



BUSINESS ONLINE BANKING

Bill Pay Administration

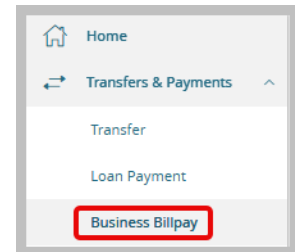
ALERUS

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Get Started

Once bill pay has been enabled for the company, the bill pay administrator must log in first to enroll in bill pay and administer to any sub users as desired.

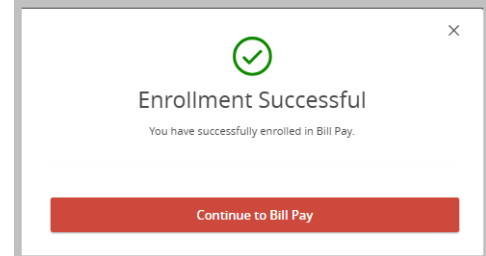
Administrator selects **Transfers & Payments** then **Business Billpay** from the left menu.



Select the primary bill pay account, then select **Enroll in Bill Pay**.

 A screenshot of the 'Bill Pay' enrollment screen. At the top, it says '< Back to Home'. Below that is the title 'Bill Pay'. A section titled 'Please select at least one account below to enroll in Bill Pay' contains three radio button options: 'Small Business Checking' (which is selected), 'Small Business Checking 2', and 'Alerus Business Money Market'. At the bottom right of this section are two buttons: 'Cancel' and 'Enroll in Bill Pay'.

Once complete, select **Continue to Bill Pay** on the pop up window.



Select **Get Started** to enter the bill pay system.

 A screenshot of the 'Welcome to Online Bill Pay!' page. The title is in a large, bold, italicized font. Below the title are two columns of text. The left column is titled 'Why should I pay online?' and describes the benefits of online bill pay. The right column is titled 'New Features' and lists three features: 'More control over your accounts payable process', 'Faster payments', and 'A simplified user interface'. At the bottom center of the page is a blue button with a right-pointing arrow labeled 'Get Started', which is highlighted with a red rectangular box. At the very bottom of the page, there is a footer with contact information and links for 'Security & Privacy' and 'Terms & Conditions'.

Payment Center | **Add a Bill** | **Bill History** | **Manage My Bills** | **My Accounts** | **Messages**

Welcome Ben [redacted]
Friday, September 19, 2025

Payment Center

Pay Bills ?

Pay From *18 [redacted]
Available Balance \$81.33

Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can [add a bill](#) now.

Bill Reminders [icon] [icon] ?

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 [icon] [icon] ?

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 [icon] [icon] ?

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

[View Bill History](#)

Business Bill Pay Customer Service can be reached at 1-800-279-3200

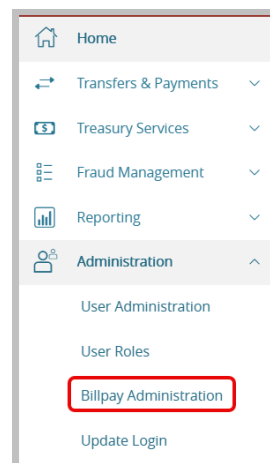
 **Security & Privacy** | [Terms & Conditions](#) | [Messages](#)

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Bill Pay User Administration

Note: Bill pay will be available to all users with the same user role in Q2.

From the business online banking screen, select **Administration**, then select **Billpay Administration**.



Click on the name of the user to administer.
If the user has been enrolled, the bill pay role will highlight orange.

- **Admin** – User is able to access bill pay, add/edit profiles, entitle user access to bill pay, create payees, and process payments.
- **Level 2** – User is able to access same bill pay accounts as admin. User can create payee and process payments.
- **Level 3** - User is able to access bill pay. User must use existing payees to initiate payments. Payments must be approved by a level 2 or admin. user to be processed.

If more than one account is available for bill pay, the admin. can add accounts which will be available for both admin. and level 2 users. Be sure to **Submit** to save changes between user changes.

Bill Pay User Rights Administration

Usage guidelines:

- At least one funding account (the primary funding account) must be selected when the Admin user is enrolling any additional users for bill pay.
- Accounts must be revoked from regular users before they may be revoked from administrators.
- Accounts must be granted to the administrators before they may be granted to other users.
- Changes do not take effect until you click "Submit".**
- Some accounts cannot be removed from the list.

Admin/Role	Bill Pay Role	Funding Accounts
Cliff Hangar	Unenrolled	Select All Deselect All
Ben Thayer	Admin	04 12 20

Submit

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Admin/Role	Bill Pay Role	Funding Accounts
Cliff Hangar	Unenrolled	Select All Deselect All
Ben Thayer	Admin	804 812 820

Submit

Click **OK** to retain changes.

onlinebanking.alerus.com says

This will save your edits in Online Banking and submit them to the Billpay service.

OK Cancel

For unenrolled users, select the user name which will highlight the bill pay role.

Click on **Unenrolled** to display the user level menu.

Select the desired level, then select the accounts available to that user.

Note: If selecting level 2 for the user, the same accounts available to the admin. will

already be enabled for the level 2 user. Do not remove an account for the level 2 user unless you want that account to be removed from the admin. user's access also.

If selecting Level 3 user, select the **red circle** to enable the green check mark for any accounts this user should have access to for bill pay.

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- Some accounts cannot be removed from the list.

User data updated successfully

Admin/Role	Bill Pay Role	Funding Accounts
Cliff Hangar	Unenrolled	<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>
Ben Thayer	Admin	<input checked="" type="checkbox"/> 804 <input checked="" type="checkbox"/> 812 <input checked="" type="checkbox"/> 820

Bill Pay User Rights Administration

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User data updated successfully

Admin/Role	Bill Pay Role	Funding Accounts
Cliff Hangar	Level 2	<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>
Ben Thayer	Admin	<input checked="" type="checkbox"/> 804 <input checked="" type="checkbox"/> 812 <input checked="" type="checkbox"/> 820

Bill Pay User Rights Administration

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- Accounts must be revoked from regular users before they may be revoked from administrators.
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Admin/Role	Bill Pay Role	Funding Accounts
Cliff Hangar	Level 3	<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>
Ben Thayer	Admin	<input checked="" type="checkbox"/> 804 <input checked="" type="checkbox"/> 812 <input checked="" type="checkbox"/> 820

Note: A level 3 user cannot create payees and must have a second person (admin. or level 2 user) approve their bill payment transactions.

Select **Submit** to retain changes.

User data updated successfully

Admin/Role	Bill Pay Role
Cliff Hangar	Level 3
Ben Thayer	Admin

Users will receive a welcome email once the administrator has submitted the bill pay role entitlements.

