



EASTERN TREASURY®

Bill Payment Service

Quick Reference Guide

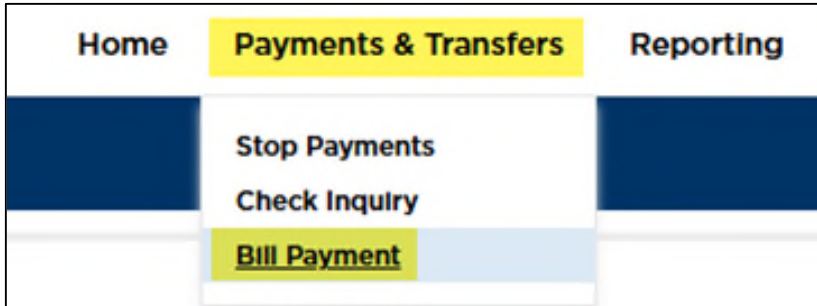
May 2026

First-time Access

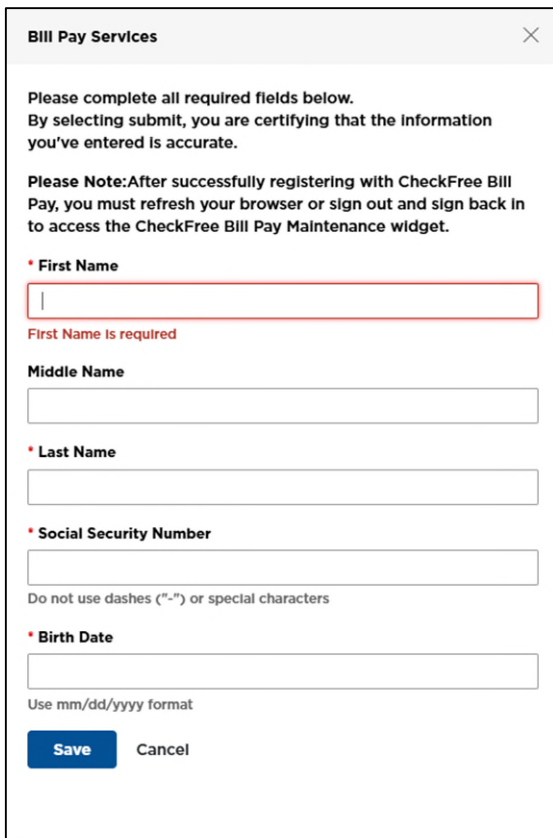
HOW TO ACCESS YOUR BILL PAYMENT SERVICE:

If you do not see Bill Pay as you go through the process below, please call our Business Services Team at 1-800-333-8000 to complete your enrollment.

1. **Log in** to Eastern Treasury.
2. From the Home Page, select **Payments & Transfers > Bill Payment**.



3. For your initial access, you will be prompted to fill in the required information as shown below. **This only occurs during first access.** Once the fields are filled in, click **Submit**.

A screenshot of a registration form titled 'Bill Pay Services'. The form contains the following text and fields:

Please complete all required fields below.
By selecting submit, you are certifying that the information you've entered is accurate.

Please Note:After successfully registering with CheckFree Bill Pay, you must refresh your browser or sign out and sign back in to access the CheckFree Bill Pay Maintenance widget.

* **First Name**

First Name is required

Middle Name

* **Last Name**

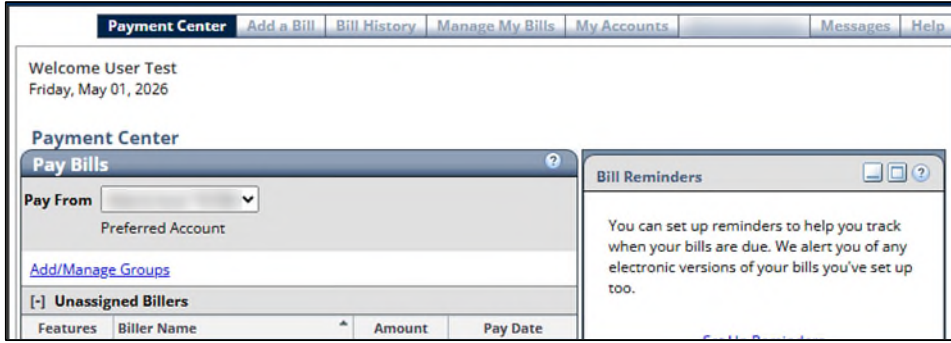
* **Social Security Number**

Do not use dashes ("-") or special characters

* **Birth Date**

Use mm/dd/yyyy format

4. Your Bill Payment service displays on your Payment Center screen.



Bill Payment Functionality:

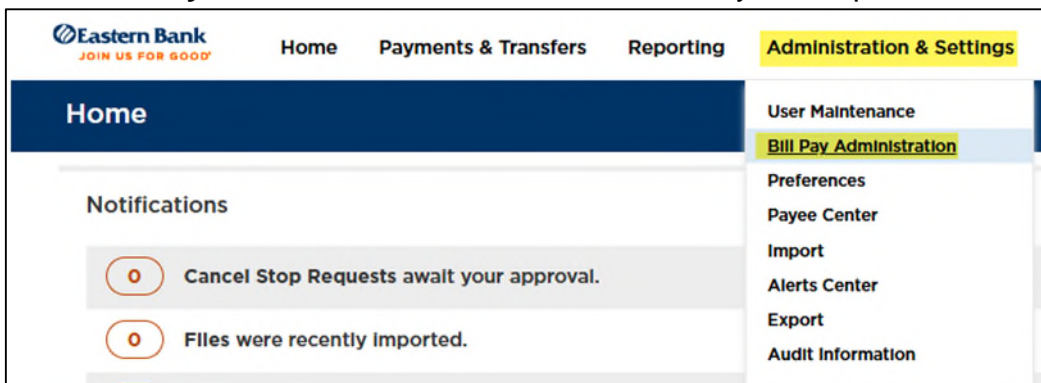
Using the image above, below are some key sections within the Bill Payment Center that may be helpful to know.

- **Add a Bill**
 - o Use this tab to add new bills & schedule payments
- **Bill History**
 - o Use this tab to view previously paid bills, upcoming scheduled/recurring bills, etc.
- **Manage My Bills**
 - o Use this tab to schedule recurring bill payments, adjust payment schedules, etc.

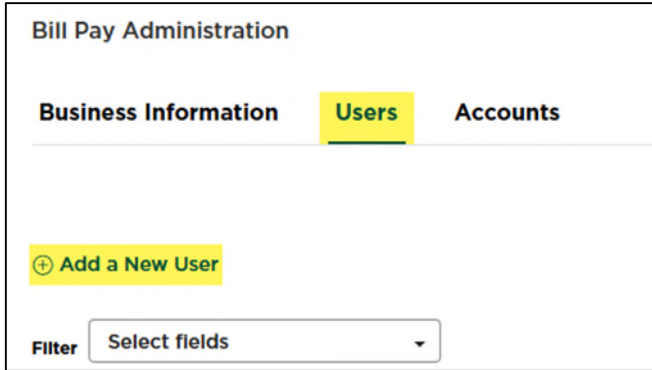
Bill Payment User Maintenance

Add users to the Bill Payment service.

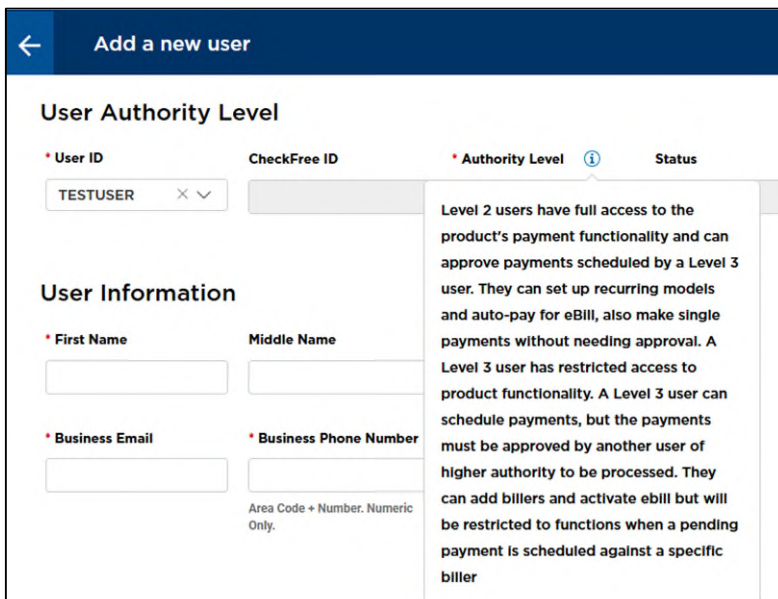
1. Only existing users can be added to the Bill Payment service. If the user you are looking to add has not been created within **Administration & Settings > User Maintenance**, follow [this quick reference guide](#) to create an additional user.
 - a. *Note: Only the **Legal Admin/Level 1 User** can maintain bill payment users.*
2. Once the user is added, select **Administration & Settings > Bill Payment Administration**.
 - a. If you are adding a user immediately after accessing Bill Pay for the first time, you will need to refresh your browser OR log out of Eastern Treasury and log in again for **Bill Payment Administration** to be visible in your dropdown menu.



3. In **Bill Payment Administration**, go to **Users** and select **Add New User**.

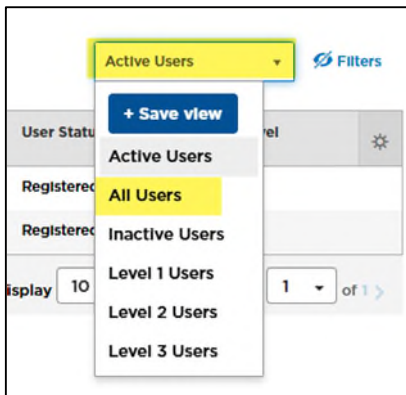


4. Select the user access level from the drop down menu. Further information on level descriptions is available by hovering over the information ⓘ to the right of **User Level**.



5. Complete the required fields and click **Save**.

- a. *Note – users will not show in the default view under **Users** until they access the system for the first time. To view all users, both active and inactive, you can change the view to **All Users**.*

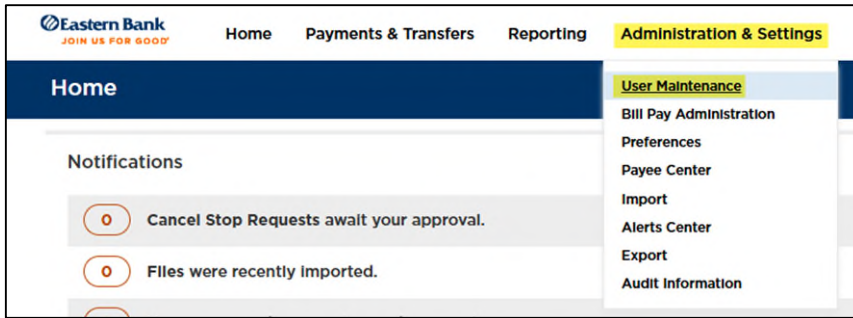


- The user will need to log into Eastern Treasury and follow the **First-time Access** instructions above to access the service.

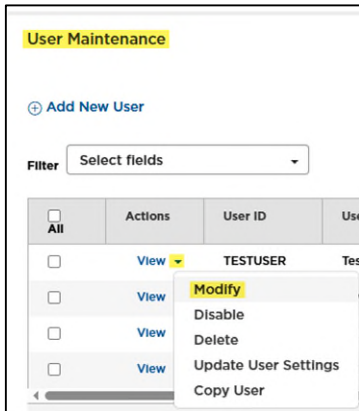
Delete users from the Bill Payment service.

Option 1 – Remove Bill Pay Access:

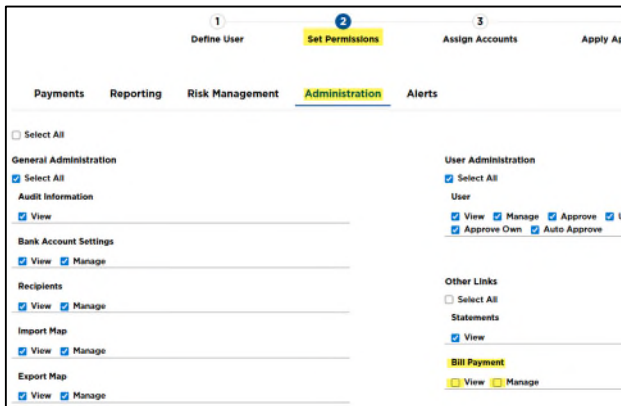
- If a user needs to be deleted from accessing Eastern Treasury, please use [this quick reference guide](#) to delete them. The following instructions apply to users that should ONLY have Bill Payment access removed.
- From the Home Page, select **Administration & Settings > User Maintenance**



- In the **User Maintenance** screen, select the drop down menu next to the user you would like to edit and select **Modify**.

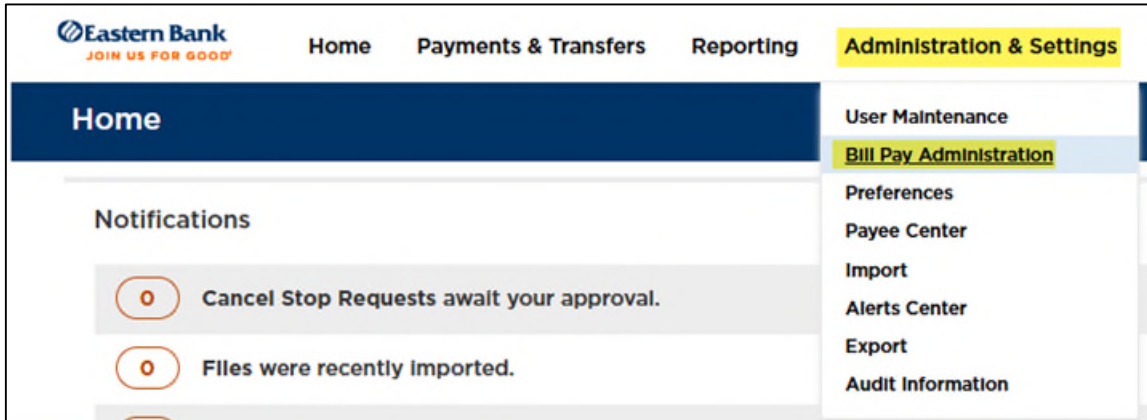


- Under **Set Permissions > Administration**, uncheck the boxes for **View** and **Manage** under **Bill Payment**. Once the boxes are unchecked, click **Update** in the lower right corner.

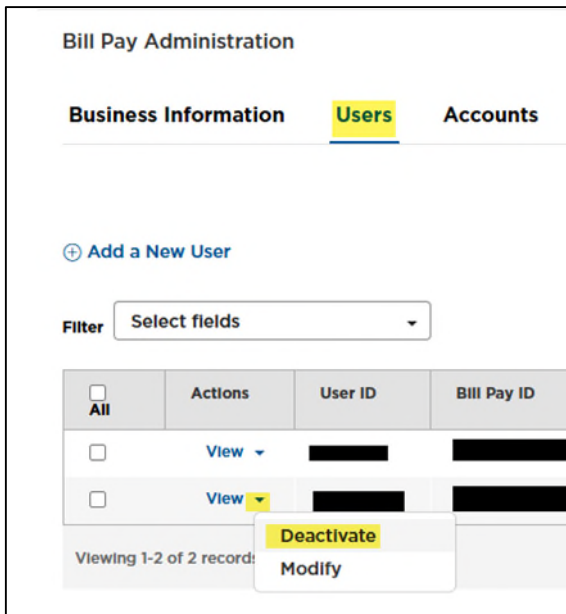


Option 2 – Deactivate Bill Pay User:

5. If a user needs to be deleted from accessing Eastern Treasury, please use [this quick reference guide](#) to delete them. The following instructions apply to users that should ONLY have Bill Payment access removed.
6. From the Home Page, select **Administration & Settings > Bill Payment Administration**.



7. In **Bill Payment Administration**, select the drop down arrow next to the user that should be removed and select **Deactivate**. A pop-up will appear for you to confirm you would like to proceed with deactivating the user. Click **Yes** to complete the process.
 - a. Note: users can be reactivated as needed.

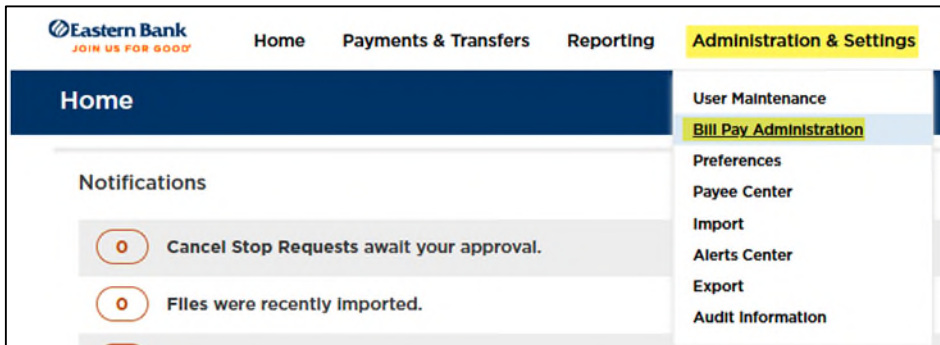


8. The user will no longer have access to the Bill Payment service. To remove the link from their dashboard entirely, follow [this quick reference guide](#) to remove the permissions from their Eastern Treasury user profile.

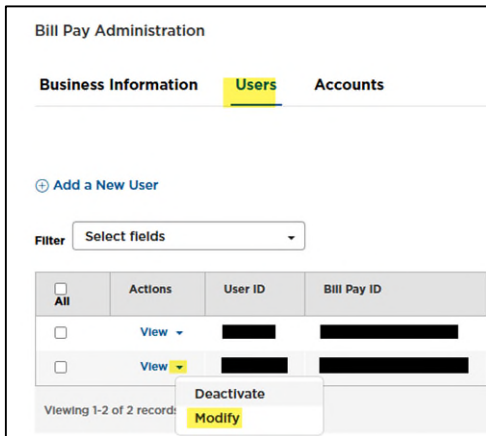
USER MAINTENANCE – BILL PAYMENT SERVICE

The same steps can be followed for various user maintenance, including name/email/phone updates, account access updates, etc.

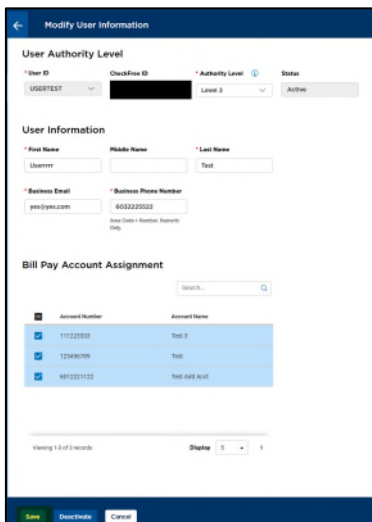
1. From the Home Page, select **Administration & Settings > Bill Payment Administration**.



2. In **Bill Payment Administration**, select **Users**. Select the drop down arrow next to the user and select **Modify**.



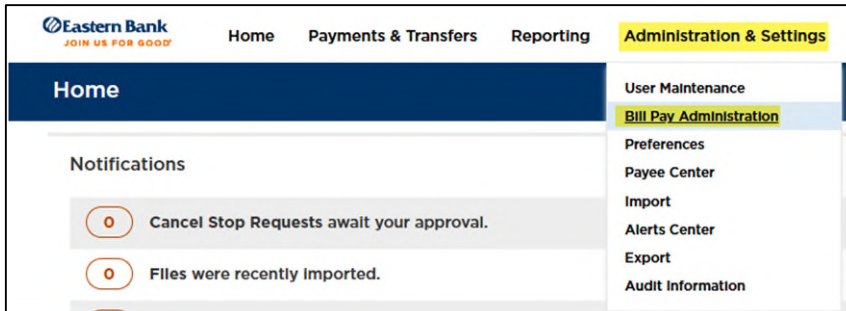
3. The fields available to edit will be **white**. Once edits are complete, hit **Save**.



Bill Payment Business Maintenance

HOW TO UPDATE BUSINESS INFORMATION FOR BILL PAY:

1. From the Home Page, select **Administration & Settings** > **Bill Payment Administration**.

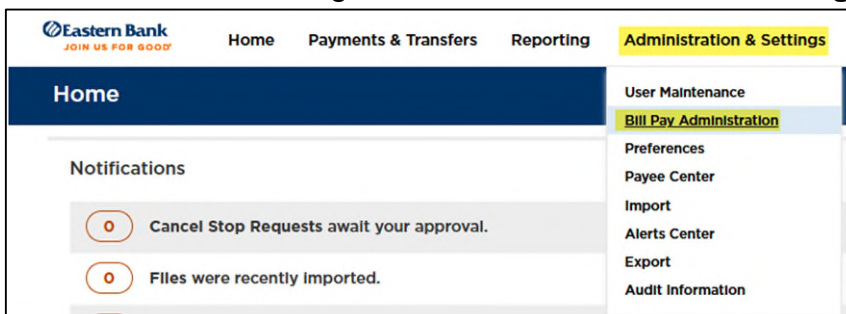


2. In **Bill Payment Administration**, select **Business Information**.
3. To view the existing business information, select **View** next to the business name.
4. If information needs to be updated, select **Modify** at the bottom of the screen. The fields that allow for user modification will become fillable. Once information has been updated, select **Save**.
 - a. Any information that is not fillable can be updated by the bank if necessary. For assistance with this, please call our Business Services Team at 800-333-8000.

Bill Payment Account Maintenance

HOW TO UPDATE ACCOUNT DETAILS – BILL PAYMENT SERVICE:

1. From the Home Page, select **Administration & Settings** > **Bill Payment Administration**.



2. In **Bill Payment Administration**, select **Accounts**.
3. To view the existing account information, select **View** next to the account name.
4. If information needs to be updated, select **Modify** at the bottom of the screen. The fields that allow for user modification will become fillable. Once information has been updated, select **Save**.

[Member FDIC](#)