

Eastern Treasury® Business Bill Pay User Setup Guide

The Legal Administrator User will need to add Bill Pay users in both Eastern Treasury and the Bill Payment service.

Step 1: Permit User to Bill Pay in Eastern Treasury

- Go to Administration and Settings > User Maintenance
- Find the User and select Modify
- Go to Step 2 - Set Permissions > Administration and select both View and Manage under Bill Pay
- Select Update

This grants the user the Bill Pay service in the Eastern Treasury navigation under Payments & Transfers.

Step 2: Set up User in Bill Payment

- Go to Payments & Transfers > Bill Payment
- Go to Administration and select Add authorized user
- Complete the required fields and take note of the User ID and Password
- Select Add User

Step 3: Provide the User with their Bill Pay credentials

- Provide the User with the User ID and password you created in Step 2
- Instruct the user to log in to Eastern Treasury and navigate to Bill Payment
- Enter the credentials and select Save.
- With the credentials saved, when the user selects Bill Payment the Business Bill Payment service will launch.

We're here to help! If you need assistance, please call our Business Services Team at 1-800-333-8000, Monday through Friday, 8 AM EST to 6 PM EST.