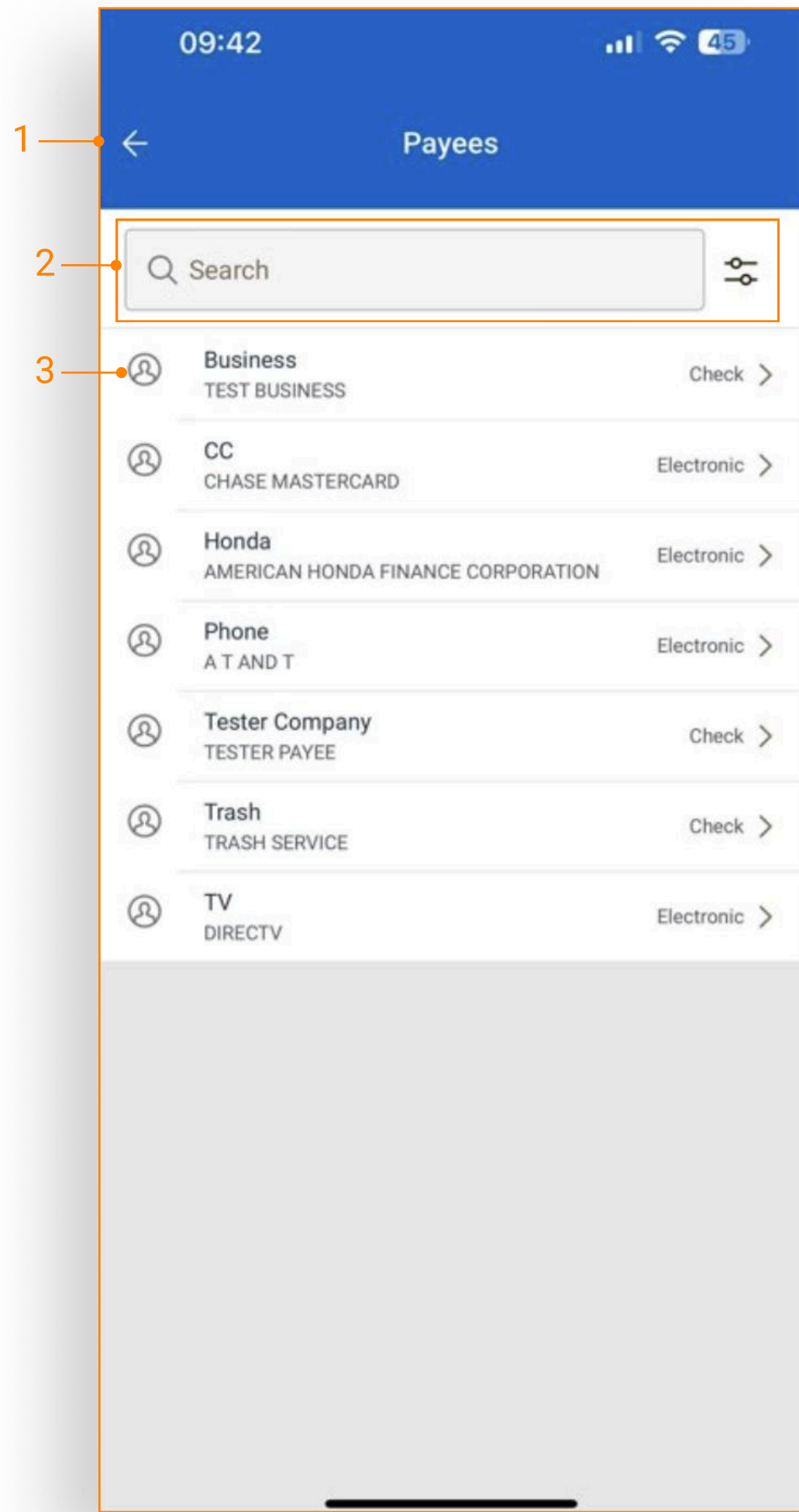
- 1. Select Create Payment to navigate to the Select Payee page.
- 2. Select a Payee to advance to the Create Payment screen.
- 3. The selected Payee will pre-populate.
- 4. Select the From Account, Amount, Frequency, and Date.
A Memo is optional.
- 5. Quick navigation back to the dashboard.

Business Bill Pay – Create Payment (continued)



- 1. Select Frequency to display calendar options.
- 2. Use the Recurring toggle to create a recurring payment. Leave unselected to create a one-time payment.
- 3. Select Review to verify payment information.
- 4. Select Initiate Payment to submit and complete the payment.
- 5. Quick navigation back to the dashboard.

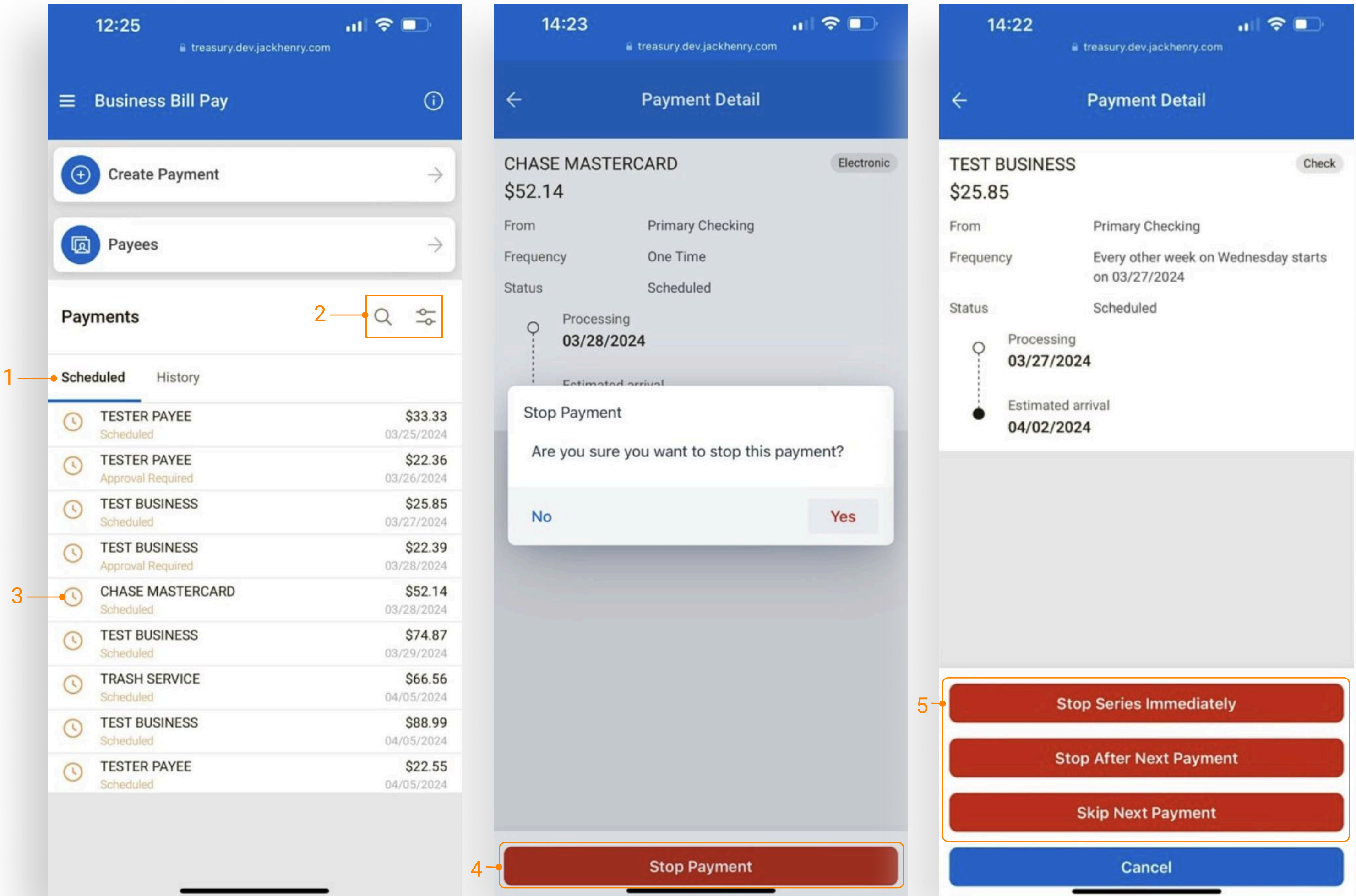
Business Bill Pay - Payees



- 1. Select Payees on the Business Bill Pay home screen.
- 2. Use the Type to Filter or the Advanced Filter to narrow payee search results.
- 3. Tap a payee to view full payee details.
- 4. Users can create a bill payment from the Payee details page.
- 5. Quick navigation back to the dashboard.

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Business Bill Pay – Scheduled Payments



1. Scheduled Payments is the default view on the Business Bill Pay home screen.

2. Type to Filter or Advanced Filter narrows results.

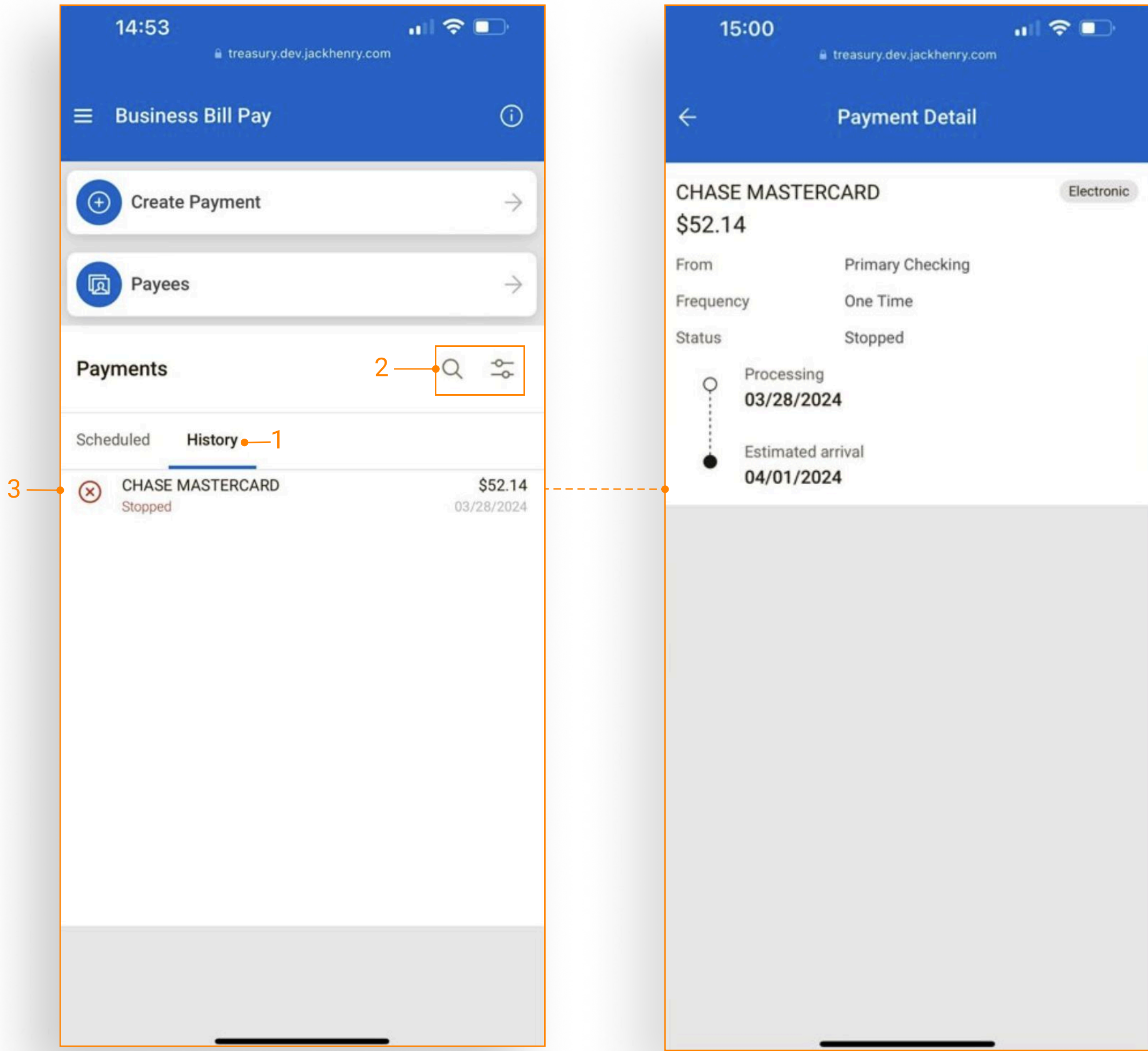
3. Tap a scheduled payment to view full payment details.

4. Use the Stop Payment button to stop a payment.

5. Stop payment options available for scheduled, recurring payments:

- Stop Series Immediately
- Stop After Next Payment
- Skip Next Payment

Business Bill Pay – Payment History



1. Select the history tab under Payments to view the payment history.

2. Type to Filter or Advanced Filter narrows results.

3. Click on a payment activity to view the full details for that payment.

Note: 90 days of payment history displays.