

Bill Pay in Business Online Banking

Purpose: This document explains how to use the features in Business Online Banking (BOB) on the Cornerstone Bank website. Some users may have different access depending on business needs for the client.

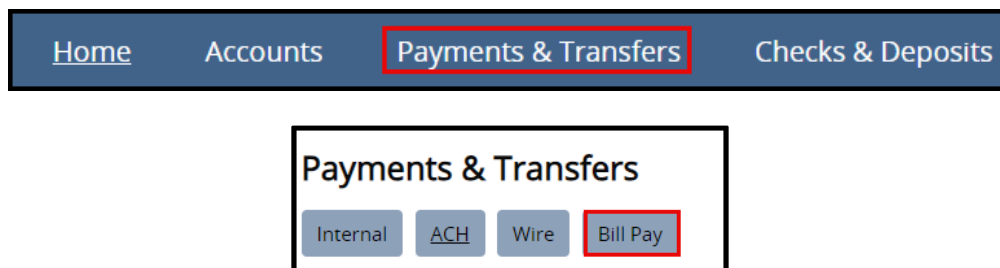
Note: Cash Management must set up the business customer for access to Bill Pay.

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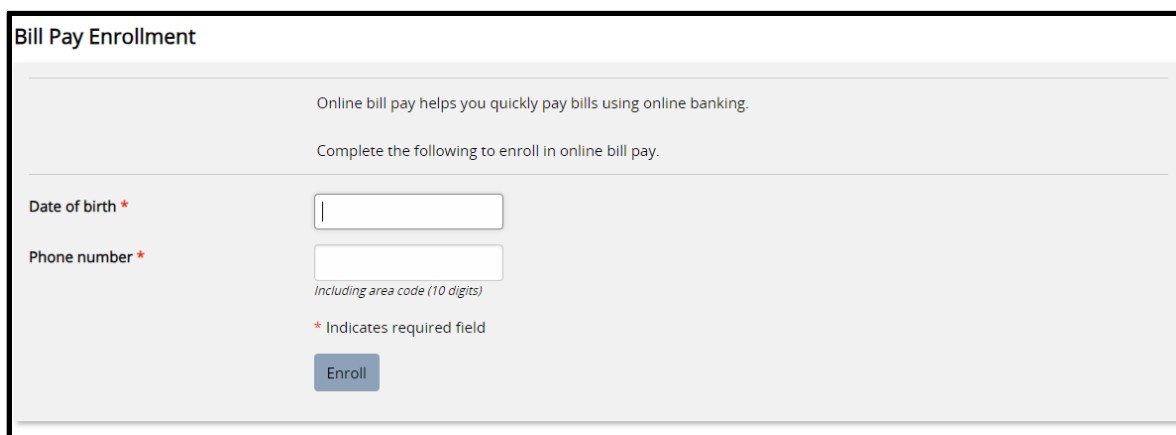
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Bill Pay

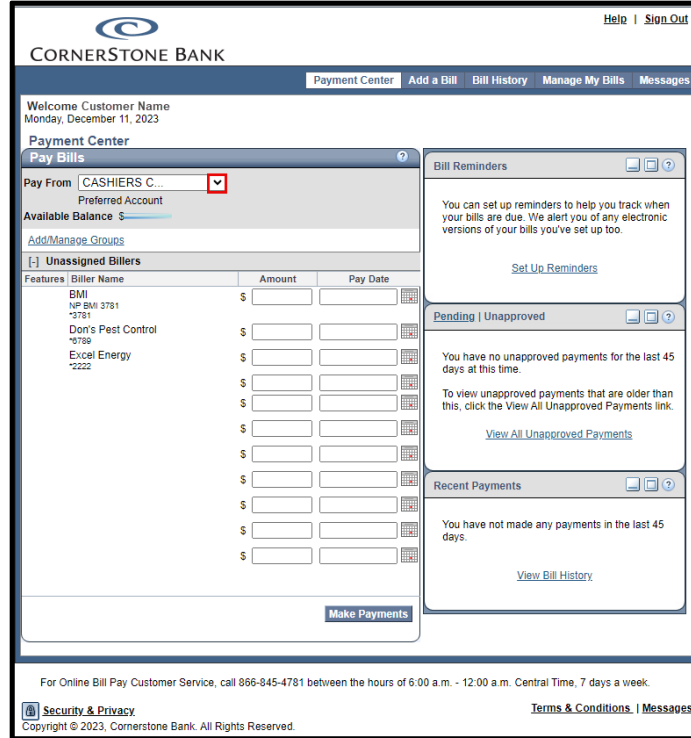
Bill pay offers the ability to pay a bill anywhere in the United States.



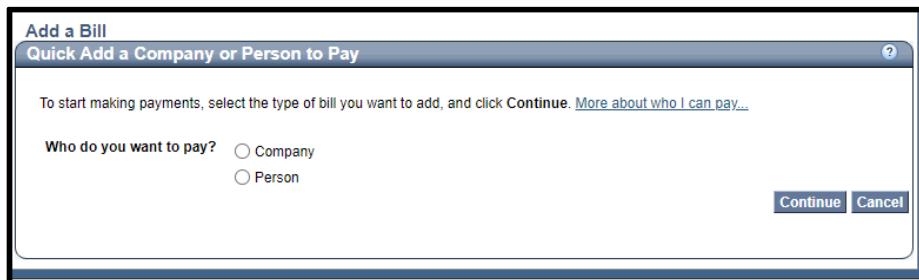
To enroll in Bill Pay enter the user's date of birth (mm/dd/yyyy format) and phone number (area code included).



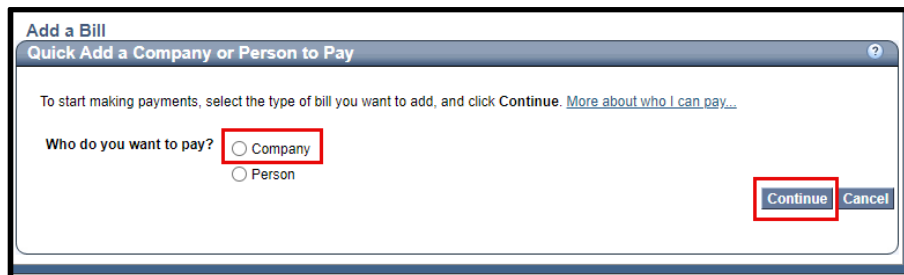
The image shows a 'Bill Pay Enrollment' form. At the top, it says 'Online bill pay helps you quickly pay bills using online banking.' Below that, it says 'Complete the following to enroll in online bill pay.' There are two input fields: 'Date of birth *' and 'Phone number *'. Below the phone number field, it says 'Including area code (10 digits)'. Below the input fields, there is a legend: '* Indicates required field'. At the bottom of the form, there is an 'Enroll' button.

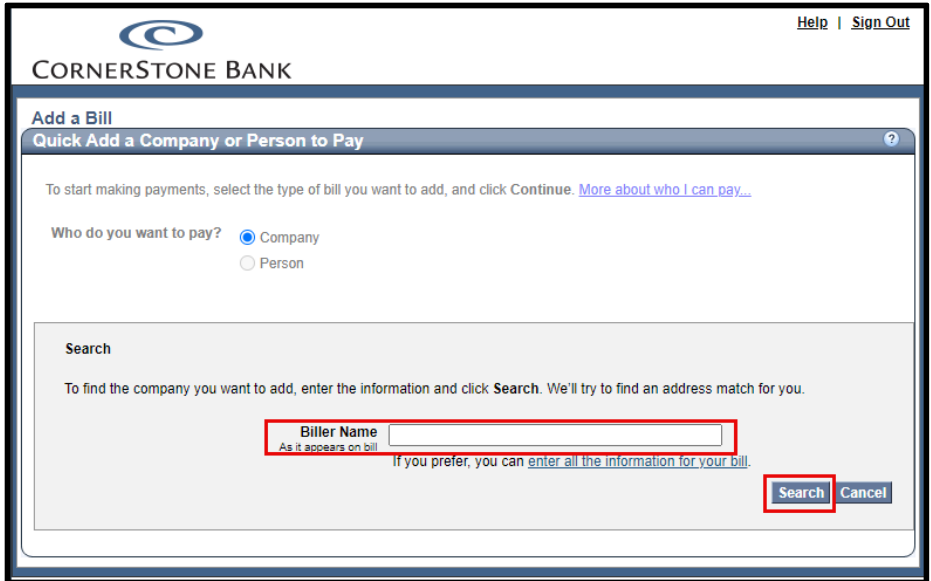


Add a bill using Quick Add a Company or Person to Pay.



Add a company to pay. Enter the Biller Name.





Help | Sign Out

CORNERSTONE BANK

Add a Bill

Quick Add a Company or Person to Pay

To start making payments, select the type of bill you want to add, and click Continue. [More about who I can pay...](#)

Who do you want to pay? Company
 Person

Search

To find the company you want to add, enter the information and click Search. We'll try to find an address match for you.

Biller Name
As it appears on bill

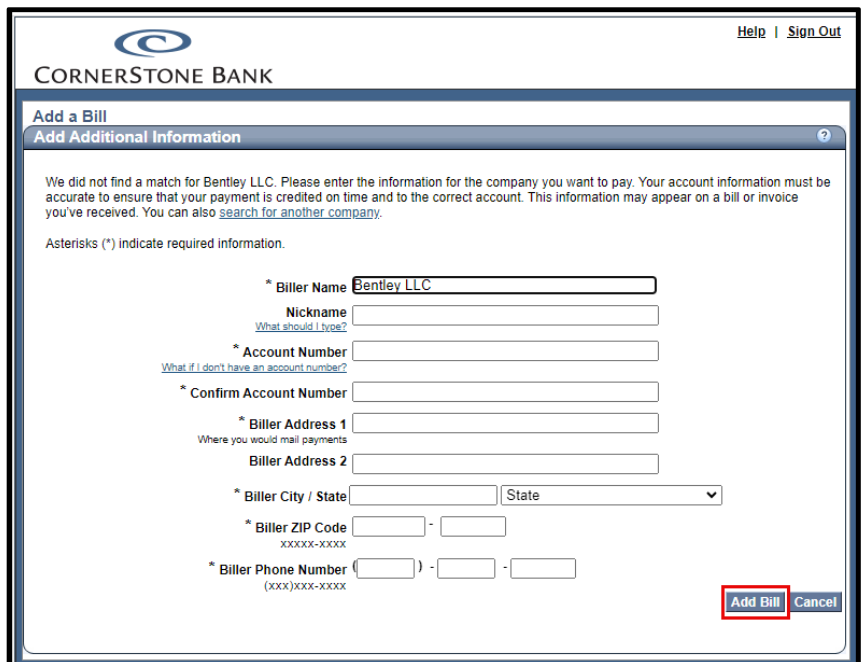
If you prefer, you can [enter all the information for your bill.](#)

Search Cancel

Complete the following:

- Account Number
- Confirm Account Number
- Biller Address
- Biller City / State
- Biller ZIP Code
- Biller Phone Number

Click Add Bill.



Help | Sign Out

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Add a Bill

Add Additional Information

We did not find a match for Bentley LLC. Please enter the information for the company you want to pay. Your account information must be accurate to ensure that your payment is credited on time and to the correct account. This information may appear on a bill or invoice you've received. You can also [search for another company.](#)

Asterisks (*) indicate required information.

* **Biller Name** Bentley LLC

Nickname
What should I type?

* **Account Number**
What if I don't have an account number?

* **Confirm Account Number**

* **Biller Address 1**
Where you would mail payments

Biller Address 2

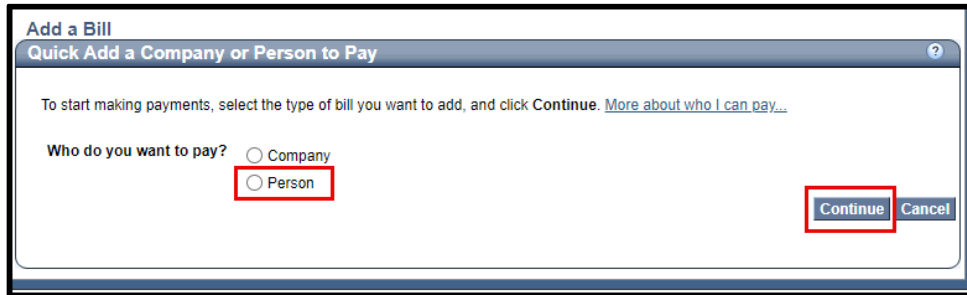
* **Biller City / State** State

* **Biller ZIP Code**
xxxxxx-xxxx

* **Biller Phone Number**
(xxx)xxx-xxxx

Add Bill Cancel

Add a person to pay. Click Continue.



Add a Bill
Quick Add a Company or Person to Pay

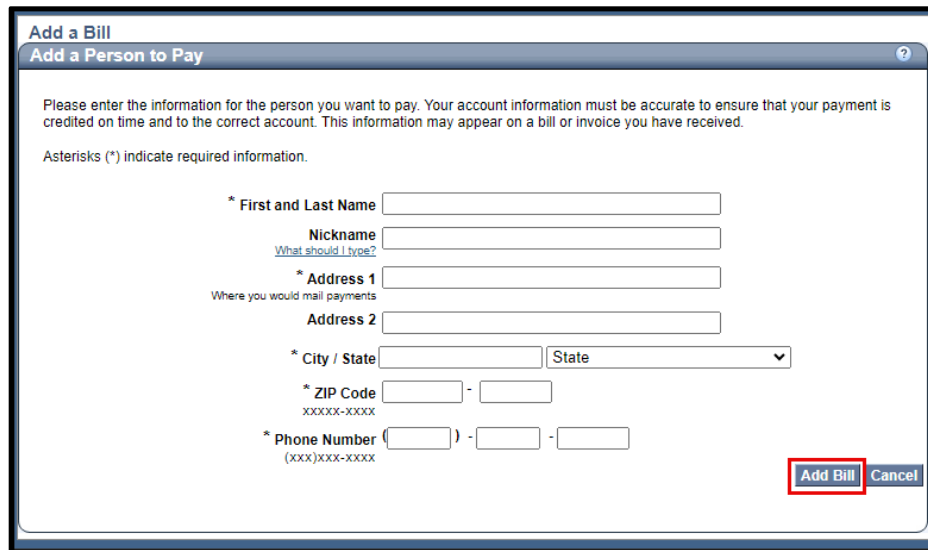
To start making payments, select the type of bill you want to add, and click **Continue**. [More about who I can pay...](#)

Who do you want to pay? Company
 Person

Continue **Cancel**

Complete the following:

- First and Last Name
- Address
- City / State
- ZIP Code
- Phone Number



Add a Bill
Add a Person to Pay

Please enter the information for the person you want to pay. Your account information must be accurate to ensure that your payment is credited on time and to the correct account. This information may appear on a bill or invoice you have received.

Asterisks (*) indicate required information.

* First and Last Name

Nickname
[What should I type?](#)

* Address 1
Where you would mail payments

Address 2

* City / State State

* ZIP Code -
xxxxx-xxxx

* Phone Number () - -
(xxx)xxx-xxxx

Add Bill **Cancel**

Click Add Bill.

Pay a bill from a current company or person form the Pay Bills section.

Enter the dollar amount and pay date.

Features	Billers Name	Amount	Pay Date
	BMI NP BMI 3781 *3781	\$ 10.00	12/18/2023
		Add Invoices	
	Don's Pest Control *6789	\$ 200.00	12/18/2023
		Add Invoices	
	Excel Energy *2222	\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Blue dates are available
Today's Date in Bold

Add invoices under a biller.

Payment Center
Manage Invoice Information

Billers Name: BMI

Total Amount: \$ 0.00 The total is automatically calculated by adding the amount of each invoice.

Invoice Information

Invoice Number	Amount	Description	Action
You have not added any invoices to this bill.			
<input type="text"/>	Invoice: \$ <input type="text"/>	<input type="text"/>	
	Discount: \$ <input type="text"/>	<input type="text"/>	

Bill Reminders

The user sets up reminders to track when bills are 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](#)



Select from the list of billers.

Manage My Bills
Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name Select From List

- Select From List
- BMI *3781
- Don's Pest Control *6789
- Excel Energy *2222
- K
- K
- L
- M
- M
- S
- L

For Online Bi... 5-4781 between the hours of 6:00 a.m. - 12:00 a.m. Central Time, 7 days a week.

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Manage My Bills
Add and Change Bill Options

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Biller Name Excel Energy *2222

What would you like to do?

- Add an automatic payment
- Set up reminders for this bill
- Update biller information
- Delete this biller

Select one of the following:

- Add an automatic payment



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Billers Name

What would you like to do?

Add an automatic payment

Asterisks (*) indicate required information.

Pay From

*Payment Amount \$

All payments are the same amount
 The amount of the last payment should be \$

*Send First Payment On

*Payment Frequency

Send Payments Until I change or cancel this payment
 A total of payments are sent
 But not after

You can also receive email about your automatic payments.

Email address

Email me when the payment is pending
 Email me when the payment has been sent
 Email me before sending the last payment

*Send First Payment On

*Payment Frequency

Send Payments Until

You can also receive email

Email address

- Select a frequency
- Weekly
- Every 2 weeks
- Every 4 weeks
- Twice a month
- Monthly
- Every 2 months
- Every 3 months
- Every 6 months
- Annually

- Set up reminders for this bill



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Billers Name

What would you like to do?

Add an automatic payment

Set up reminders for this bill

Reminders are a helpful way to manage your bills.

Here's how to start receiving reminders in the Payment Center:

- Type the typical due date for this bill.
- Select how often you receive this bill.
- Type the typical amount due.
- Select how far in advance of the due date you want to receive a reminder.

Asterisks (*) indicate required information.

*Typical due date

*Bill Received

Typical Amount Due \$

*How far in advance of the due date you want to be reminded of this bill

If you'd like to receive email reminders, type your email address and select the type of reminders you want.

*Email address

Email me to remind me my bill is due.

Email me if not paid by the due date.

Email me when the payment has been sent.

*Bill Received

Typical Amount Due \$

ant to be reminded of this bill

your email address and

*Email address

Select a frequency

- Select a frequency
- Every 2 weeks
- Every 4 weeks
- Twice a month
- Monthly
- Every 2 months
- Every 3 months
- Every 6 months
- Annually

*How far in advance of the due date you want to be reminded of this bill

If you'd like to receive email reminders, type your email address and

*Email address

Select From List

- Select From List
- 10 days
- 14 days
- 21 days
- 28 days

- Update biller information

Biller Name

What would you like to do?

Add an automatic payment

Set up reminders for this bill

Update biller information

Asterisks (*) indicate required information.

*Biller/Person Name

Nickname

Category [Can I add a category?](#)

Account Number To change, type the entire number

Confirm Account Number

*Address 1

Address 2

*City

*State/ZIP Code

*Biller Phone Number xxx-xxx-xxxx

Account Number — For your protection, we show only part of your account number.

- Delete this biller

cwsb40.checkfreeweb.com says

If you have any pending payments, the payments are canceled when you delete this biller.

Are you sure you want to delete this biller? If so, click OK.

Pending | Unapproved

This section lists the unapproved payments for the last 45 days.



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](#)

Bill History

Unapproved Payments

[All Payments](#) | Unapproved Payments

To view payments and bills for a different date range, select an option in **Current View**. Use **Additional Options** to search for specific payments.

Current View:

Additional Options

Show:

For:

Select the payments you want to approve and click **Continue**.

Approve	Biller Name	Account	Amount	Pay Date	Initiated By	Action
You don't have any payments to approve at this time.						

Current View:

- Past 30 days and future
- Past 60 days and future
- Past 90 days and future
- Past 180 days and future
- Specific date range

Select the payments you want to approve and click

Recent Payments

This section lists payments made in the last 45 days.

Recent Payments

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

[View Bill History](#)



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Bill History
View Payments and Bills

All Payments | [Unapproved Payments](#)

To view payments and bills for a different date range, select an option in Current View. Use Additional Options to search for specific payments.

Current View

Additional Options

Show

For

There are [0 unapproved payments](#).

There is no bill payment history to display.
If you've made any payments using Cornerstone Bank Online Bill Pay, try selecting a different option in Current View or Additional Options.

Current View

- Past 30 days and future
- Past 60 days and future
- Past 90 days and future
- Past 180 days and future
- Past 12 months and future
- Past 18 months and future
- Specific date range

There are [0 unapproved payments](#).

If you have any questions or need assistance with Business Online Banking, contact our Cash Management Sales team at 888-297-2100 or online at <https://www.cornerstonebanks.net/contact/>.

Cornerstone Bank Cash Management Team