PSBank

Setting Permissions for Secondary (Sub) User to Pay Bills

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

Note: The primary user needs to be enrolled in Small Business Bill Pay before assigning bill payment permissions to secondary users.

If secondary users for an account will be paying bills in Small Business Bill Pay, the primary user will set up permissions and approval level to do so.

1. After the primary user has logged in to the online banking site, he or she will select the **settings** link and then select **Users**. He or she will either add a new secondary user or select one of the secondary users displayed. Select **Edit** next to the secondary user requiring bill pay permissions.

2. In the Bill Pay section, select the appropriate approval level for the secondary user. There are two options, with approval or without approval by another user.

    Note: If approval is not required is chosen, the secondary user can approve other payments made by secondary users requiring bill payment approval.

    Bill Pay ⑦
    ○ No
    ● Yes, approval required
    ○ Yes, approval not required, can also approve

3. Click **Save**.

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