Business Bill Pay (BBP) Administration Console Guidelines

When the Business Bill Pay (BBP) Administration Console opens the usage guidelines are presented first. These guidelines must be followed to ensure access is appropriately assigned.

Business Bill Pay Administration Console

Usage guidelines:
- At least one funding account (the primary) must be selected for the administrators.
- 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".**

1. Confirm that the Admin user entitlements are pre-populated with the proper default limits.

User Roles, Limits, and Entitlements

	User Role	Schedule Payments (Up To Limit)		Approve Payments (Up To Limit)		Change Payees	View Reports	Audit Reports
FIS BizBillPay	Admin User	✓	$10,000.	✓	$10,000.	✓	✓	✓
Cathy Dudley	Unenrolled	🔒		🔒		🔒	🔒	🔒
Cash Management	Bill Pay User	⛔		⛔		⛔	⛔	⛔

User Roles, Limits, & Entitlements

The grid below the Usage Guidelines represents the Administrative Console which is used by BBP Customer Admins to establish bill pay subuser roles, limits, and account entitlements.

1. Assign an additional bill pay subuser by choosing the dropdown menu in the User Role column and selecting desired User Role. User Roles are defined as follows:

- **Unenrolled** - indicates the subuser associated with the customer has no permission within business bill pay

- **Bill Pay User -** indicates the subuser has been given entitlements to access the Business Bill Pay system

- **Admin User** - indicates the user has the ability to access the Bill Pay Administrative Console to enroll and perform user maintenance ****Customers should not change the admin assignment or add additional admins. If the business needs to make a change to the business admin, please call Atlantic Union Bank at 1-800-990-4828.**

- **Disabled** – The Bill Pay form does not support the ability to remove a user completely from a company profile. However, when a subuser is set to disabled status, the subuser will NOT be able to access bill pay.

User Roles, Limits, and Entitlements

	User Role	Schedule Payments (Up To Limit)		Approve Payments (Up To Limit)		Change Payees	View Reports	Audit Reports
FIS BizBillPay	Admin User	✓	$10,000.	✓	$10,000.	✓	✓	✓
Cathy Dudley	Unenrolled	🔒		🔒		🔒	🔒	🔒
Cash Management	Bill Pay User	⛔		⛔		⛔	⛔	⛔

2. Once a User Role is selected from the drop down, the BBP Admin user will be able to specify payment limits, bill pay rights, and which funding accounts the subuser can access. The **lock**, **red radio** and **green radio** **buttons** indicate the following:

- **Lock** - indicates no user role, limits or entitlements have been set and the user is currently disabled because the user role is set to Unenrolled

- **Red radio button** - indicates user BBP role is assigned, but the respective limit and/or entitlement is currently disabled

- **Green radio button** - indicates user BBP role, limit or entitlement is enabled

3. After selecting the desired bill pay user role, all radio buttons for that additional BBP subuser are in a disabled state (no access to bill pay).

	User Role	Schedule Payments (Up To Limit)		Approve Payments (Up To Limit)		Change Payees	View Reports	Audit Reports	Funding Accounts
									⊖ XXXXXX1202
FIS BizBillPay	Admin User ∨	✔	$10,000.	✔	$10,000.	✔	✔	✔	
Cathy Dudley	Unenrolled ∨	🔒		🔒		🔒	🔒	🔒	
Cash Management	Bill Pay User ∨	⊖		⊖		⊖	⊖	⊖	

4. Set payment limits and then enable radio buttons for User Role, Payment Limits, desired Entitlements, and Funding Accounts. *NOTE – a Bill Pay User must have at least 1 funding account enabled for the user if that user is going to either schedule or approve payments.* Click the Submit button.

	User Role	Schedule Payments (Up To Limit)		Approve Payments (Up To Limit)		Change Payees	View Reports	Audit Reports	Funding Accounts
									✔ XXXXXX1202
FIS BizBillPay	Admin User ∨	✔	$10,000.	✔	$10,000.	✔	✔	✔	
Cathy Dudley	Unenrolled ∨	🔒		🔒		🔒	🔒	🔒	
Cash Management	Bill Pay User ∨	✔	10.00	✔	10.00	✔	✔	✔	

Submit

5. Click **OK** when prompted to save changes and pass this new additional bill pay subuser to the bill pay database.

This will save your preferences in Online Banking and submit them to the FIS Bill Pay service.

OK   Cancel

6. You will be presented with an acknowledgement that data was successfully updated and will observe that the new subuser is now enabled.

User data updated successfully

User Roles, Limits, and Entitlements

	User Role	Schedule Payments (Up To Limit)		Approve Payments (Up To Limit)		Change Payees	View Reports	Audit Reports
FIS BizBillPay	Admin User	✓	$10,000.	✓	$10,000.	✓	✓	✓
Cathy Dudley	Unenrolled	🔒		🔒		🔒	🔒	🔒
Cash Management	Bill Pay User	✓	$10.00	✓	$10.00	✓	✓	✓

7. For the new bill pay subuser, he/she will need to login to Online Banking as that newly added subuser to confirm he/she now has access to BBP, tile located within the transfers & payments tab.