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:

mm/dd/yyyy

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

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