Business Bill Payment Enrollment & First Time Login Instructions

ENROLLMENT INSTRUCTIONS

1. Login in to OfficeConnect or TreasuryConnect
2. Select Business Bill Pay from the service drop down list.
3. Click on the Business Bill Payment tab
4. Click on the Enroll in CheckFree WebPay button

5. Complete the online enrollment process during which you will be required to create a user id and password for bill pay. Please make note of the user id and password that you establish as you will need this information during the first time that you access bill pay from within OfficeConnect or TreasuryConnect.

6. At the end of the process, you will need to print, sign and fax the bill pay application to the number on the form. The Business Service Team will activate your bill pay account within 2 business days of receiving your signed application.

FIRST TIME LOGIN INSTRUCTIONS

1. Login in to OfficeConnect or TreasuryConnect
2. Select Business Bill Pay from the service drop down list.
3. Click on the Business Bill Payment tab
4. Click on Enter Login Information

5. Enter the User ID and password that you created during the CheckFree WebPay enrollment process. (This is NOT your OfficeConnect or TreasuryConnect user id and password). Click on Save Changes button. This stores your bill pay login credentials so that you do not have to enter the information each time you access the bill payment service.
6. You will receive the following confirmation that your information was updated. Then click on the **Login to CheckFree WebPay** button. This will launch the CheckFree bill payment service.

If you encounter any difficulties during this login process, please call our Business Service Team 1-800-333-8000, Monday through Friday 8:00 am – 6:00 pm.