



Approving Payments in Business Bill Pay

Note: This topic applies to account holders that have Small Business Bill Pay enabled.

Note: Before a secondary user can schedule a bill payment, the primary and secondary users need to be enrolled in Small Business Bill Pay. The primary user also needs to assign the appropriate permissions to any secondary user needing to pay bills. See the [Setting_Permissions_for_Sub_Users_to_Pay_Bills](#) document.

A secondary user that has permission to schedule a bill payment requiring approval can set up the payment in the Payment Center. It will await approval by the primary user or another secondary user with approval permissions.

1. Click the **Pay Bills** tab on the online banking page. The Payment Center will open. The secondary user can set up a new payee and schedule a payment. The new payment will appear in the Pending section of the Payment Center.

Pay Bills

The screenshot shows the PSBank Payment Center interface. At the top, there are navigation tabs: "Payment Center", "Add a Bill", "Bill History", and "Manage My Bills". Below the navigation, a welcome message reads "Welcome Docsecondary Last" with the date "Wednesday, May 11, 2016".

The main section is titled "Payment Center" and contains a "Pay Bills" sub-section. The "Pay From" field is set to "*7789" and there is a link for "Add/Manage Groups". Below this is a section for "Unassigned Billers" with a table:

Features	Bill Name	Amount	Pay Date
	Bridgers Cleaning *3456	\$	

A "Make Payments" button is located below the table.

On the right side of the interface, there are several informational panels:

- A blue banner for "e-Bills" with a "BILL DUE" icon and a "Click to Learn More" link.
- A "Bill Reminders" section with a "Set Up Reminders" link.
- A "Pending | Unapproved" section with a table:

Bill	Amount	Pay Date
Bridgers C... *3456	\$50.00	05/17

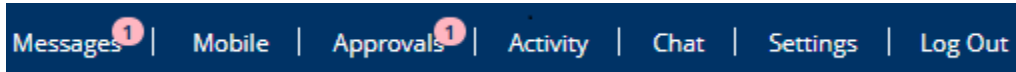
Below the pending table, there are links for "Change", "Cancel", "Total: \$50.00", and "View All Unapproved Payments".

At the bottom right, there is a "Recent Payments" section with a table:

Bill	Amount	Pay Date
Total: \$0.00		

A "View Bill History" link is located below the recent payments table.

- Now the primary user will see the pending payment when he or she logs into online banking. The **Approvals** link will show the number of approvals that are awaiting the primary user. Click the link and the Approvals page will display.



- Pending payments can be approved or rejected by clicking the payment amount.

Approvals

Bill Pay (1)	Wires (0)
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Submitted By: From: To: [clear filters](#)

Pending Approvals

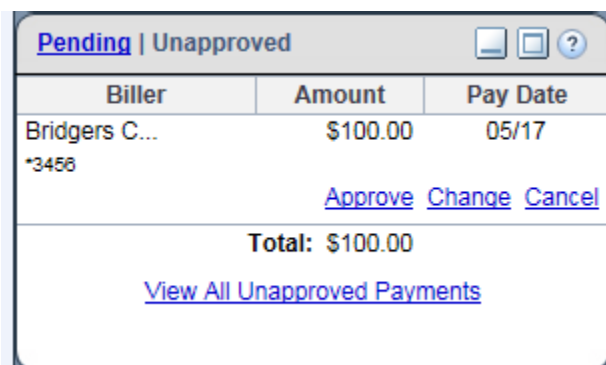
				<input type="button" value="APPROVE"/>	reject
<input type="checkbox"/>	Payment Date ▾	Submitted By	Description	Amount	
<input type="checkbox"/>	MAY 17	docsecondary last	Bill Payment from Checking *7789 to Bridgers Cleaning	50.00	

Approval History

Approval Date	Submitted By	Description	Amount	Status
There are no results to be displayed.				


Approved or rejected payments will be displayed in the Approval History section.

4. The Payment Center will also show the pending payments. Payments can be approved, changed, or canceled in the Payment Center.



Billers	Amount	Pay Date
Bridgers C... *3456	\$100.00	05/17
Approve Change Cancel		
Total: \$100.00		
View All Unapproved Payments		

Approved or rejected (canceled) payments will be displayed in the Recent Payments section.



[Pending](#) | [Unapproved](#)

You have no unapproved payments for the last 45 days at this time.

To view unapproved payments that are older than this, click the [View All Unapproved Payments](#) link.

[View All Unapproved Payments](#)

Recent Payments		
Billers	Amount	Pay Date
Bridgers C... *3456	Canceled	05/17
Total: \$0.00		

The PS Bank Customer Care is available to assist with any questions about the online banking system, and how to successfully transition your current processes to the new platform.

You may reach out any time during business hours by calling:

1-866-746-1011

You may also e-mail at:

ebanking@psbanking.com