e-Treasury Business Banking/WOL Migration Payments Comparison

User Options & Report Differences

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**WebsterBank**®

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Overview

To facilitate the migration of Webster clients to e-Treasury Business Banking, this document details differences between Webster Online's (WOL) and e-Treasury Business Banking's Payments functions. Illustrations include user options throughout this feature.
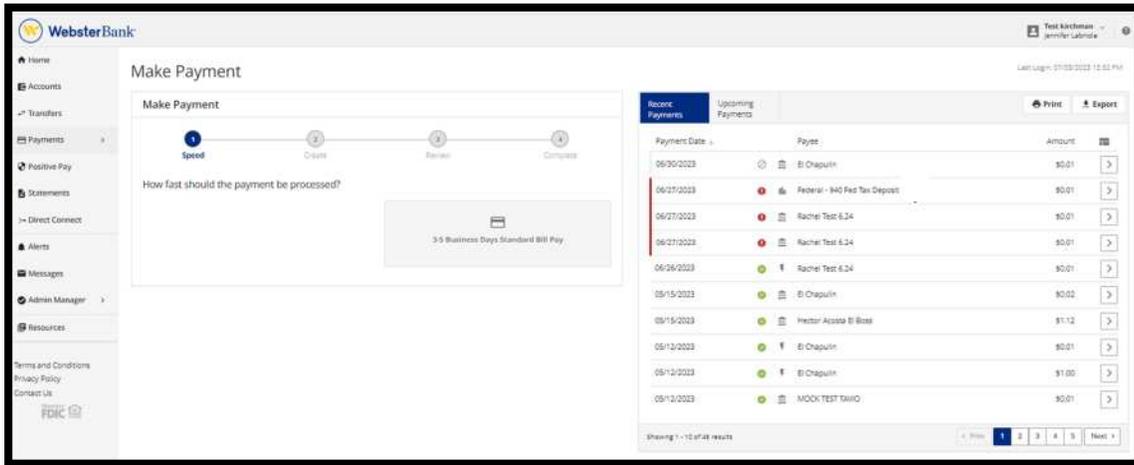
WOL vs. e-Treasury Business Banking Transfers

WOL's Payments is the equivalent of e-Treasury's Payments.
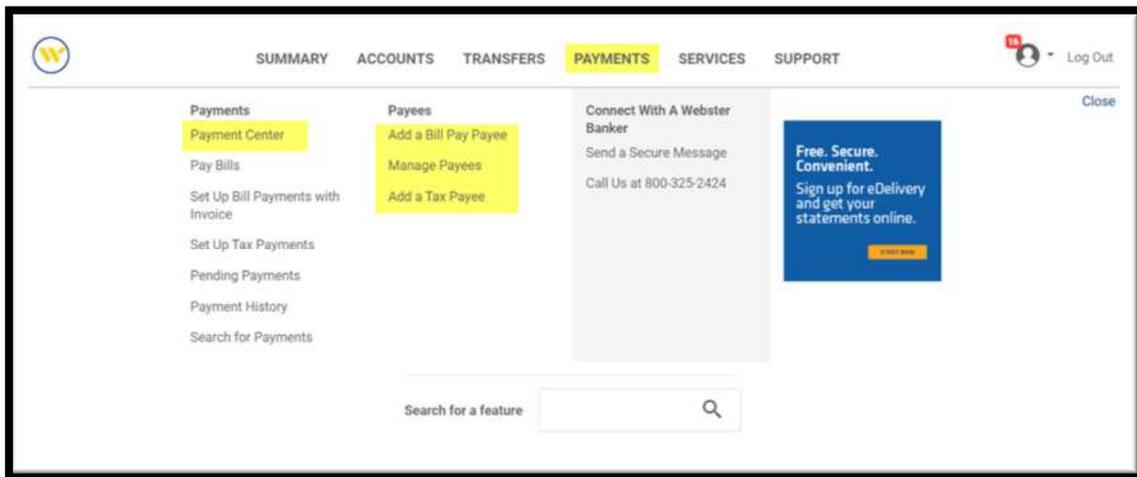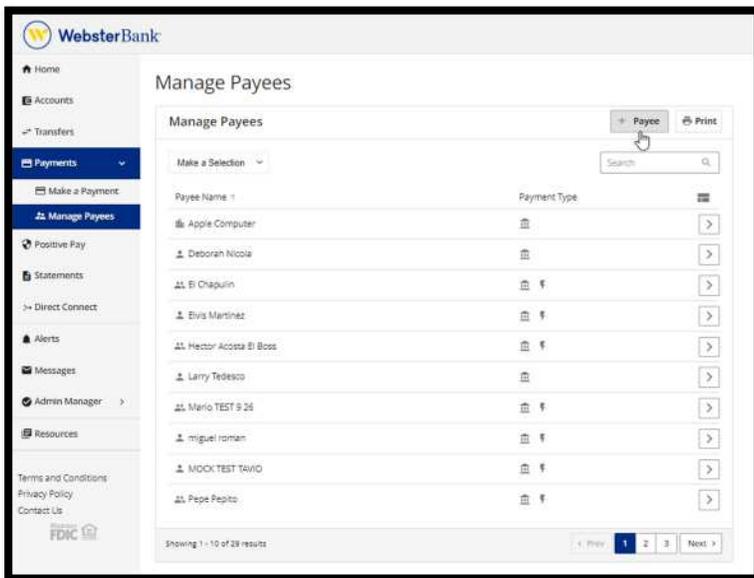
e-Treasury: Payments

Funds can be moved between accounts in e-Treasury by selecting the Transfers menu option and entering the required fields.

Add Payee

To add a payee, go to Payments on the menu and choose Manage Payees.

Under Create Payee, enter the Payee information, including Payee Name, and Payee Address. Create your own Payee ID, or let the system generate one for you. Select a Payee Type by choosing from the drop-down (Vendor, Person, or Employee). Check the boxes to notify Payee if ACH and/or Used for Request for Payment. Enter the payee's Email Address.

Under Payee Account Details, provide the account number of the payee you are paying, the account type, and bank routing number. If you do not know the bank information, use the Bank Lookup feature. Choose if you wish to pay the payee via ACH or via Wire Transfer, you may click both to get an option. Click Save.

Manage Payees

Click on Manage Payees on the menu to edit an existing payee. Find the Payee Name you would like to edit and click on chevron icon to the right. ▷

On the right hand side of the page, you will see the Payee you have selected. Clicking the pencil icon will allow you to edit the information. You can make a payment by clicking on Make Payment.

You can also view Recent Payments and Upcoming Payments to that payee by clicking on the corresponding tabs.
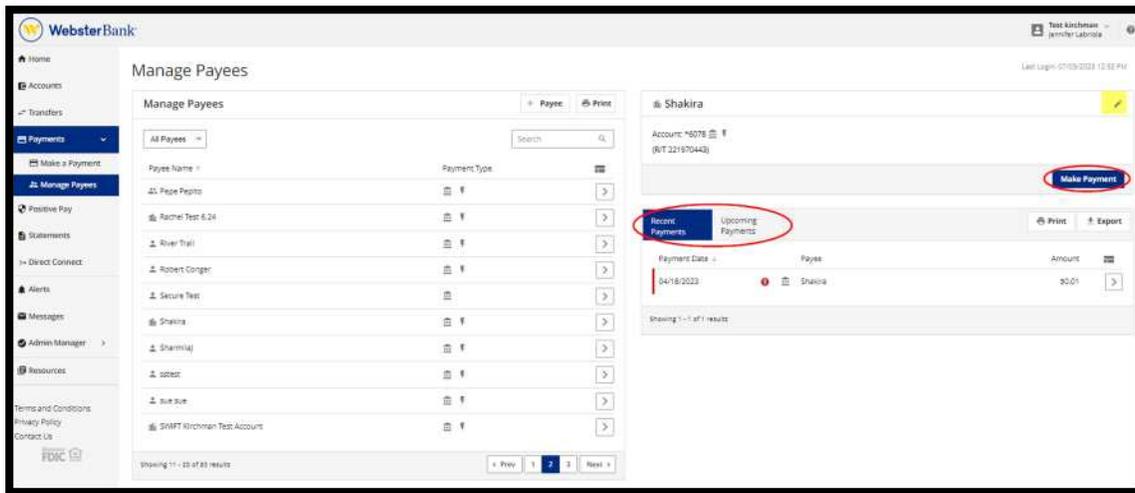
To view additional information for a particular payment to a payee, click the chevron icon.
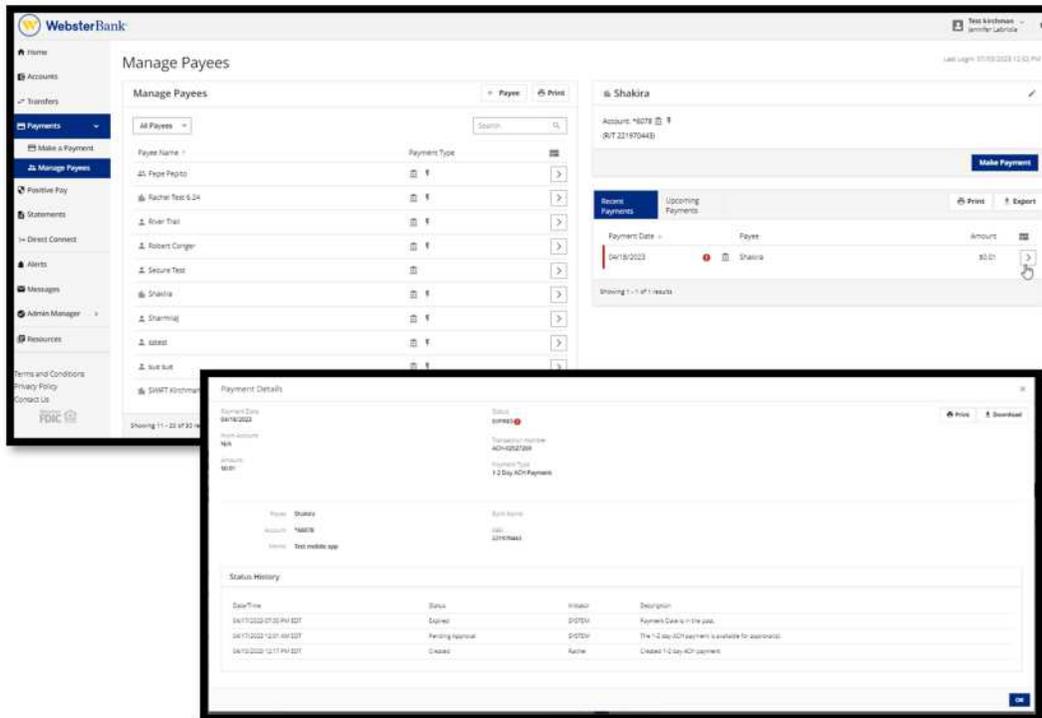
Making Payments via 3-5 Business Days (Standard Bill Pay)

Click on Payments and Make a Payment and choose the Speed of the Payment (3-5 Business Days Standard Bill Pay)

You will be asked if you want to log into Bill Pay. Click on Launch Bill Pay.
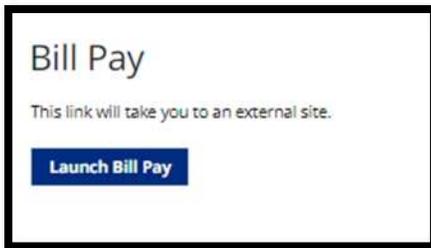
The Payment Center allows you to Add Payees, set-up your Reminders, view/approve your Pending Payments, as well as see the payments you created in the last 45 days under Recent Payments.

Clicking on the Question Mark icon will open the help screen within each section.
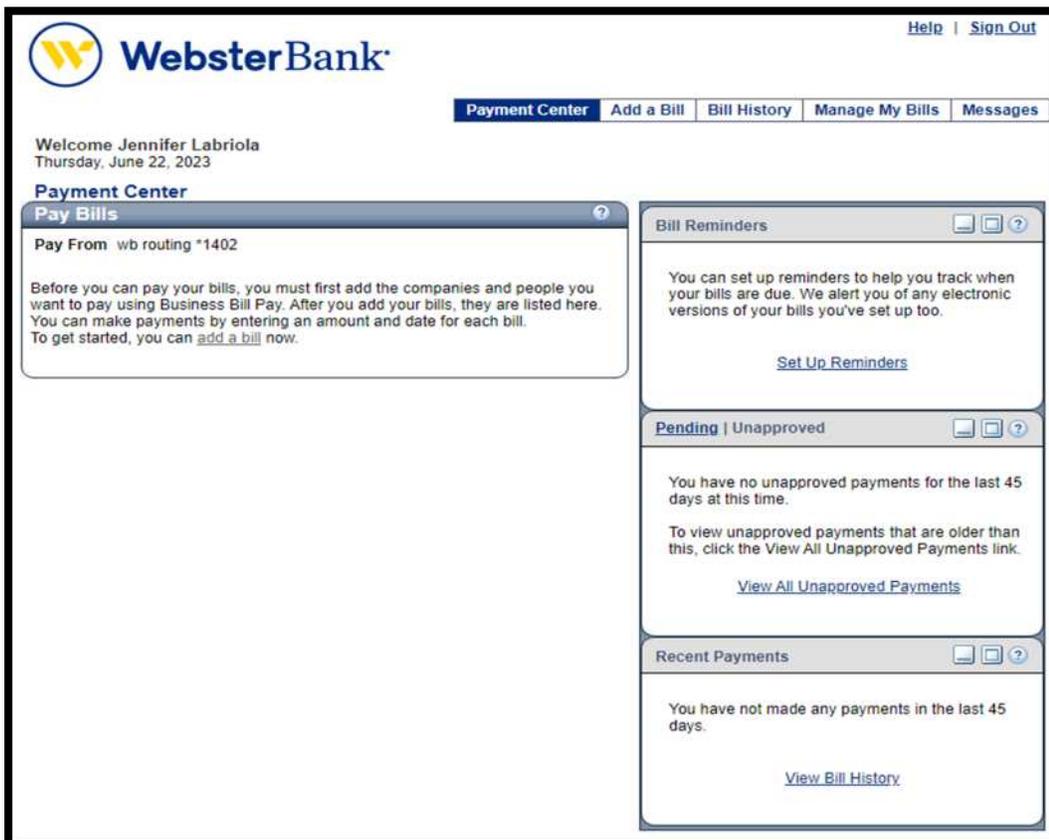
To add a bill, click on Add a Bill in either of the highlighted links shown below.
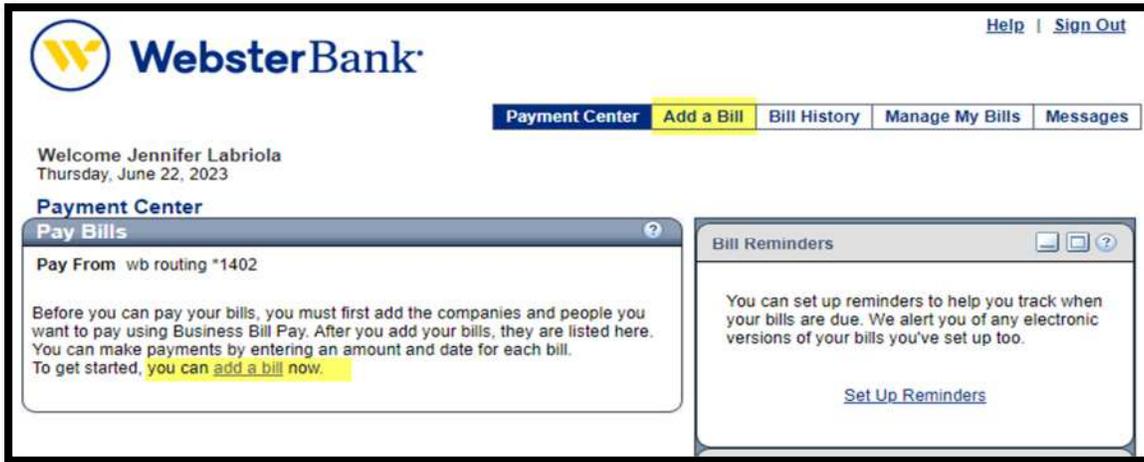
Enter the Payee Information by first choosing if you would like to pay a Company or a Person. Then Search by a name and select your payee. The system will look for the biller match to determine the payment vehicle.
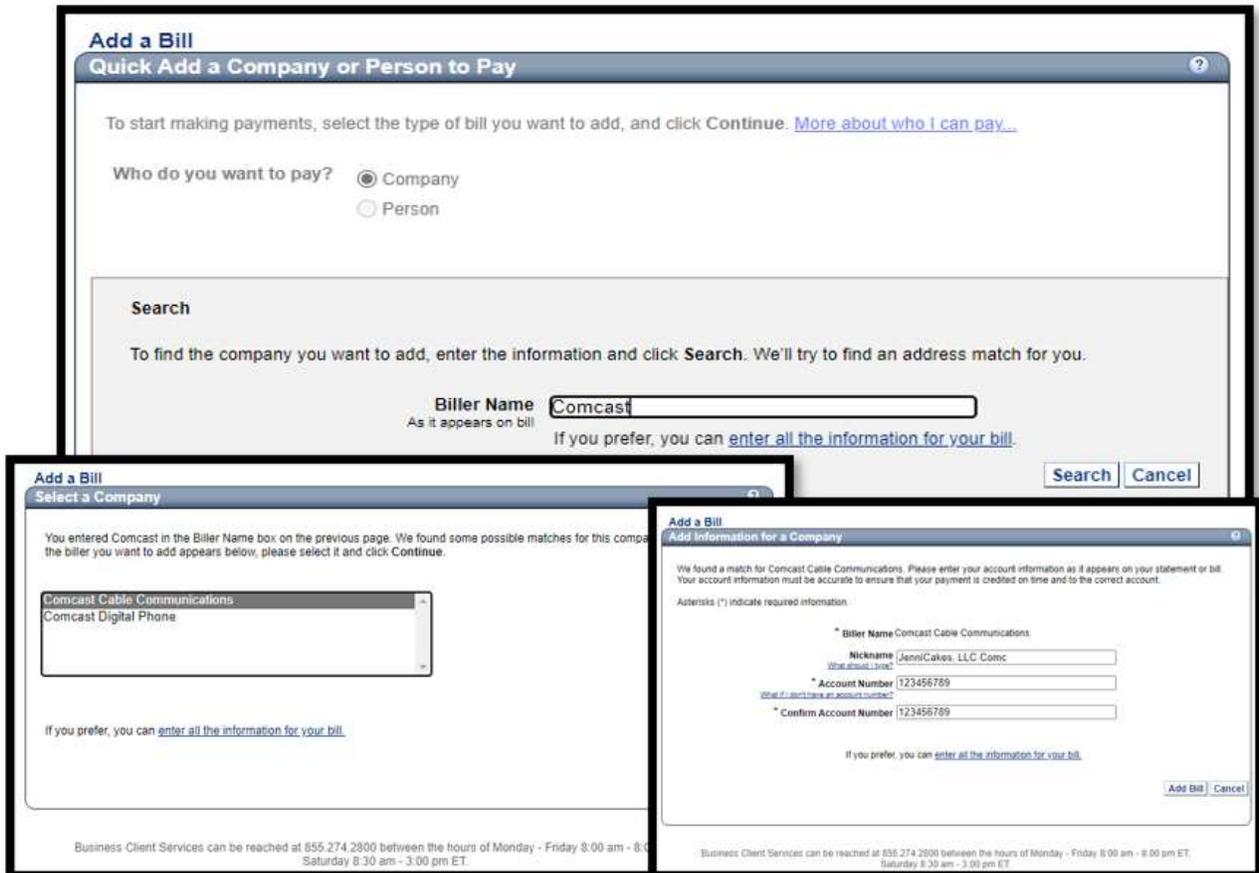
You can also manually enter the Biller Information, then click Add Bill.

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.

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

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

Viewing Recent and Upcoming Payments

You can view Recent Payments or Upcoming Payments.

To edit a recurring payment, click on the Upcoming Payments then on the chevron icon. ▷

You are able to Print, Download, Edit Payment or Cancel Payment.

To edit, modify the necessary fields, click Review and then Complete.

Recent Payments and Upcoming Payments can be exported to CSV format by clicking Export.

The CSV export can be Downloaded, or Printed.