




## Adding a Secondary (Sub) User to Business Bill Pay

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 secondary users can enroll.

Once a primary user for an account has enrolled in Small Business Bill Pay, secondary users also need to enroll themselves for bill pay on the online banking site before they can schedule payments. If a secondary user attempts to enroll in bill pay before the primary user is enrolled, the following page will be displayed:

## Pay Bills

 Primary User is not enrolled for Small Business Bill Pay.

1. Once the primary user has enrolled for Small Business Bill Pay and has added the secondary user to the account with appropriate permissions, the secondary user can enroll in bill pay. Select the **Pay Bills** tab and the following page will display. Complete the form.

[Exit Pay Bills](#)

## Bill Pay can help your business

Streamline your finances by paying all your bills online. Pay any company or person – all you need is their mobile number or email address.

Choose how much you want to pay and when. Schedule automatic payments and set limits – you're always in control.

This information is required to access bill pay.

SSN:

Date of Birth:

[ENROLL & GET STARTED](#)

[no, thanks](#)

2. The Welcome to Online Bill Pay page will display. Select **Get Started** and the Payment Center page will display.

## Pay Bills

Payment Center Add a Bill Bill History Manage My Bills

Welcome Docsecondary Last  
Wednesday, May 11, 2016

**Payment Center**

**Pay Bills**

Pay From \*7789

[Add/Manage Groups](#)

**[-] Unassigned Billers**

Features	Biller Name	Amount	Pay Date
	Bridgers Cleaning *3456	\$ 50.00	05/17/2016

[Add Invoices](#)

**Make Payments**

Many of the bills you pay online are available electronically as e-Bills!  
[Click to Learn More.](#)

**BILL DUE**

**Bill Reminders**

You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too.

[Set Up Reminders](#)

**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**

You have not made any payments in the last 45 days.

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](mailto:ebanking@psbanking.com)