



# e-Treasury/ Web-Link Migration Business Bill Pay Comparison

User Options & Report Differences

July 10, 2023





## Table of Contents

Overview .....	3
Business Bill Pay .....	3
e-Treasury: Business Bill Pay .....	4



## Overview

To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's Bill Pay (iPay) and e-Treasury's Bill Pay (Checkfree). Illustrations include user options and report/file format comparisons.

## Business Bill Pay

Web-Link's Business Bill Pay is the equivalent of e-Treasury's Business Bill Pay.

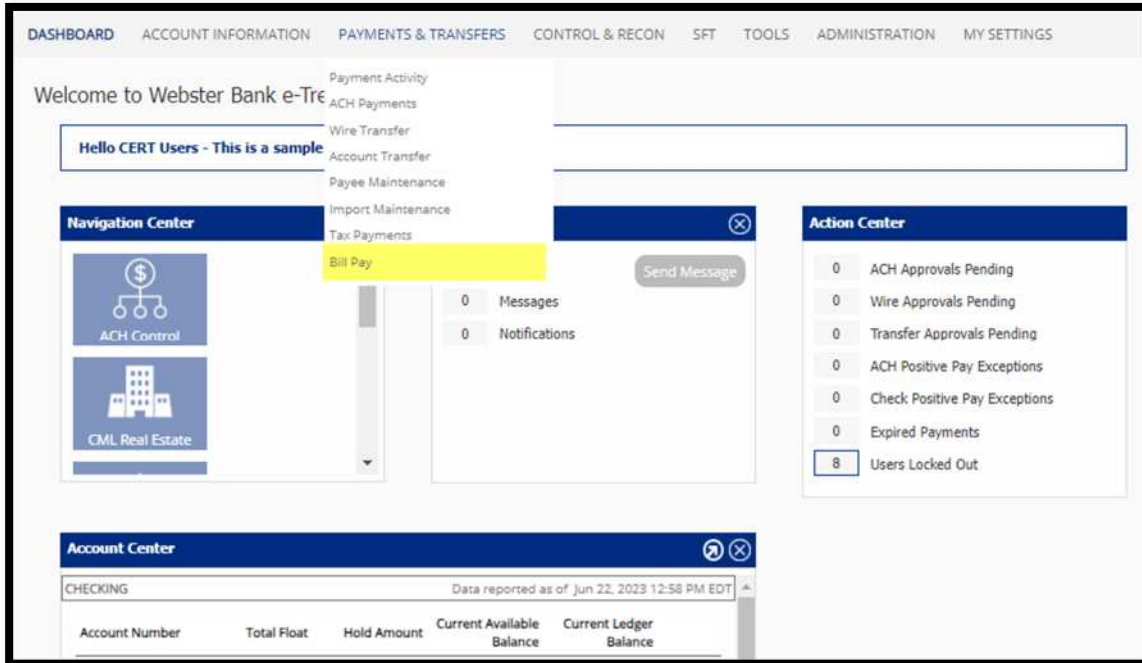
The screenshot shows a 'Payments' menu with the following categories and items:

- MANAGE**
  - Payment Center
  - Template Center
  - Transfer Center
  - Transfer Template Center
  - Template Groups
  - Master Recipient List
- PAYMENT TOOLS**
  - Import Profiles
  - Import History
  - Export Profiles
  - Export History
  - Holiday Calendar
- CREATE MASTER RECIPIENTS**
  - Recipients
- REPORTS**
  - Payment Reports
  - Transfer Reports
- CREATE ACH PAYMENTS**
  - From Template
  - CCD
  - Child Support
  - PPD
  - Tax
- CREATE ACH TEMPLATES**
  - CCD
  - Child Support
  - PPD
  - Tax
- CREATE TRANSFER TEMPLATES**
  - One to Many
  - Many to One
- CREATE TRANSFERS**
  - Single
  - One to Many
  - Many to One
  - Loan
- CREATE WIRE TEMPLATES**
  - International Wire
  - US Wire
  - Wire Template Group
- CREATE WIRE PAYMENTS**
  - From Template
  - From Template Group
  - International Wire
  - US Wire
- LINKS** (highlighted in yellow)
  - Business Bill Pay



## e-Treasury: Business Bill Pay

Select Bill Pay from the Payments & Transfers tab.




Click on Get Started.





The Payment Center allows you to Add Payees, set-up your Reminders, view/approve your Pending Payments, as well as see the payments you created in the last 45 days under Recent Payments.


Clicking on the Question Mark icon will open the help screen within each section. 

WebsterBank [Help](#) | [Sign Out](#)

**Payment Center** | [Add a Bill](#) | [Bill History](#) | [Manage My Bills](#) | [Messages](#)




Welcome Jennifer Labriola  
Thursday, June 22, 2023

**Payment Center**

**Pay Bills** 




Pay From wb routing \*1402

Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can [add a bill](#) now.

**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](#)

**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](#)

**Recent Payments**   

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

[View Bill History](#)


To add a bill, click on Add a Bill in either of the highlighted links shown below.

WebsterBank [Help](#) | [Sign Out](#)

**Payment Center** | [Add a Bill](#) | [Bill History](#) | [Manage My Bills](#) | [Messages](#)




Welcome Jennifer Labriola  
Thursday, June 22, 2023

**Payment Center**

**Pay Bills** 

Pay From wb routing \*1402

Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can [add a bill](#) now.

**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](#)



Enter the Payee Information by first choosing if you would like to pay a Company or a Person. Then Search by a name and select your payee. The system will look for the biller match to determine the payment vehicle.

**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](#).

**Add a Bill**  
Select a Company

You entered Comcast in the Biller Name box on the previous page. We found some possible matches for this company. The biller you want to add appears below, please select it and click Continue.

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

Business Client Services can be reached at 855.274.2800 between the hours of Monday - Friday 8:00 am - 8:00 pm ET, Saturday 8:30 am - 3:00 pm ET.

**Add a Bill**  
Add Information for a Company

We found a match for Comcast Cable Communications. Please enter your account information as it appears on your statement or bill. Your account information must be accurate to ensure that your payment is credited on time and to the correct account.

Asterisks (\*) indicate required information.

\* Biller Name Comcast Cable Communications

Nickname   
What should I view?

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

\* Confirm Account Number

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

Business Client Services can be reached at 855.274.2800 between the hours of Monday - Friday 8:00 am - 8:00 pm ET, Saturday 8:30 am - 3:00 pm ET.

You can also manually enter the Biller Information, then click Add Bill.

**Add a Bill**  
Add a Company With an Account Number

Please enter your account information as it appears on a statement or bill from 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.

Asterisks (\*) indicate required information.

\* Biller Name

Nickname   
What should I view?

\* 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

\* Biller ZIP Code  -   
XXXXX-XXXX

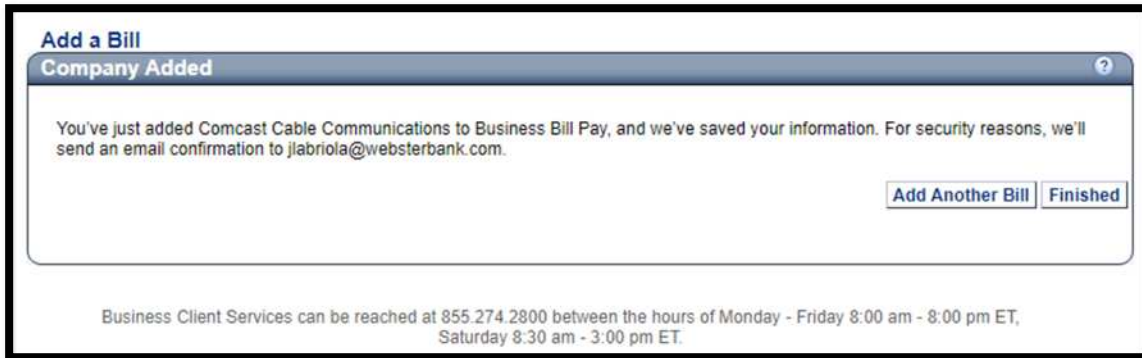
\* Biller Phone Number  -  -   
(xxx)xxx-xxxx

Business Client Services can be reached at 855.274.2800 between the hours of Monday - Friday 8:00 am - 8:00 pm ET, Saturday 8:30 am - 3:00 pm ET.

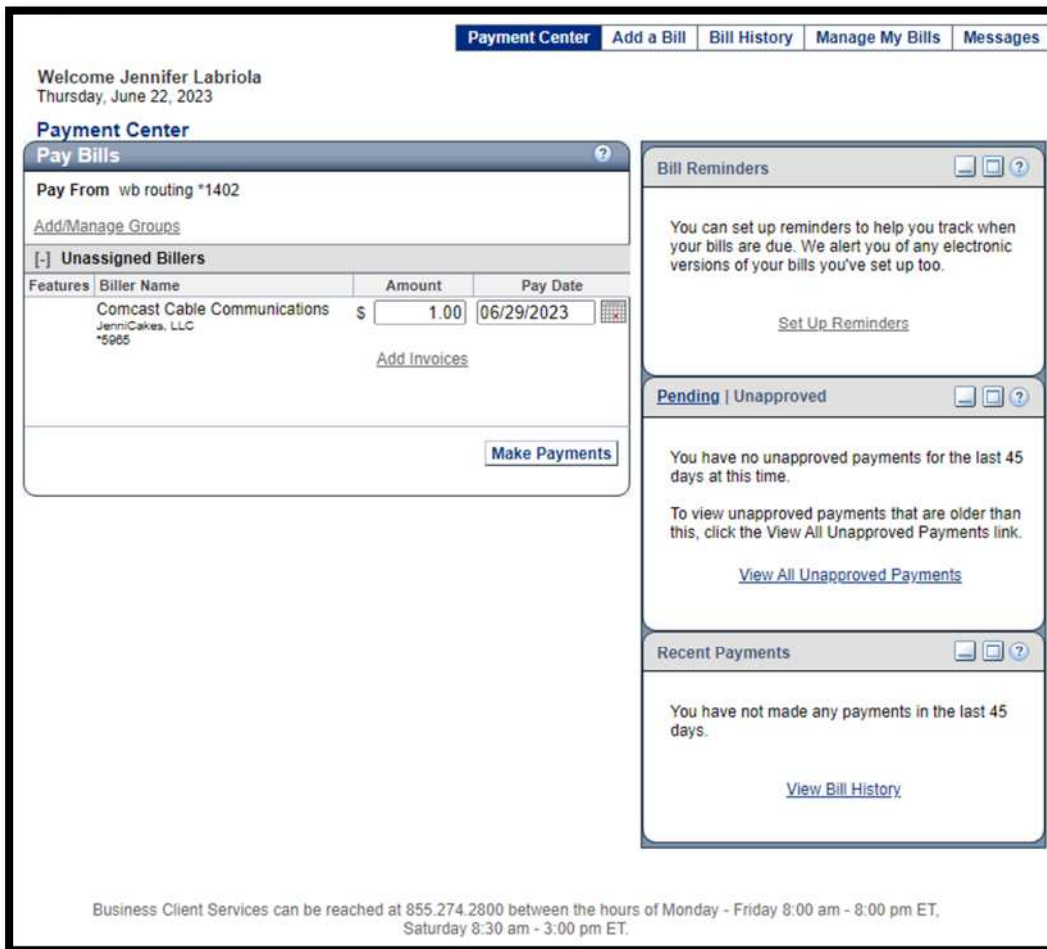




Once the bill has been added, you will receive a confirmation that you added a payee. This confirmation will also be sent via email.



Once you have added a bill, you can now make a payment. On your main Bill Pay screen, you will see the billers that have been set up. Enter the payment amount along with the pay date and click Make Payment.





Then click on Submit Payments.

**Pay Bills**  
**Review Payments**

You're making payments for the following bills. Please review the information and click **Submit Payments**.

**Unassigned Billers**

Billers	Account	Amount	Pay Date	
Comcast Cable Communications JenniCakes, LLC *5985	wb routing *1402	\$1.00	06/29/2023	

Memo:

Check Number:

Total: **\$1.00**

**Submit Payments** **Make Changes** **Cancel**

You will receive a payment confirmation on which you may add a Note. Once you are done, click on Finished.

**Pay Bills**  
**Payment Confirmation**

[Print](#)

You've paid the following bills. If you want to keep any additional information on file with the bill, click the **Note** link.

**Unassigned Billers**

Billers	Account	Amount	Pay Date	Confirmation	
Comcast Cable Communications JenniCakes, LLC *5985	wb routing *1402	\$1.00	06/29/2023	V38HJ-2TDF4	May Payment <a href="#">Note</a>

Check Number: 1234

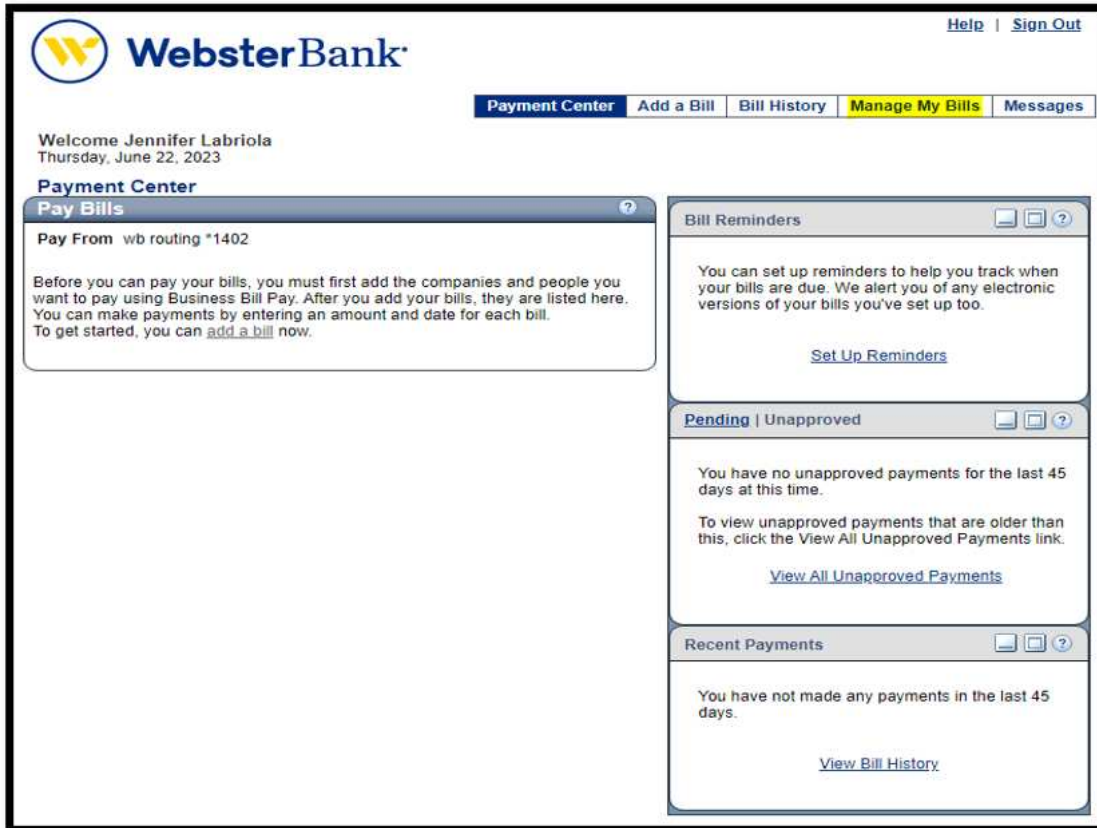
Total: **\$1.00**

**Finished**

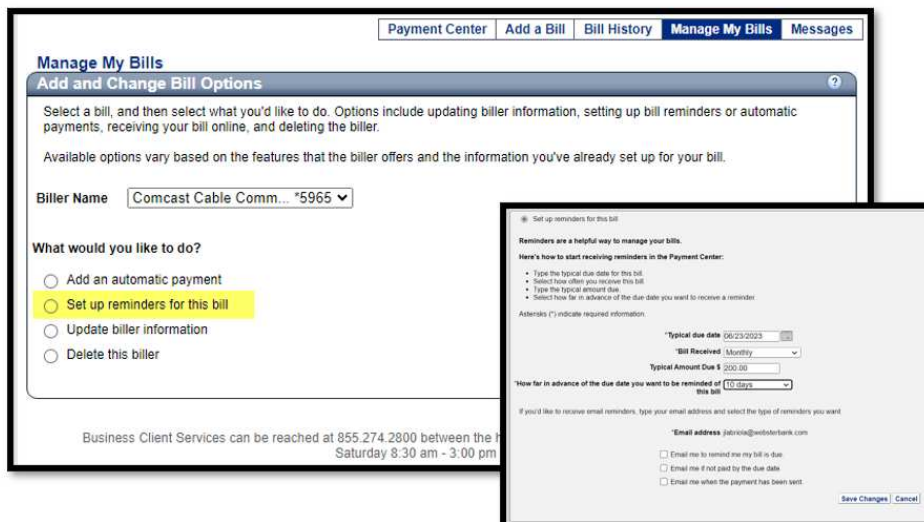




Reminders are a great tool to help track when your bills are due. Set-up reminders in the Bill Reminder section under Manage My Bills on the main menu.



Choose the Biller Name and select Set up Reminders for this bill under What would you like to do?. Fill in the needed information and click Save Changes.





You can also Add an Automatic Payment, Update Biller Information and Delete the biller in this section.

WebsterBank [Help](#) | [Sign Out](#)

[Payment Center](#) [Add a Bill](#) [Bill History](#) **Manage My Bills** [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** Comcast Cable Comm... \*5965 ▾

**What would you like to do?**

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

To view your bill history, click on Bill History or under the header Recent Payments and click on View Bill History.

WebsterBank [Help](#) | [Sign Out](#)

[Payment Center](#) [Add a Bill](#) **Bill History** [Manage My Bills](#) [Messages](#)

Welcome Jennifer Labriola  
Thursday, June 22, 2023

### Payment Center

#### Pay Bills

Pay From wb routing \*1402

Before you can pay your bills, you must first add the companies and people you want to pay using Business Bill Pay. After you add your bills, they are listed here. You can make payments by entering an amount and date for each bill. To get started, you can [add a bill](#) now.

#### 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](#)

#### 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](#)

#### Recent Payments

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

[View Bill History](#)



Use the dropdown to choose the date range you would like to view. You can see up to 18 months of your pre-conversion bill payment 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. [Print](#)

**Current View** Past 30 days and future ▾

- 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. [How do I sort, search, or filter?](#)

**Additional Options**

Show All (selected) ▾

For  [Go](#)

Payments 1 - 1 of 1 << First < Prev 1 Next > Last >>

Biller Name Category	Account	Amount	Pay Date	Status Initiated By	Action
Comcast Cable Communications Utilities JenniCakes, LLC *5965	wb routing *1402	\$1.00	06/29/2023	Pending obsuxxxxxxxjennxxxx50815	<a href="#">View Detail</a>

Payments 1 - 1 of 1 << First < Prev 1 Next > Last >>

[Download File](#)



Webster Bank, N.A. Webster, Webster Bank, the Webster Bank logo, and the W symbol are trademarks of Webster Financial Corporation and registered in the U.S. Patent and Trademark Office. © 2023 Webster Financial Corporation. All Rights Reserved.