



**National Bank
of Middlebury**

1. On the Home screen, click on 'Business Bill Pay Admin' in the left menu bar
2. On the Bill Pay User Rights Administration page you will see that all users within the company are listed. In the 'Bill Pay Role' column for the user you want to update, select the drop down menu at Unenrolled
3. You will be presented with a Funding Accounts menu. Please select the red circle next to each account that you want the user to have bill pay access to
4. You will also be presented with an option to select Level 3 or Level 2. A selection must be made

Level 3 – Bill Pay user only
Level 2 – Bill Pay user and can add additional users which must be approved by the Administrator
5. Select 'Submit'
6. Select 'OK'
7. You are now ready to launch 'Business Bill Pay' from the left menu



Admin/Role	Bill Pay Role
TEST APPROVER	Unenrolled ▾
TEST INITIATE	Unenrolled ▾

Bill Pay Role	Funding Accounts
Admin	Select All
Level 2	Deselect All
Unenrolled ▾	<input checked="" type="checkbox"/> *****1111 <input checked="" type="checkbox"/> *****3333
Unenrolled	
Level 3	
Level 2	

Note: If the new Bill Pay user receives an error message please contact us at the number below. There may be additional information required for the new Bill Pay user.

Questions? We're here to help.
Customer Service: 877.508.8455

