

## 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.

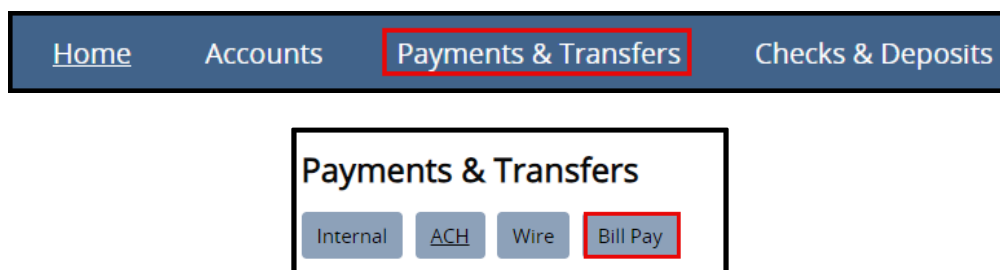
**Note:** Cash Management must set up the business customer for access to Bill Pay.

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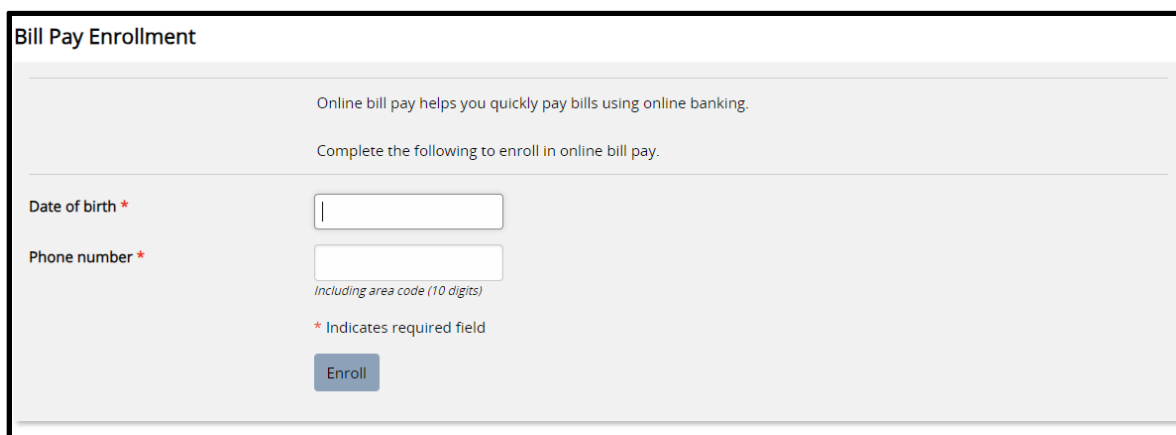
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### Bill Pay

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

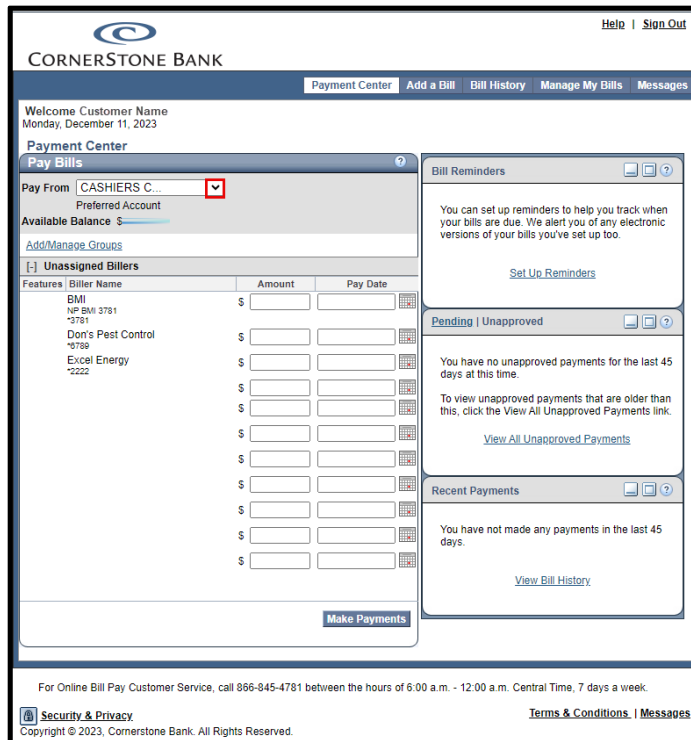


To enroll in Bill Pay enter the user's date of birth (mm/dd/yyyy format) and phone number (area code included).

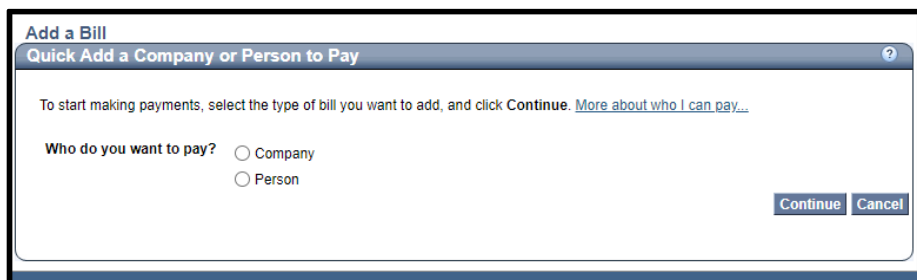


The image shows a 'Bill Pay Enrollment' form. At the top, it says 'Online bill pay helps you quickly pay bills using online banking.' Below that, it says 'Complete the following to enroll in online bill pay.' There are two input fields: 'Date of birth \*' and 'Phone number \*'. The 'Phone number \*'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

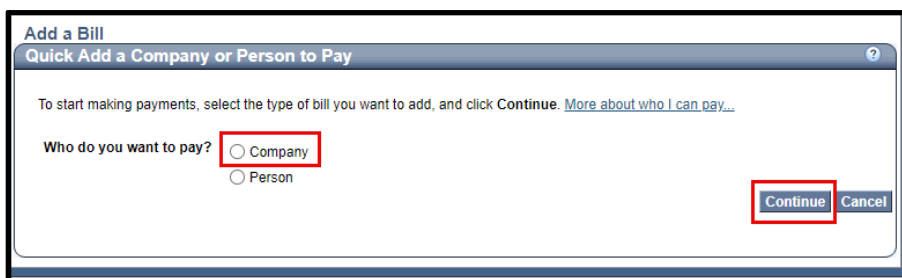


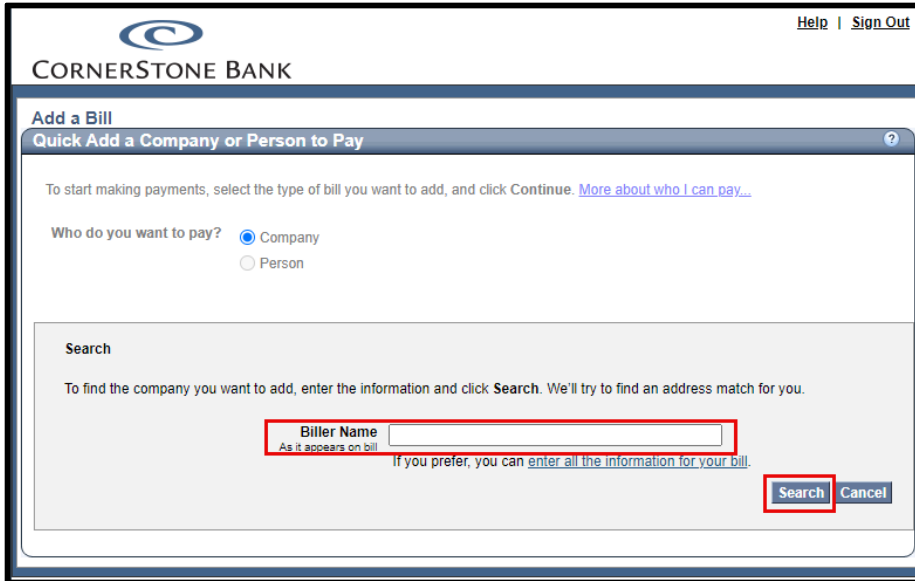


Add a bill using Quick Add a Company or Person to Pay.



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

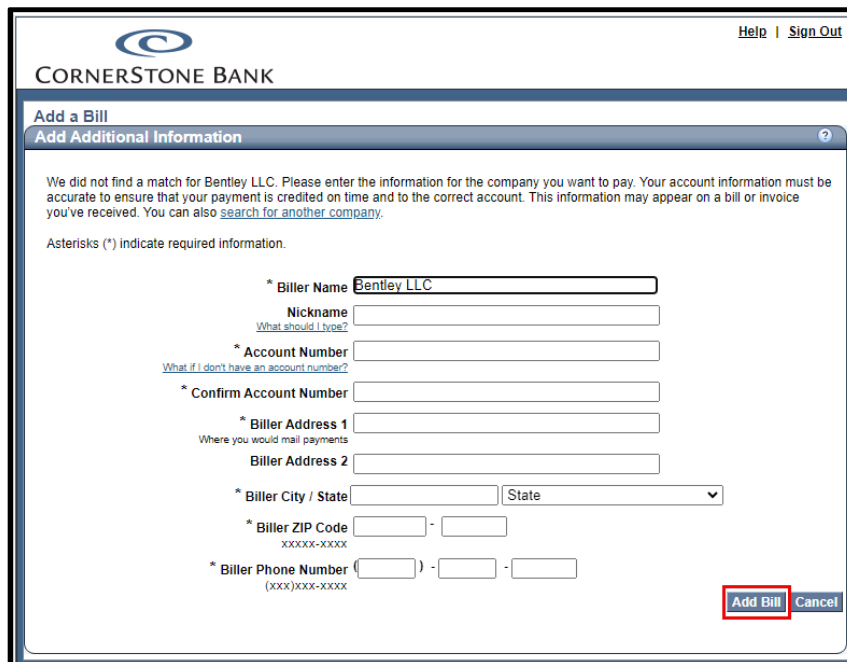
If you prefer, you can [enter all the information for your bill.](#)

**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

**CORNERSTONE BANK**

**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**

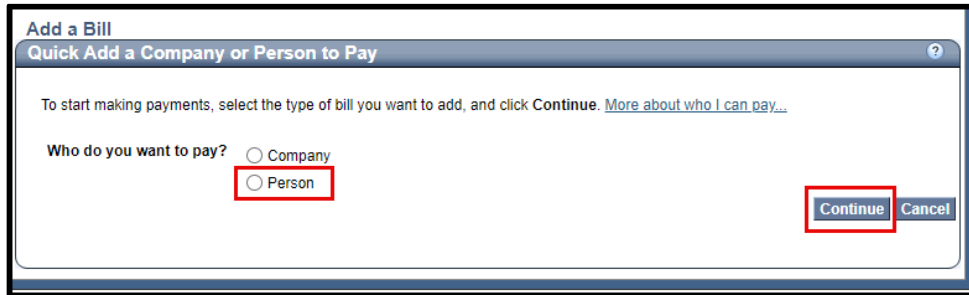
\* **Biller City / State** State

\* **Biller ZIP Code**  
xxxxxx-xxxx

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

**Add Bill** Cancel

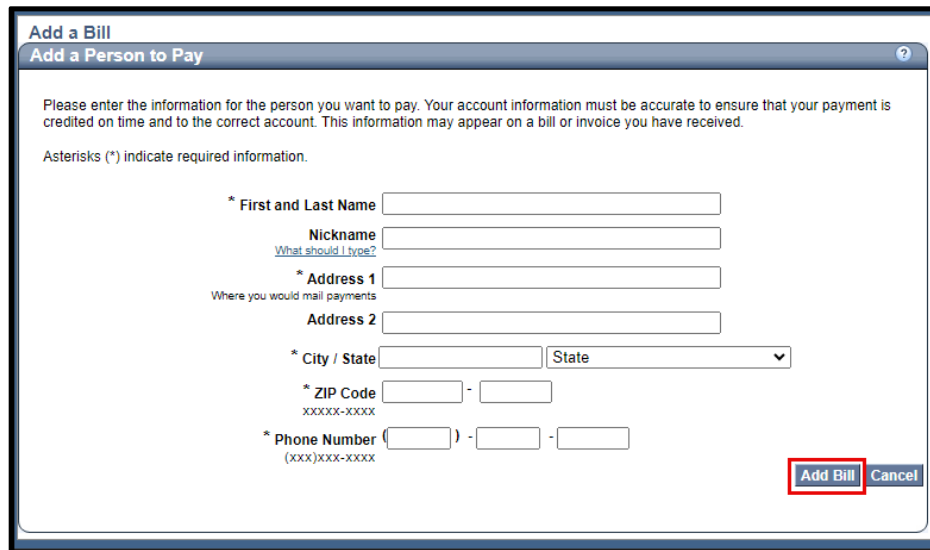
Add a person to pay. Click Continue.



The screenshot shows a dialog box titled "Add a Bill" with a sub-header "Quick Add a Company or Person to Pay". Below the header, there is a text instruction: "To start making payments, select the type of bill you want to add, and click Continue. [More about who I can pay...](#)". Underneath, the question "Who do you want to pay?" is followed by two radio button options: "Company" and "Person". The "Person" option is selected and highlighted with a red box. To the right of the options are two buttons: "Continue" (highlighted with a red box) and "Cancel".

Complete the following:

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



The screenshot shows the "Add a Bill" dialog box with the sub-header "Add a Person to Pay". It contains the following text: "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." Below this is a note: "Asterisks (\*) indicate required information." The form fields are: "\* First and Last Name" (text input), "Nickname" (text input with a link "What should I type?"), "\* Address 1" (text input with subtext "Where you would mail payments"), "Address 2" (text input), "\* City / State" (text input and a "State" dropdown menu), "\* ZIP Code" (text input with subtext "xxxxx-xxxx"), and "\* Phone Number" (text input with subtext "(xxx)xxx-xxxx"). The "Add Bill" button is highlighted with a red box.

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
		<a href="#">Add Invoices</a>	
	Don's Pest Control *6789	\$ 200.00	12/18/2023
		<a href="#">Add Invoices</a>	
	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

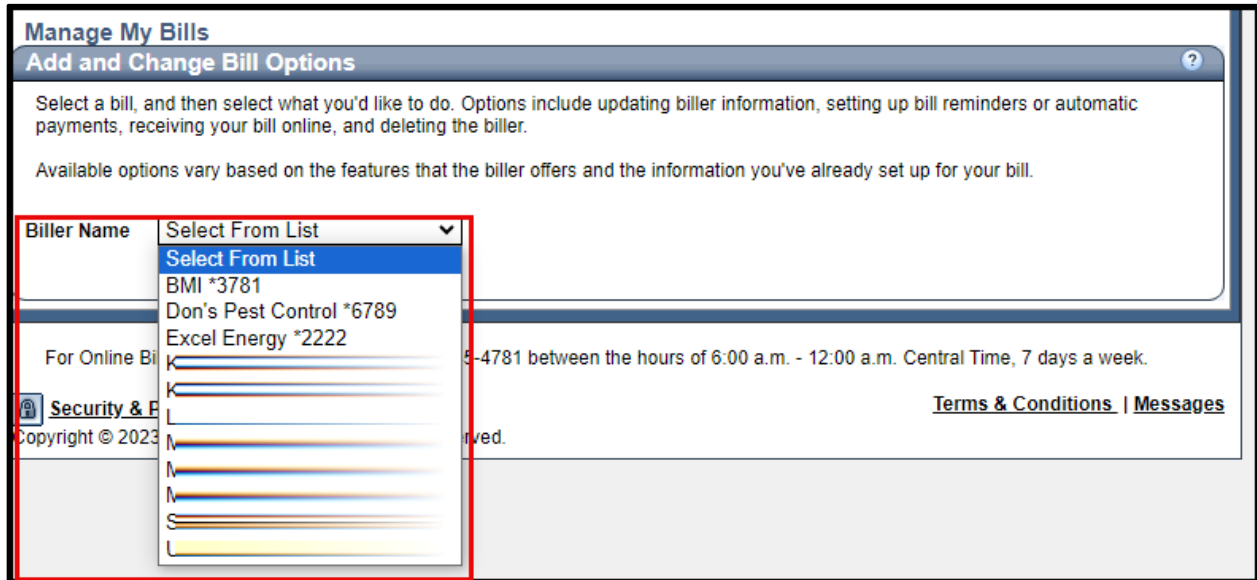
The user sets up reminders to track when bills are due.

**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.

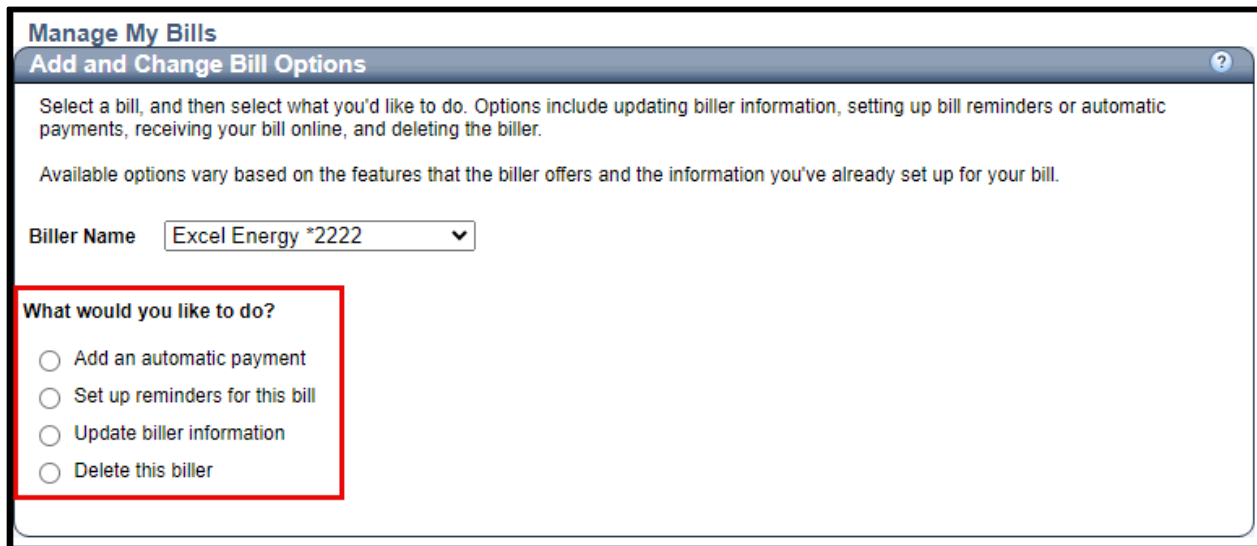
Available options vary based on the features that the biller offers and the information you've already set up for your bill.

**Biller Name** Select From List

- Select From List
- BMI \*3781
- Don's Pest Control \*6789
- Excel Energy \*2222

For Online Bill Payment: 8-4781 between the hours of 6:00 a.m. - 12:00 a.m. Central Time, 7 days a week.

[Terms & Conditions](#) | [Messages](#)



**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



Biller 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





# CORNERSTONE BANK

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

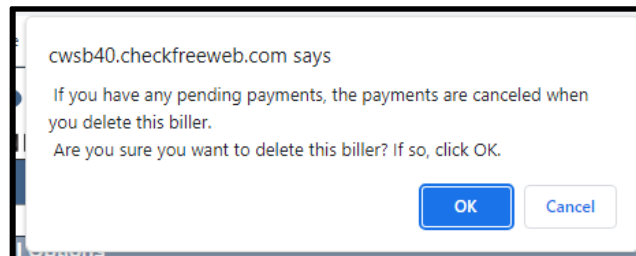
\*City

\*State/ZIP Code

\*Biller Phone Number  xxx-xxx-xxxx

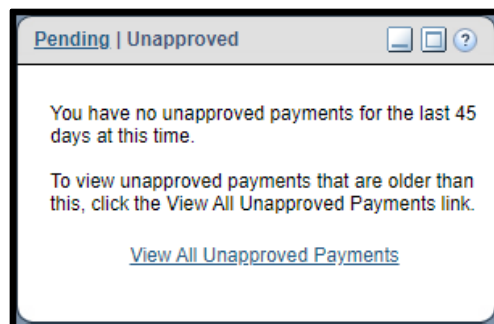
Account Number — For your protection, we show only part of your account number.

- Delete this biller



## Pending | Unapproved

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





**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

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](#)

**Bill History**  
View Payments and Bills

[All Payments](#) | [Unapproved Payments](#)

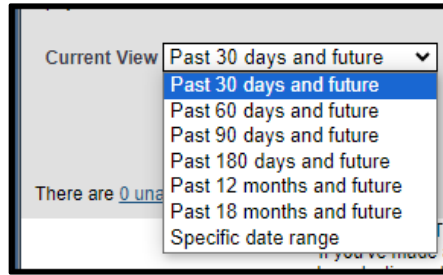
To view payments and bills for a different date range, select an option in **Current View**. Use **Additional Options** to search for specific payments.

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**.



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

**Cornerstone Bank Cash Management Team**