

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.

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Business Bill Pay Business Bill Payment

Profile Setup

Enter user login information.
CheckFree WebPay

Please enter your CheckFree WebPay login information below.

Name	Value
User ID	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

- 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.

Business Bill Pay Business Bill Payment

CheckFree WebPay login information updated. ←

CheckFree WebPay

If you have not yet enrolled in WebPay for Small Business, click the "Enroll" button to do so now. If you have already enrolled, you may enter your login information below by clicking on the "Enter Login Information" button or you may directly login by clicking on the "Login" button.

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.