

Quick Reference Guide

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# TM Mobile Experience Business Bill Pay

**JHA** Treasury Management™

*Last Updated: June 07, 2024*

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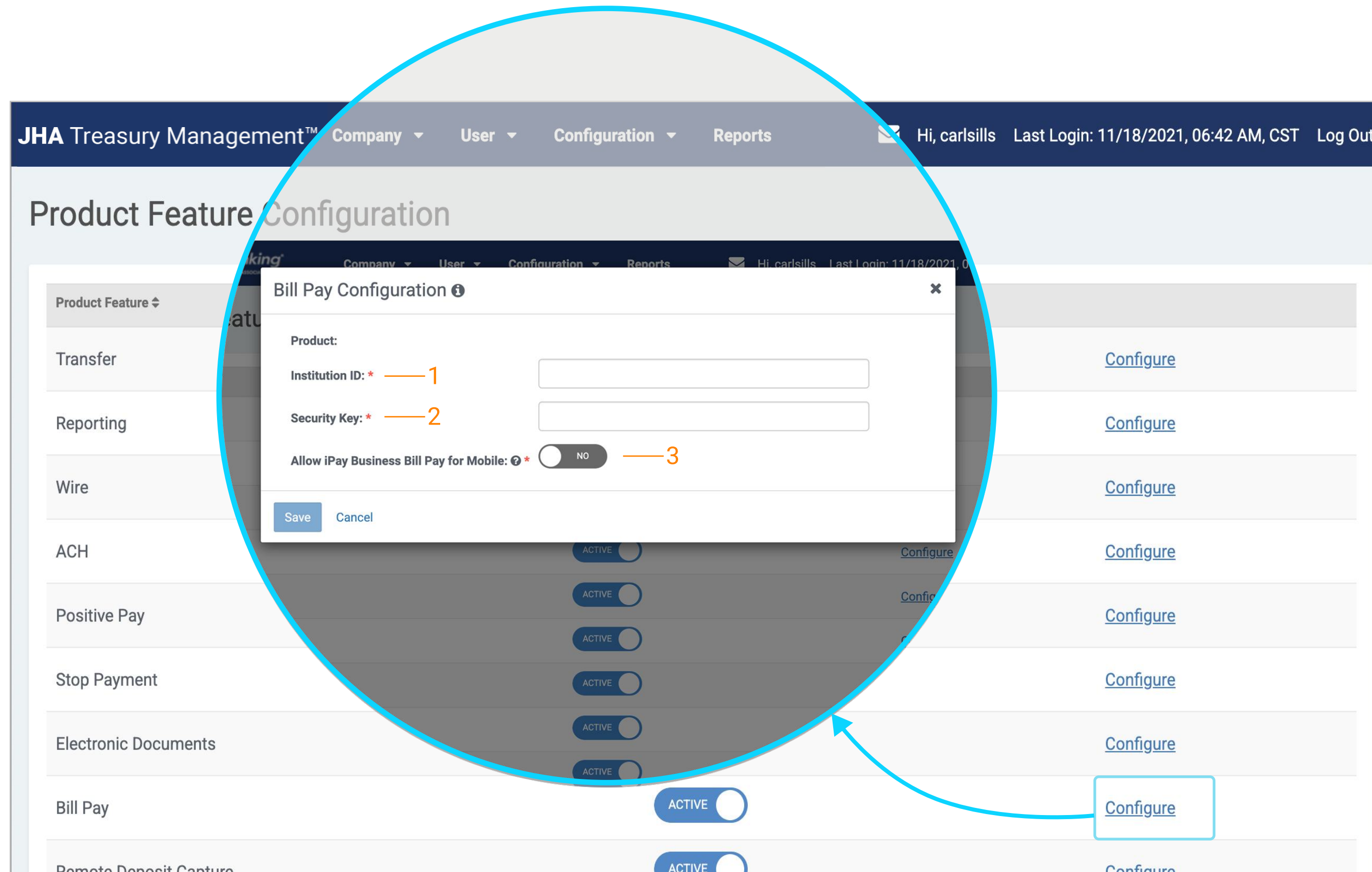
## TM Mobile Experience Business Bill Pay

**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.



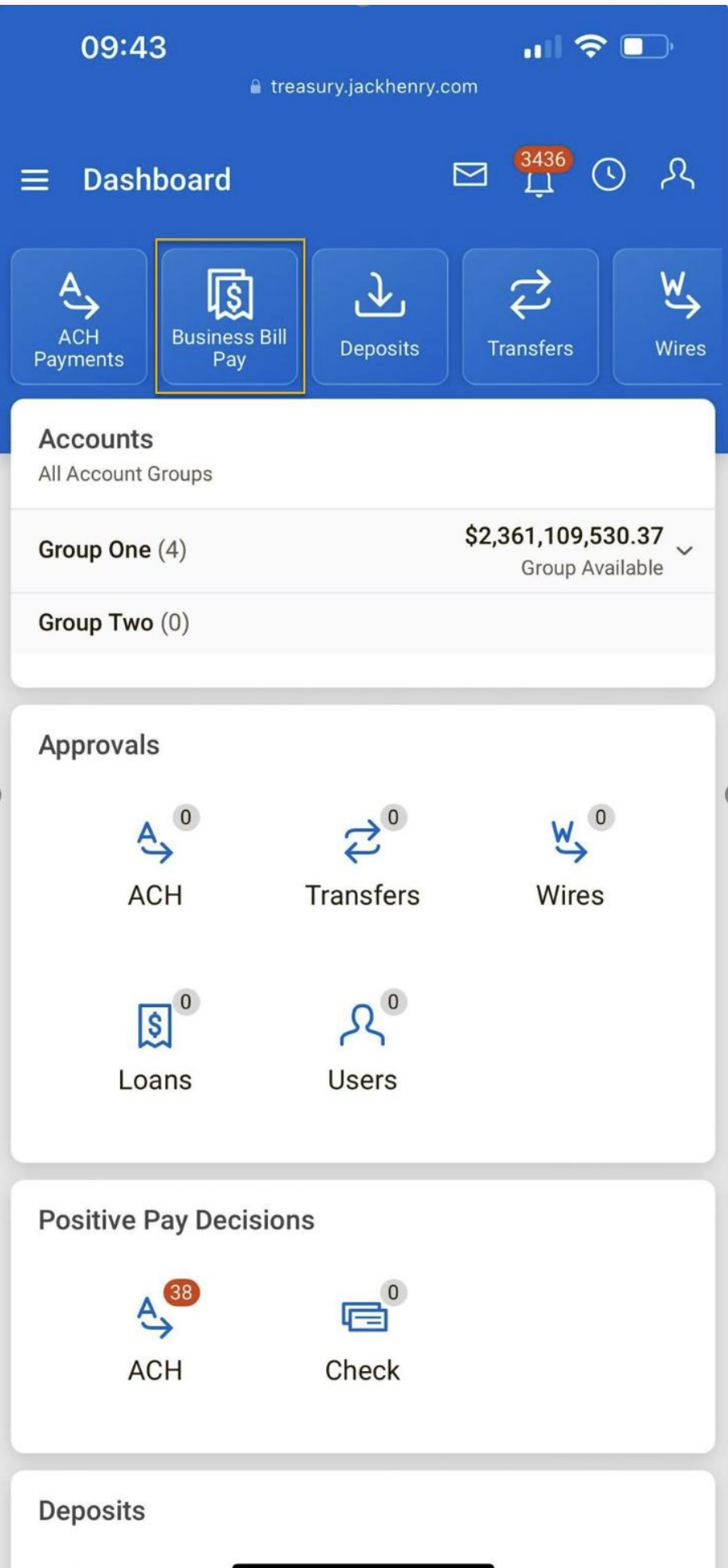
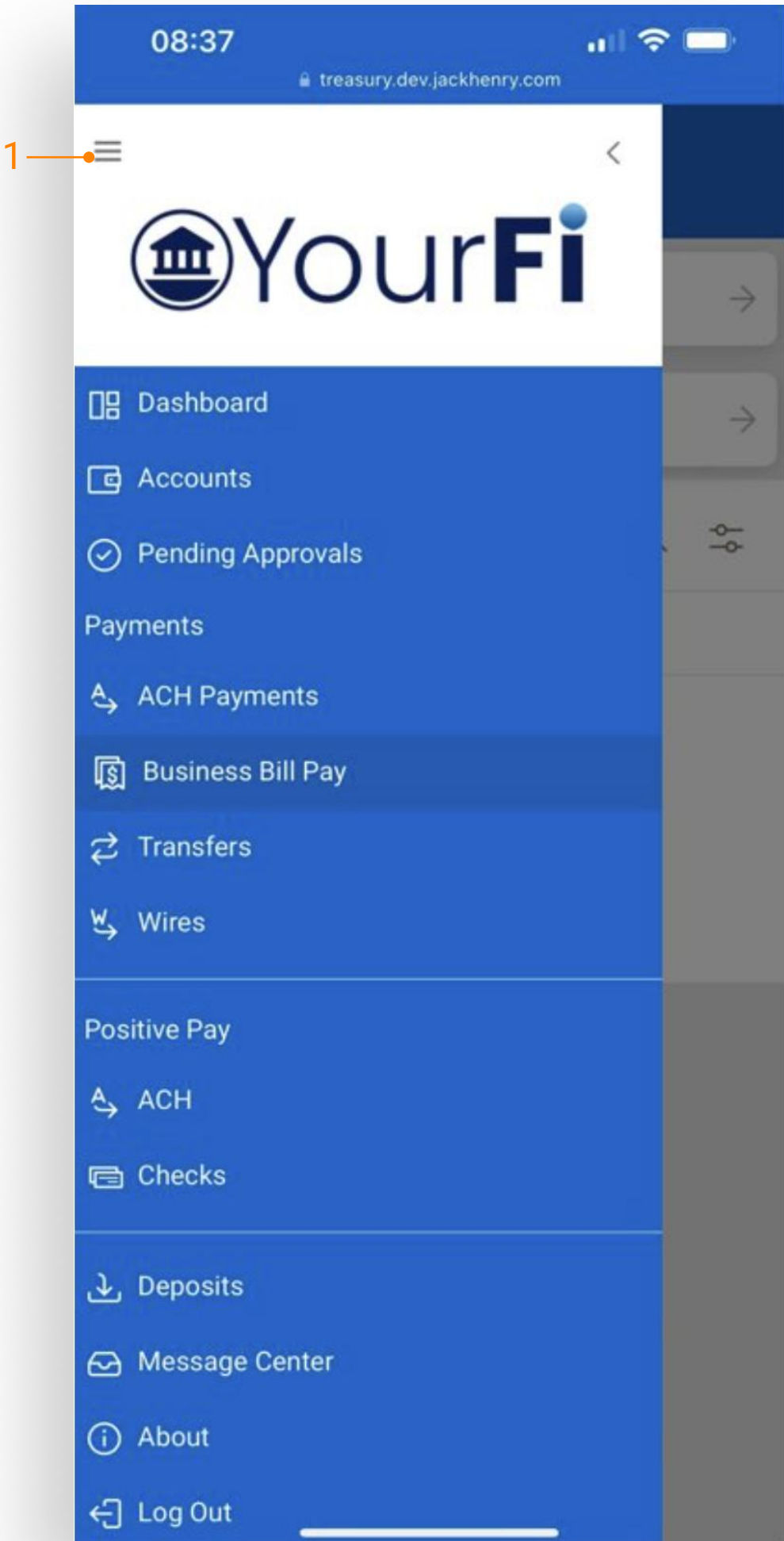
**1 iPay Institution ID.** Your iPay institution ID is required here to configure Business Bill Pay.

**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.

# TM Mobile Experience Business Bill Pay

## Business Bill Pay

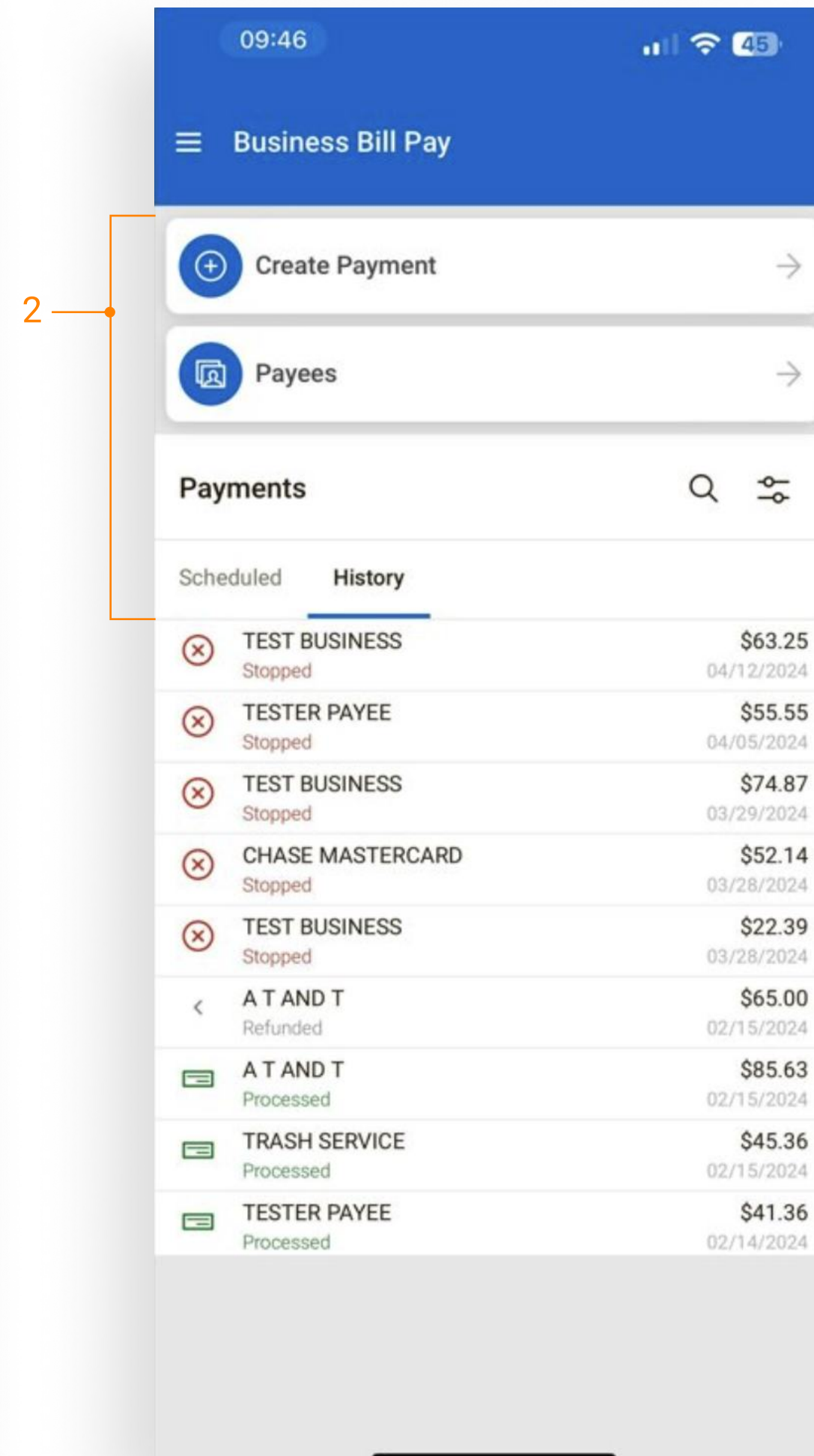
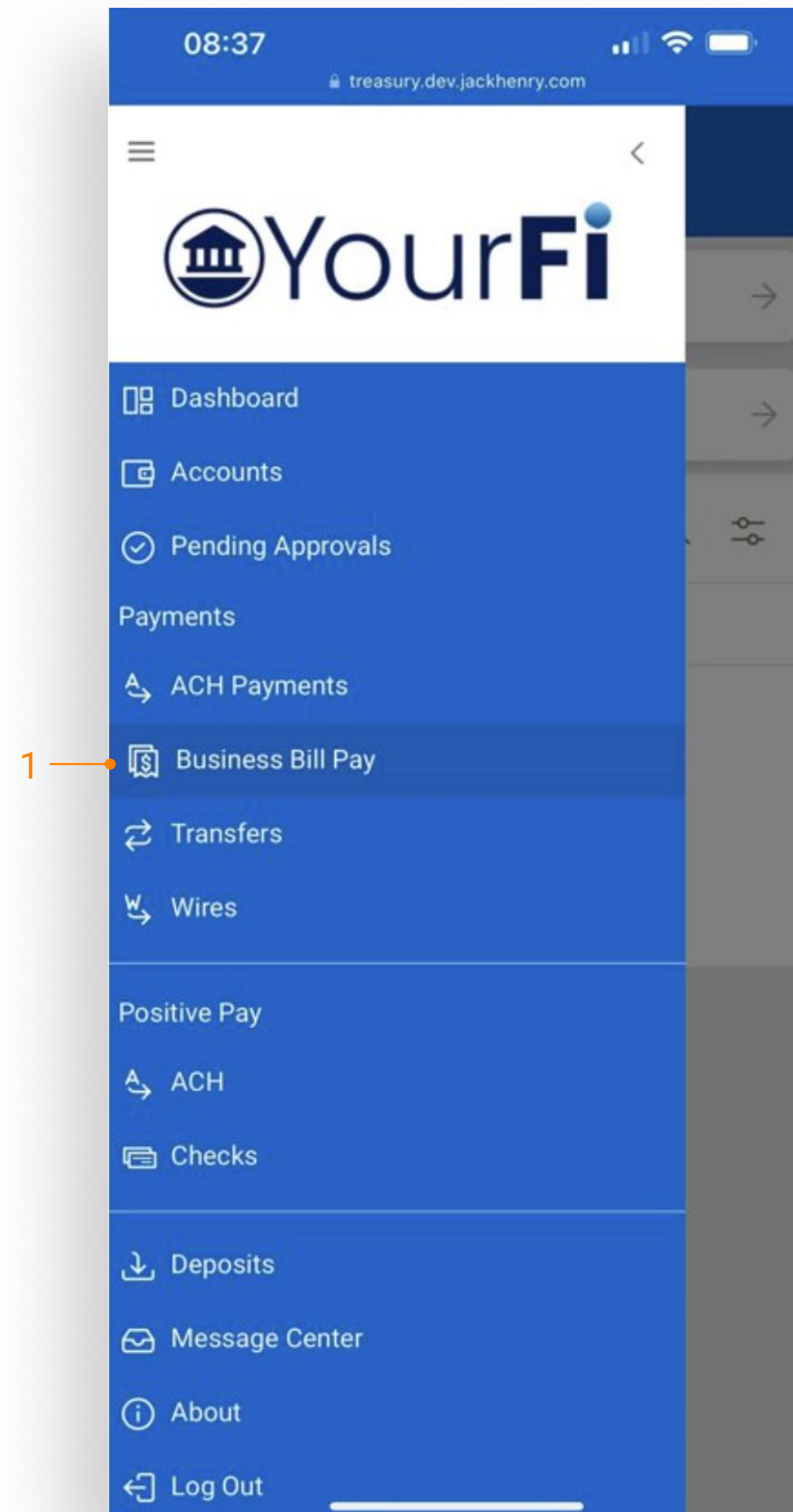


1. Navigate to Business Bill Pay from the fly-out menu or Dashboard

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

# TM Mobile Experience Business Bill Pay

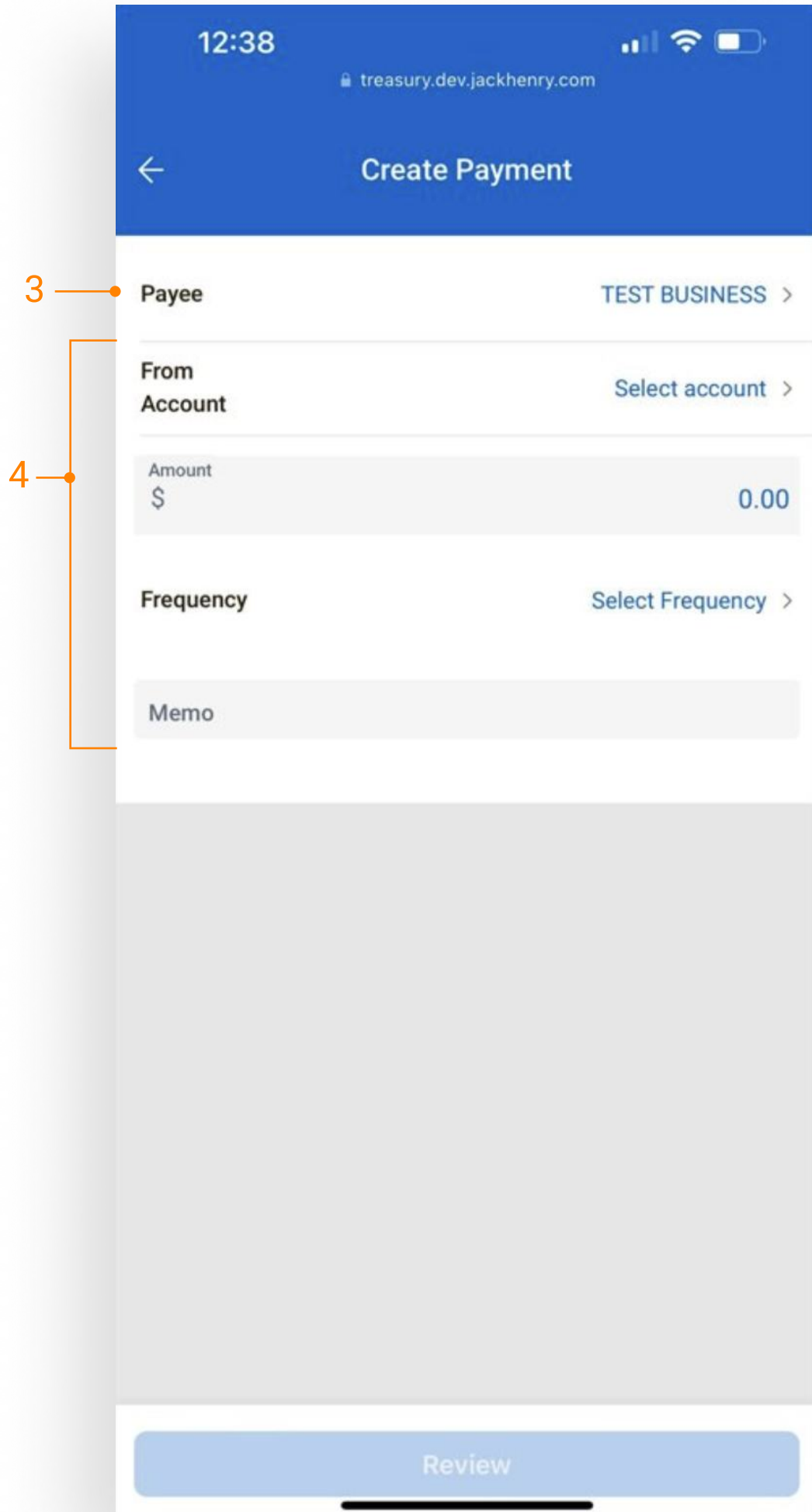
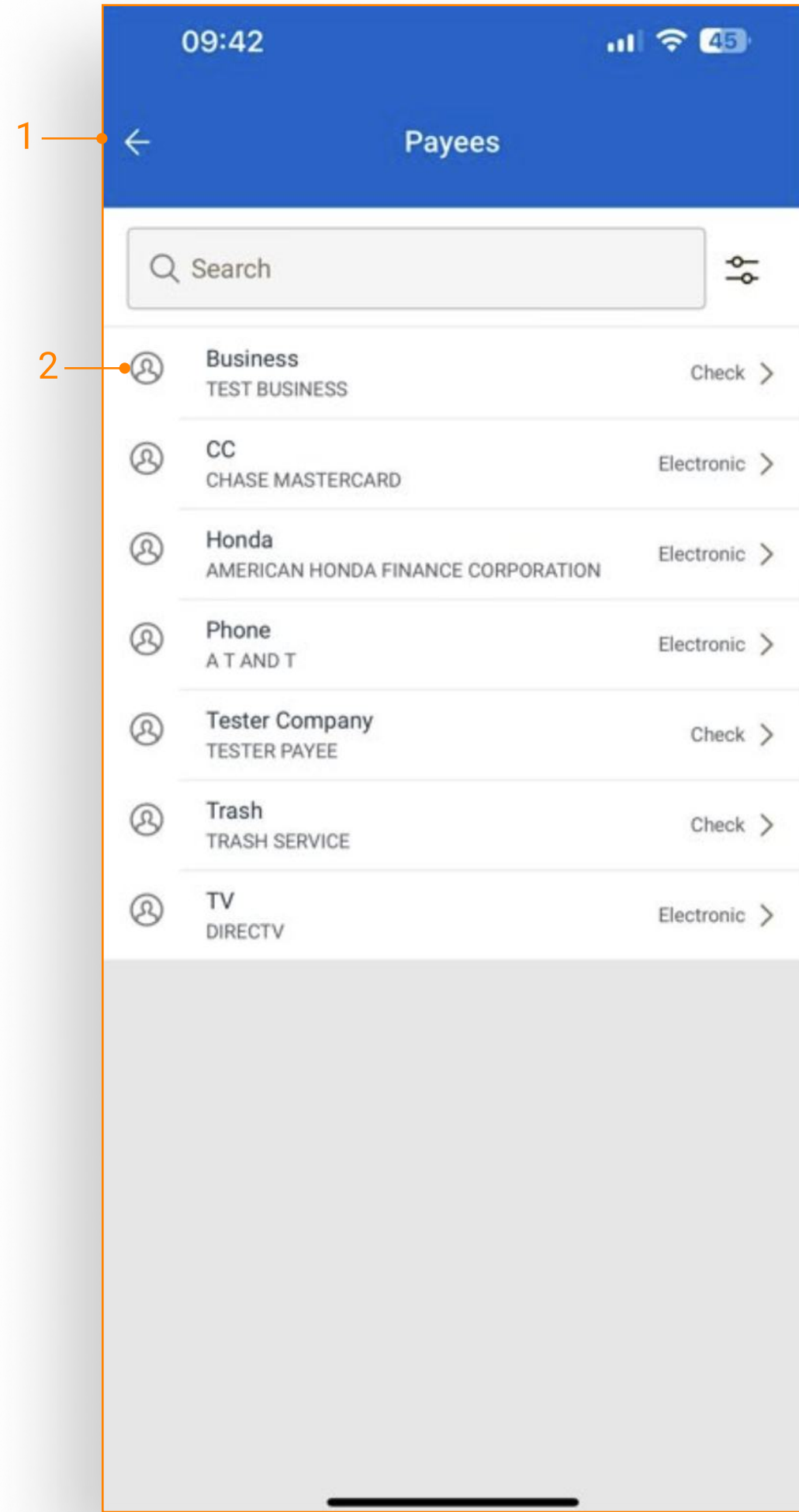
## Business Bill Pay



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

# TM Mobile Experience Business Bill Pay

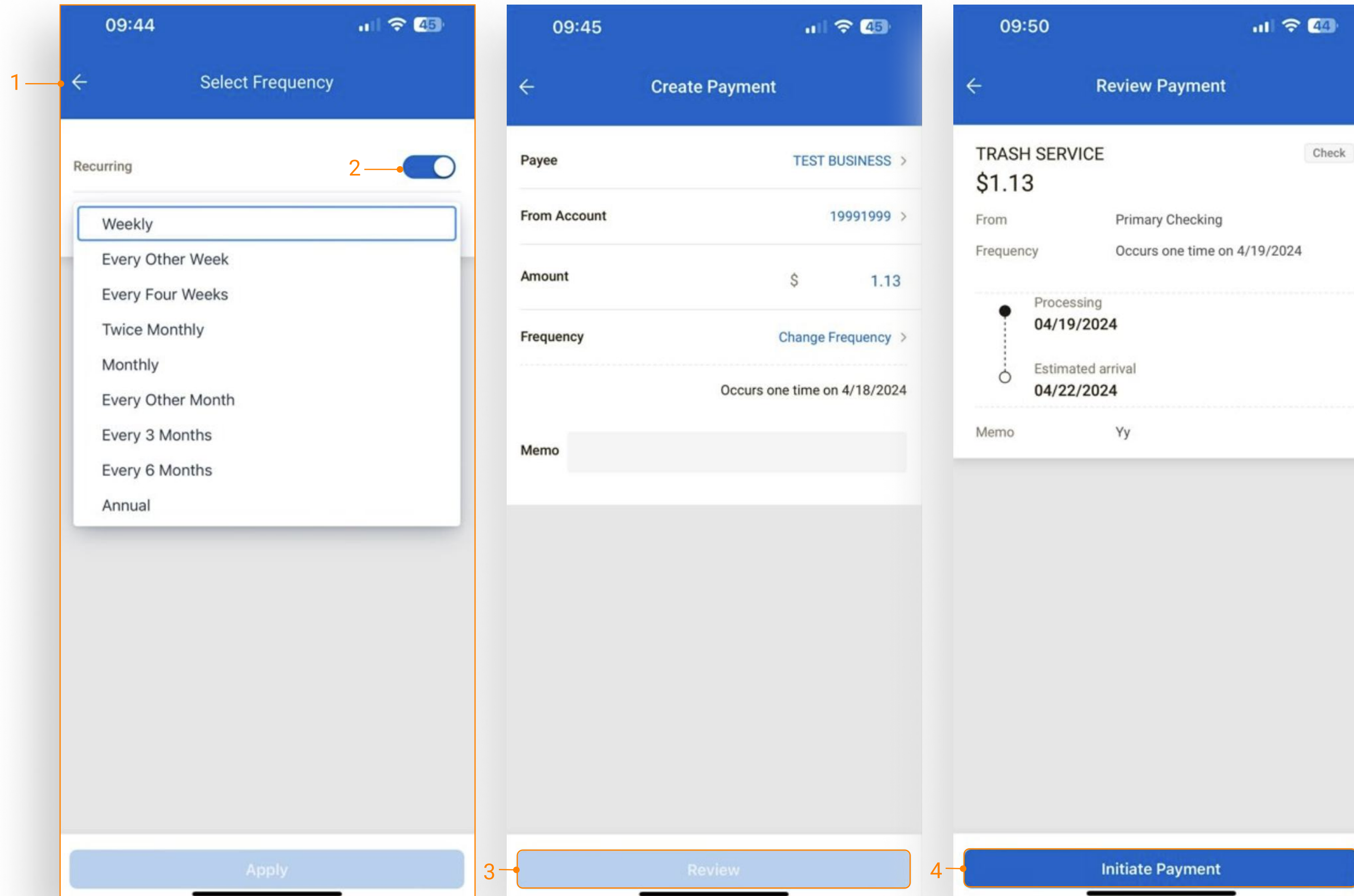
## Business Bill Pay – Create Payment



- 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.

# TM Mobile Experience Business Bill Pay

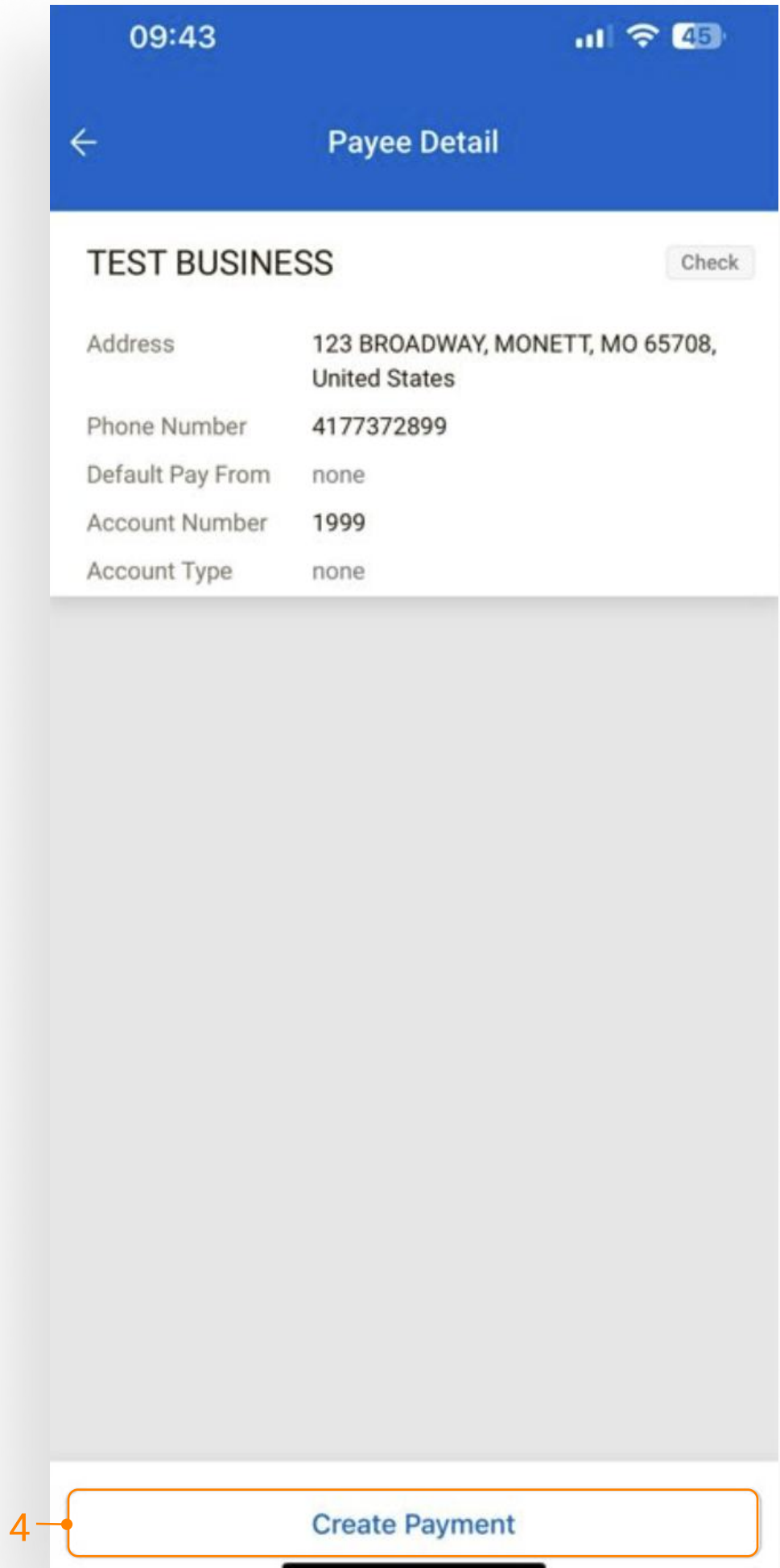
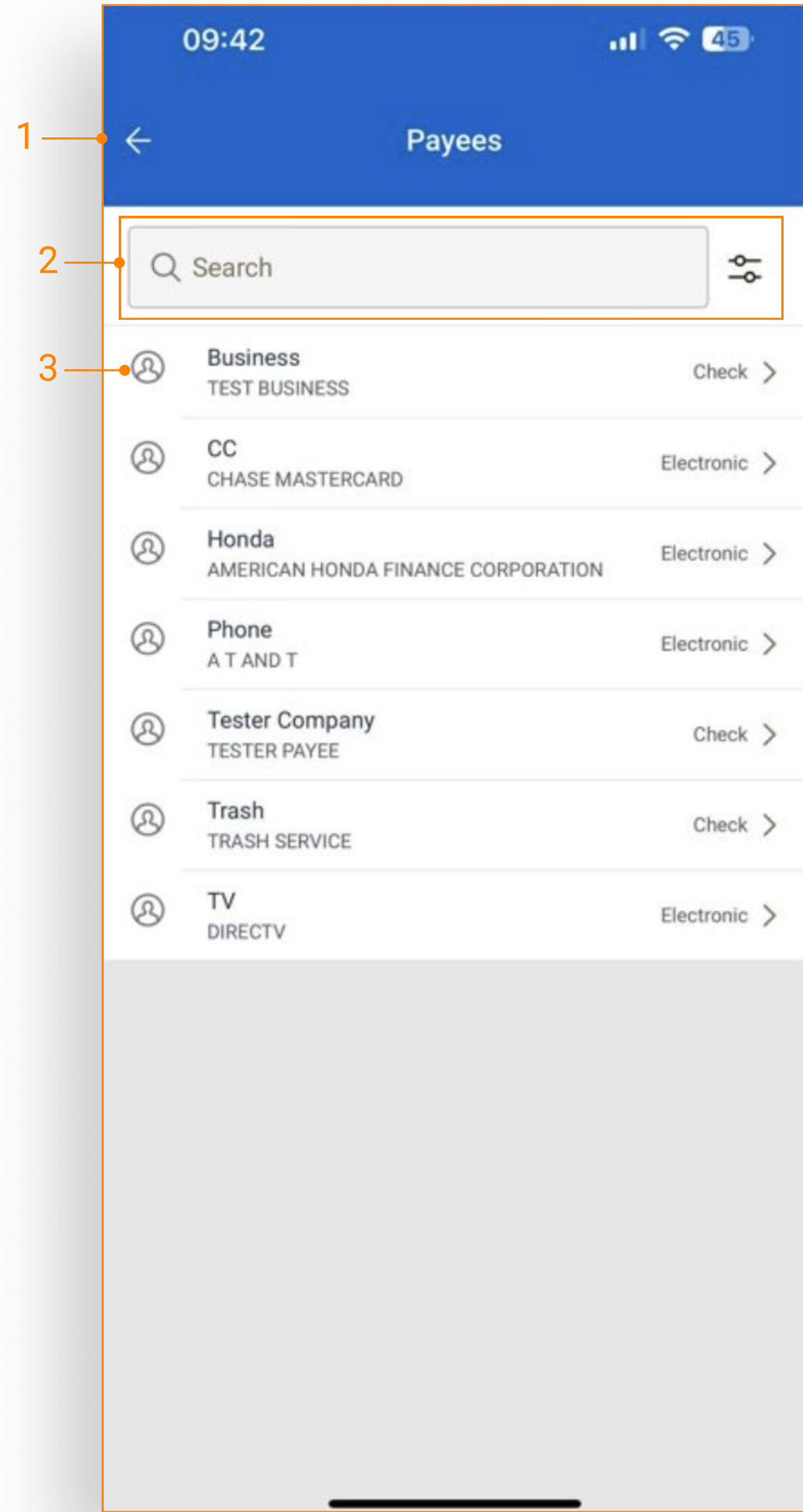
## Business Bill Pay – Create Payment (continued)



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.

# TM Mobile Experience Business Bill Pay

## Business Bill Pay - Payees

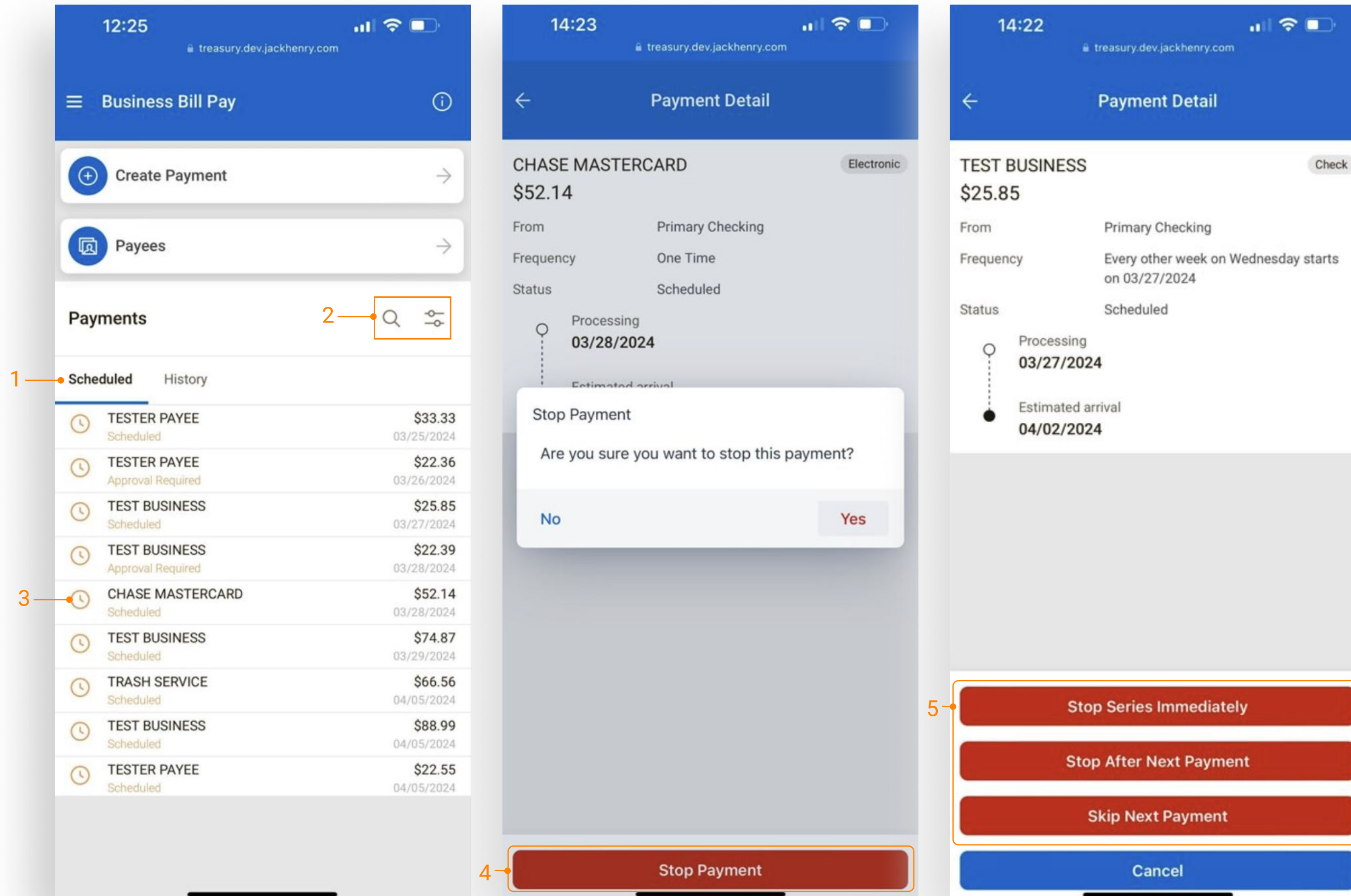


1. Select Payees on the Business Bill Pay home screen.
2. Use the Type to Filter or the Advanced Filter to narrow payee search results.
3. Tap a payee to view full payee details.
4. Users can create a bill payment from the Payee details page.



# TM Mobile Experience Business Bill Pay

## 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.

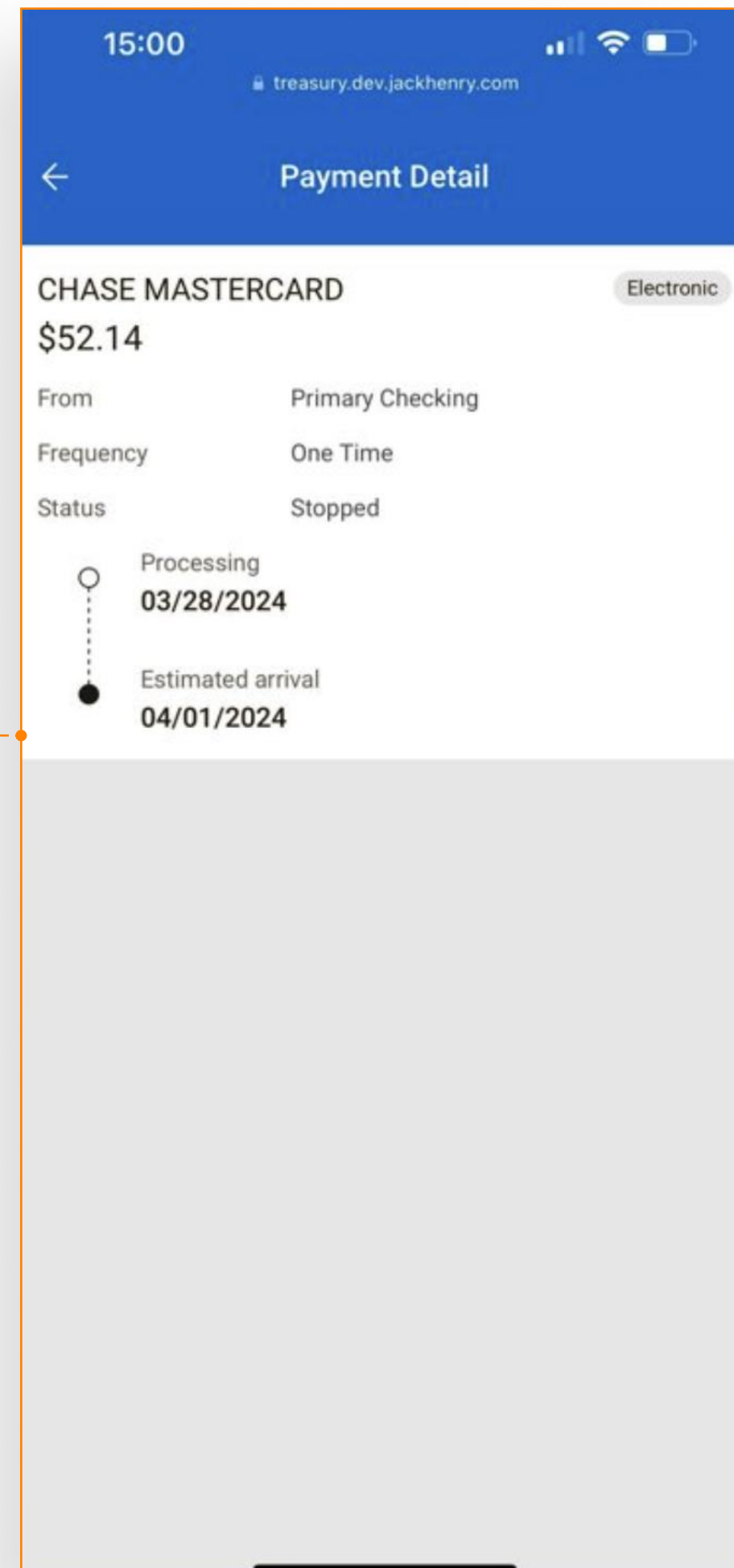
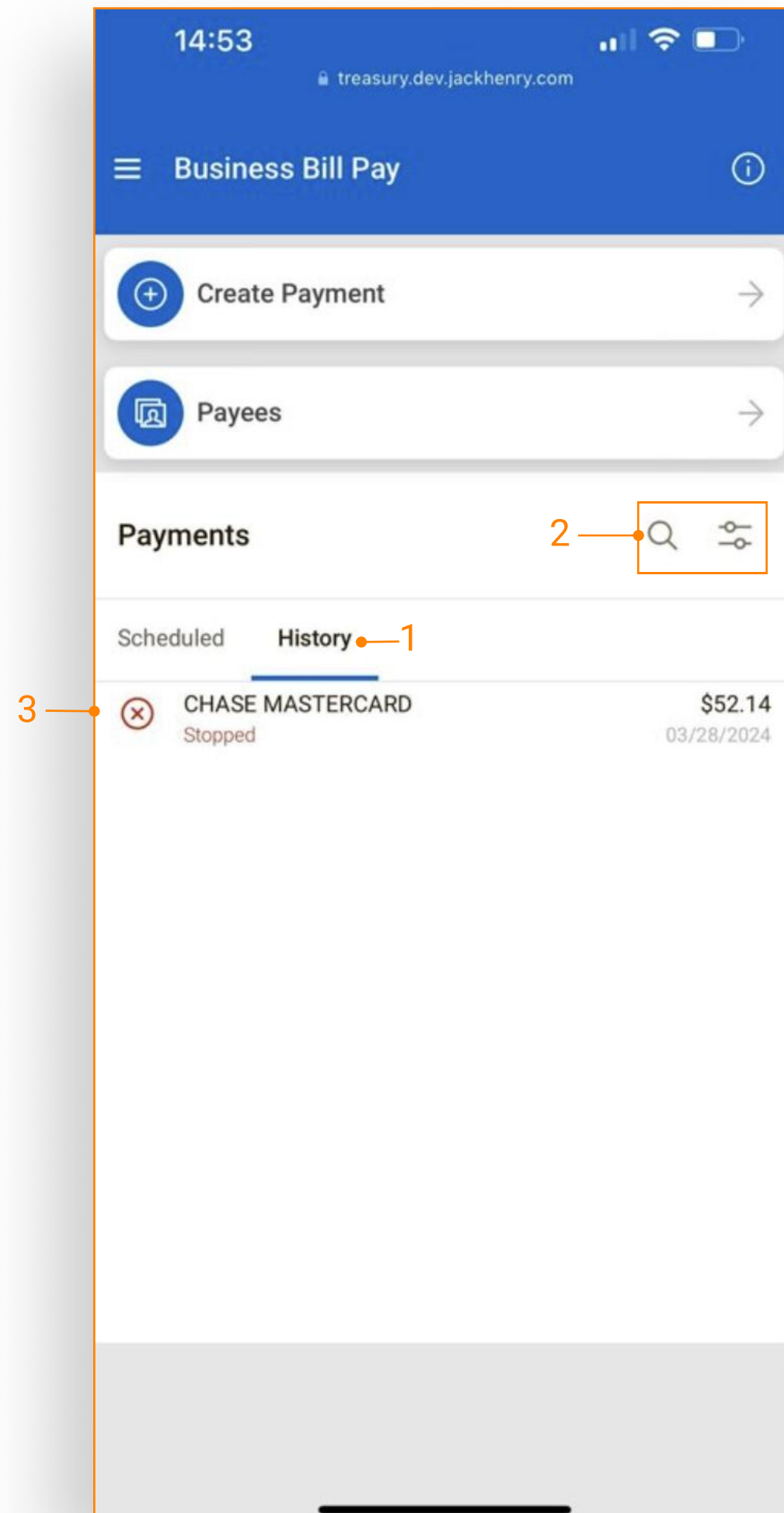
4. Use the Stop Payment button to stop a payment.

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

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

# TM Mobile Experience Business Bill Pay

## 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.