

Business Bill Pay Add and Confirm Account Requests

Log on to the Bill Pay service, via the Cash Management tab on Online Banking.

ADD NEW ACCOUNT:

Step 1: Go to My Accounts

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Payment Center | Add a Bill | Bill History | Manage My Bills | **My Accounts** | Administration | Messages

My Accounts

Manage Account Options

Account Nickname	Account Number	Status
[Add a Nickname]	*5658	Active

What would you like to do?

- Add an account
- Move payments

Step 2: Enter Account Information and click Add Account

Add an account

Enter your payment account information and click **Add Account**. Use the check image as a guide to find your account information. To make larger payments from this account, you must first confirm it.

Asterisks (*) indicate required information.

Account Type: Checking Account Personal Account Business Account

Business Checking Accounts Only

Routing Transit Number: 011002343
Account Number: 5658

Account Nickname: [Yellow Input Field]

*Routing Transit Number: 011002343
*Account Number: [Yellow Input Field]
*Confirm Account Number: [Yellow Input Field]

Step 3: Confirmation Instructions



You have just added a new account

Please confirm this account in the next few days. To confirm the account, click the **Unconfirmed** link next to the account number in the Status column. On the Confirm Account page, type the amount of the deposits we made to your account to confirm it.

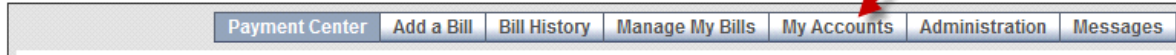
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Confirm Micro Transactions

Step 4: Go to My Accounts

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Step 5: Click on the Status link of the new account **Unconfirmed**

Account Nickname	Account Number	Status
[Add a Nickname]	*565	Active
My New Acct [Edit]	*345	Unconfirmed

Step 6: Enter the confirmation **amounts** posted on your account statement; and Click **Confirm**.

My Accounts
Confirm Account ?

You must confirm your account before you can use it with all the features in Small Business BillPay.

To confirm your account:

- Look at your account statement from your financial institution (either online or mailed to you).
- Find the transactions labeled something similar to Small Business BillPay AcctConfirm.
- Type the two deposit amounts in the boxes below, and click **Confirm**.

Account Number *345
Routing Transit Number 011002343
Confirm Deposit Amount 1 \$ (\$00.00)
Confirm Deposit Amount 2 \$ (\$00.00)
Account Name My New Acct
Account Type Checking