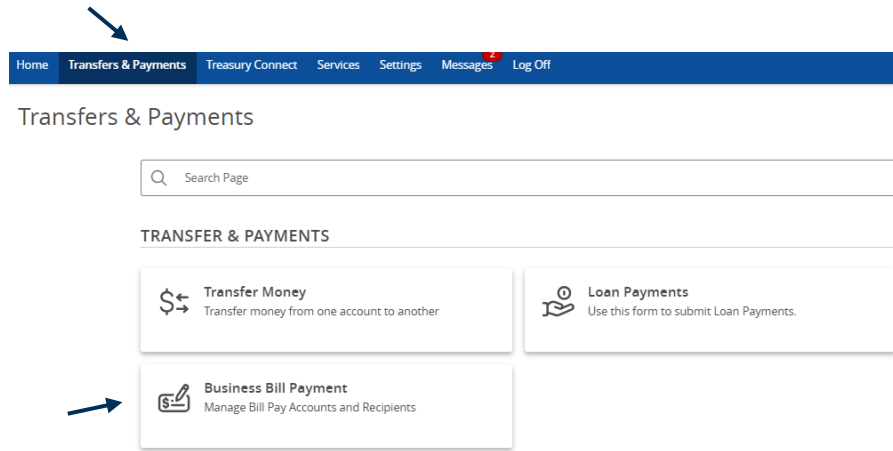
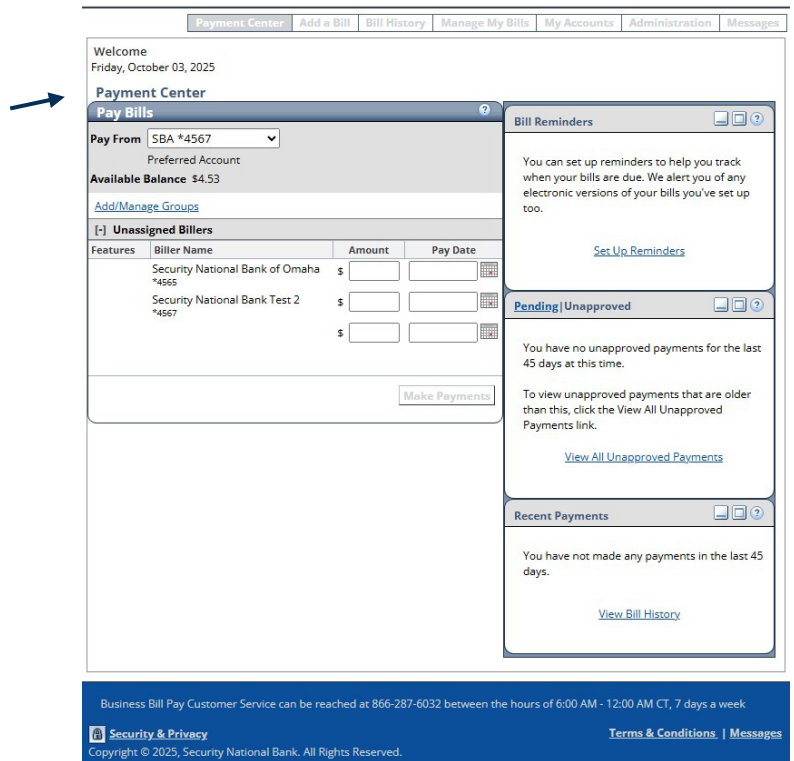




1. Select the 'Transfers & Payments' menu and then 'Business Bill Payments'.



2. The Payment Center homepage will show Bill Reminders, Pending Payments, Unapproved Payments, and recent payments.
3. If this is the first time logging in to the Business Bill Pay Center, additional information may be collected.



Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



- The ability to add or manage groups for billers can also be accessed on this page.

NOTE: Once the new group is created, select the 'Change Group' dropdown next to the biller to reassign them to the new group.

Tuesday, October 20, 2020

Payment Center

Pay Bills

Pay From: SBA *4567
Preferred Account

Available Balance: \$6.58

[Add/Manage Groups](#)

Add a Group and Manage Groups

Group Name: [Add Group](#) [Tips for naming groups](#)

[Return to Payment Center](#)

Show **Unassigned Billers**

Security National Bank of Omaha *4565	Change Group
Security National Bank Test 2 *4567	Change Group

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

Add a Group and Manage Groups

Group Name: [Add Group](#) [Tips for naming groups](#)

[Return to Payment Center](#)

Show **Test Group** [Rename Group](#) [Delete Group](#)

Security National Bank of Omaha *4565	Change Group
Security National Bank Test 2 *4567	Change Group

- To add a new biller, click on the 'Add a Bill' tab on the payment center home page. On the next screen, select if you are paying a company or an individual. Click continue.

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

[Continue](#) [Cancel](#)

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



- 6. If adding a company, use the Search box to locate the biller. If the Biller is not located within the Bill Pay system, you may manually enter the bill information.

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](#).

- 7. When manually inputting the Biller information, all fields with an asterisk are required. Ensure the address and phone number are correct prior to saving the entry.

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 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**

* **Biller ZIP Code** -
xxxxx-xxxx

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

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



- When adding an individual to the bill pay system, please ensure the address and phone number are correct prior to saving the individual.

Add a Bill

Add a Person to Pay

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.

Asterisks (*) indicate required information.

* **First and Last Name**

Nickname
[What should I type?](#)

* **Address 1**
Where you would mail payments

Address 2

* **City / State**

* **ZIP Code** -
XXXXX-XXXX

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

NOTE: Once the information has been input into the system, the new billers will appear on the payment center homepage under 'Unassigned Billers'.

[-] Unassigned Billers			
Features	Billers Name	Amount	Pay Date
	Security National Bank Test 2 *4567	\$ <input type="text"/>	<input type="text"/>
	Test Biller *4567	\$ <input type="text"/>	<input type="text"/>

- When a new Biller is added to the system, an email will be sent to notify the main contact on the account.

From: snbbusinessbillpay@customercenter.net <snbbusinessbillpay@customercenter.net>
 Sent: Wednesday, July 19, 2023 3:10 PM
 To: Snb Basic <snbbasic@snbomaha.com>
 Subject: A new biller was added to Business Bill Pay
 Importance: High

Dear Snb basic business .:

Because we care about your security, we are contacting you to confirm that someone in your business added a new biller to Business Bill Pay.

Billers: Farnam Branch
 Account: XXXment
 Date Added: 07/19/2023

If you do not recognize this biller, please contact us immediately at 866-287-6032. If someone in your business did add this biller, please disregard this message and do not reply.

To protect your privacy, messages from Security National Bank of Omaha will never ask you for any information through e-mail that would uniquely identify you.

Please do not respond to this message. Replies to this message are routed to an unmonitored mailbox.

Please do not delete this section.
 Email_ID:#320280359061917013680_

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



10. To make a payment, input the amount and the date the bill should be paid. Please ensure there is enough time allowed for processing as the item may be sent as a check. There is also the option of adding invoices to the bill.

[-] Unassigned Billers			
Features	Billor Name	Amount	Pay Date
	Security National Bank Test 2 *4567	\$ 0.00	11/04/2025

[Add Invoices](#)

11. On the 'Add Invoice' screen, input the invoice number provided by the biller. If there is any discount applicable, this can be added as well as the total amount.

Manage Invoice Information

Billor Name: Security National Bank Test 2

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.			
1234	Invoice: \$ 6.00 Discount: \$ 1.00	Total amount Discount Applied	

12. Click on 'Add Invoice'. On the next screen, the total payment will be calculated. Click 'Save' to save the invoice information for this bill.

Manage Invoice Information

Billor Name: Security National Bank Test 2

Total Amount: \$ 5.00 The total is automatically calculated by adding the amount of each invoice.

Invoice Information

Invoice Number	Amount	Description	Action
1234	\$6.00	Total amount	Change Delete
	Discount \$1.00	Discount Applied	
Total:		\$5.00	

[Add an Invoice](#)

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



13. Click on 'Make Payments' to submit the payment for processing.

[-] Unassigned Billers			
Features	Biller Name	Amount	Pay Date
	Security National Bank Test 2 *4567	\$ 5.00	11/04/2025
		Edit Invoices	
	Test Biller *4567	\$	

[Make Payments](#)

14. On the next screen, prior to submitting the payment, a check number and memo line can be added to the item. If adding a check number, this may also be added to the Positive Pay system, if applicable.

Review Payments

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

Unassigned Billers			
Biller Name	Account	Amount	Pay Date
Security National Bank Test 2 *4567	SBA *4567	\$5.00	11/04/2025

Memo:

Check Number:

Total: \$5.00

[Submit Payments](#) [Make Changes](#) [Cancel](#)

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



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						
Biller Name	Account	Amount	Pay Date	Confirmation		
Security National Bank Test 2 *4567	SBA *4567	\$5.00	11/04/2025	XYSMG-ZB250	Test Bill	Note
Check Number:		5002				
Total:		\$5.00				

Finished

15. Once the Bill Payment has been submitted, an email will be sent to the BillPay Administrator to approve the item for payment.

From: snbbusinessbillpay@customercenter.net <snbbusinessbillpay@customercenter.net>
 Sent: Tuesday, September 12, 2023 2:32 PM
 To: testuser@snbomaha.com
 Subject: Payments are ready to approve in Business Bill Pay
 Importance: High

CAUTION EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

One or more payments require approval before they can be processed. To approve payments, go to Business Bill Pay.

It is important to approve payments so that they can be processed and get to the billers on the earliest available payment date.

To protect your privacy, messages from Security National Bank of Omaha will never ask you to provide information through e-mail that would uniquely identify you.

Please do not respond by e-mail to this message. E-mail replies to this message are routed to an unmonitored mailbox.

Please do not delete this section.
 Email_ID:#9320239940351219089431_

16. The administrator must login to the BillPay System to approve the item for payment. This can be completed on the BillPay homepage. If any updates are needed prior to approving the item, use the change option to make corrections.

Payment Center

Pay Bills

Pay From: Small Busi... *4567 (Preferred Account)

[Add/Manage Groups](#)

[-] Unassigned Billers

Features	Biller Name	Amount	Pay Date
	Farnam Branch	\$ <input type="text"/>	<input type="text"/>
	Test Payment	\$ <input type="text"/>	<input type="text"/>
	Test payment 2	\$ <input type="text"/>	<input type="text"/>

Make Payments

Bill Reminders

You do not have any reminders to be displayed at this time.

[Set Up Reminders](#)

Pending | Unapproved

Bill	Amount	Pay Date
Farnam Bra...	\$10.00	09/27
Total:		\$10.00

[View All Unapproved Payments](#)

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



17. To cancel a payment, click on Bill History to view all payments. Click on the Cancel option. On the next screen, click on 'Cancel Payment' to stop the payment from being processed.

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 **Additional Options**
 Show: All (selected)
 For: Go

There are [0 unapproved payments](#).
[How do I sort, search, or categorize?](#)

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

Biller Name Category	Account	Amount	Pay Date	Status	Initiated By	Action
Security National Bank Test 2 Uncategorized *4567	SBA *4567	\$5.00	11/04/2025	Pending	3578qqqq26241017122950	View Data Change Cancel

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

Bill History
Cancel Payment

To stop this payment from processing, click **Cancel Payment**. [Change this payment](#)

Biller Name	Account	Amount	Pay Date	Confirmation
Security National Bank Test 2 *4567	SBA *4567	\$5.00	11/04/2025	XYSMG-ZB250

Memo: Test Bill Check Number: 5002 Note:

Cancel Payment Do Not Cancel Payment

Invoice Information Total Amount: \$5.00

Invoice Number	Amount	Description
1234	\$6.00	Total amount
	Discount \$1.00	Discount Applied
Total:		\$5.00

Audit Information

Initiated By	Initiated Date	Modified By	Modified Date	Approved By	Approval Date
3578qqqq262410171229 50	10/28/2025	3578qqqq262410171229 50	10/28/2025	3578qqqq262410171229 50	10/28/2025

18. The following screen will show that the payment has been cancelled.

Bill History
Cancel Payment

You've just canceled your payment to Security National Bank Test 2. Click **Finished** to return to Bill History.

Biller Name	Account	Amount	Pay Date	Status
Security National Bank Test 2 *4567	SBA *4567	\$5.00	11/04/2025	Canceled

Memo: Test Bill Check Number: 5002

Finished

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



19. Under the Bill History tab, changes to payments that have not been sent out yet can be made. The following fields can be edited after payment has been submitted:

- Pay From
- Pay Date
- Amount
- Memo

Change Payment

You can change the pay date, the amount, and the account this bill is paid from.

Billers Name	Confirmation	
Security National Bank of Omaha	XYSRY-KVJ5H	Cancel This Payment

Pay From: ANALYSIS B... *4565
 Pay Date: 11/04/2025
 Amount \$: 5.00
 Memo: Test Payment
 Check Number: 5003

20. Once the updates have been made, click on 'Save Changes'. On the next screen click 'Finished' to return to the bill history page.

Payments 1 - 2 of 2 << First < Prev 1 Next > Last >>

Billers Name	Account	Amount	Pay Date	Status	Action
Security National Bank of Omaha Uncategorized *4565	SBA *4567	\$5.00	11/04/2025	Pending 3578qqqq26241017122950	View Detail Change Cancel

Change Payment

You've just changed your payment to Security National Bank of Omaha. Click **Finished** to return to Bill History.

Billers Name	Account	Amount	Pay Date	Confirmation
Security National Bank of Omaha	ANALYSIS BUSINESS *4565	\$5.00	11/04/2025	XYSRY-KVJ5H

Check Number: 5003
 Memo: Test Payment

21. The Bill History Page will default to a current view of Past 30 days and future payments. The view can be changed to show up to the past 18 months and future payments, or a custom date range.

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: 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

Additional Options
 Show: All (selected)
 For: [] Go

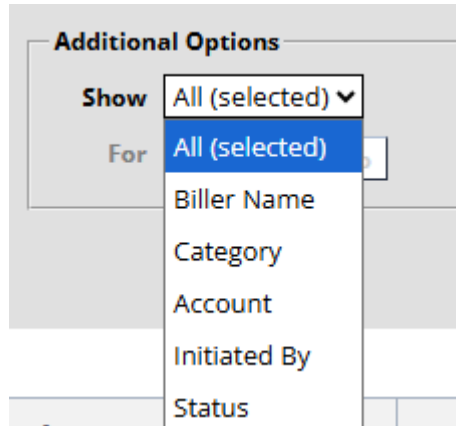
Payments 1 - 2 of 2 << First < Prev 1 Next > Last >>

Billers Name	Account	Amount	Pay Date	Status	Action
Security National Bank of Omaha	ANALYSIS BUSINESS *4565	\$5.00	11/04/2025	Pending	View Detail Change Cancel

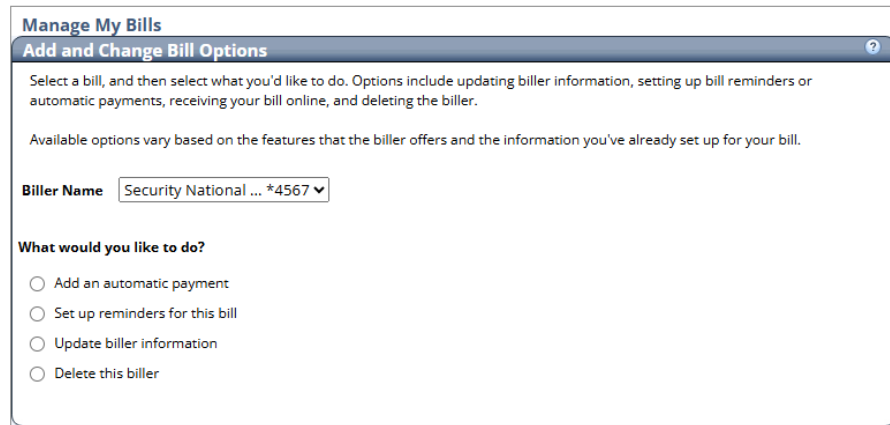
Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



22. Under additional options, the search can be further refined by Biller Name, Category, Account, Initiated By and Status.



23. The 'Manage My Bills' tab allows you to update information about the biller, add an automatic payment, set up reminders for this bill or delete the biller.



Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



24. To set up an automatic payment for a biller, select the 'Add Automatic Payment' option. This will open the menu to make changes. Input the information in the required fields and select if an email notification should be sent when the payment is pending or processed.

NOTE: The required fields are Amount of Payment, First Payment Date, Frequency of Payments, OR total number of payments. If the last payment amount is different, input the final dollar amount in the appropriate field.

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 test @snbomaha.com

Email me when the payment is pending
 Email me when the payment has been sent
 Email me before sending the last payment

25. Once an automatic payment has been set up, the 'Manage My Bills' page can be used to update, delete or view the automatic payment that has been scheduled.

26. To Delete an Automatic Payment, select the Delete Automatic Payment Option. A pop-up will ask you to confirm the deletion. Select 'Ok' to proceed.

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

What would you like to do?

- Add an automatic payment
- Update automatic payment 1
- Delete automatic payment 1
- View automatic payment 1
- Set up reminders for this bill
- Update biller information
- Delete this biller

cwsb40.checkfreeweb.com says

Are you sure you want to delete the automatic payment for \$5.00 Once Every Month ?

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



27. The 'My Accounts' tab will show all active and inactive accounts for the BillPay System. For any account changes, please contact us at 877-686-3590.

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

My Accounts

Manage Account Options

Account Nickname	Account Number	Status	Available Balance
ANALYSIS BUSINESS	*4565	Active	\$0.00
SBA	*4567	Active	\$6.58
Test Sweep	*7155	Active	N/A

Please contact Security National Bank for any changes to your account

What would you like to do?

Move payments

28. This screen will also allow payments to be moved from one account to a different account.

What would you like to do?

Move payments

To move payments from one of your accounts to another, select the payment accounts you want to move from and move to and click **Move Payments**.

The following payments will be moved to the new account:

- All scheduled payments that have not begun processing, including automatic payments.
- All future automatic payments that you've set up.

All information is required.

From Account: SBA *4567

To Account: ANALYSIS B... *4565

Move Payments | Cancel

29. The BillPay Administrator has the ability to add additional BillPay users into the system utilizing the Administration tab.

Administration

Manage Administration Options

What would you like to do?

Add authorized user

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



30. On the next screen, input the information request. Asterisks indicate the required information.

NOTE: The Level 1 User and Level 2 Users can add authorized users to Business Bill Pay at any time.

Authority Levels

Your authority level determines which users you can add:

- The Level 1 User is the only user who can add Level 2 Users to Business Bill Pay. The Level 1 User can add Level 3 Users as well.
- The Level 2 Users can add only Level 3 Users. Any users added by Level 2 Users must be approved by the Level 1 User before the addition is completed.
- The Level 3 Users cannot add authorized users to Business Bill Pay.

31. Once all information is entered, select 'Add User' to add the new user to the system. The username and password do not need to match the online banking platform.

32. The messages tab will display any messages received from the BillPay Provider. These can include messages about payments or account restrictions.

Administration
Add Authorized User

Asterisks (*) indicate required information.

Authorized User Information

*First Name
Middle Name
*Last Name
Suffix
*Business Phone
*Email Address
*Authority Level [Tell me more](#)

User ID and Password

Type a user ID that is easy to remember. User IDs must be between 9 and 32 characters. They are not case sensitive and can include letters, numbers, and special characters, but no spaces.

Passwords must be 8 characters without spaces. They are case sensitive and must contain at least two of the following: an uppercase letter, a lowercase letter, a number, and a special character.

*User ID
*Password
*Confirm Password
*Secret Word
*Social Security Number
*Birth Date

Messages
Inbox **Sent Messages** ?

This page lists the Business Bill Pay messages you have received. Click **View** to read a message. Click **Sent Messages** at the top of this page to view the messages and inquiries you have sent.

Your inbox is empty.

Status	Sender	Date	Subject	Action
--------	--------	------	---------	--------

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.



33. The message center also allows messages to be sent to the BillPay provider with questions payments, service fees or general questions about the BillPay product.

Messages
Create Message

To send your message, select a specific reason for the message and type a subject. In the space provided, give information that you think helps explain your question or problem. When you are finished, click **Send**.

Specific Reason Select a Reason

- Select a Reason
- Service Fee - Question about service fee
- Electronic bills - General electronic bill question, comment or suggestion
- Electronic bills - Inquiry about status of electronic bill service
- Electronic bills - Electronic bill late or not received
- Messages - Response to message from customer service
- Export - Question about PFM Export
- Product - Unexpected behavior in the product
- Other - Other question, comment or suggestion

Subject

Message

Questions? Please call our Treasury Operations Team toll-free at 877-686-3590.