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.

2. 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.

Messages ❶ | Mobile | Approvals ❶ | Activity | Chat | Settings | Log Out
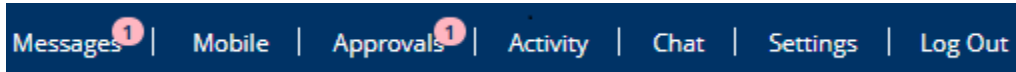
3. Pending payments can be approved or rejected by clicking the payment amount.

Approvals

| Bill Pay (1) | Wires (0) |

Submitted By:	From:	To:		
All	4/12/2016 🗓	6/09/2016 🗓	FILTER	clear filters

Pending Approvals
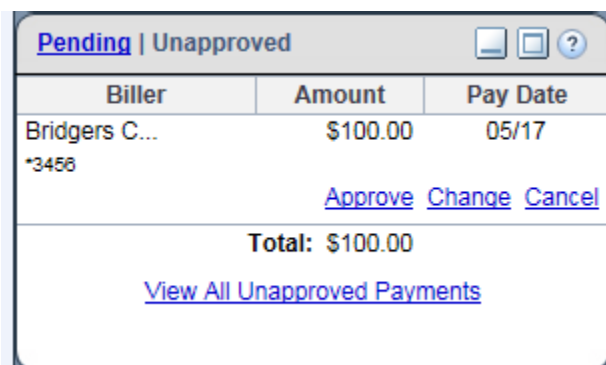
APPROVE   reject

☐ Payment Date ▼	Submitted By	Description	Amount
☐ 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.

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

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