January 2019

Eastern Bank

EASTERN BUSINESS BANKING™

Payee Center
Quick Reference Guide

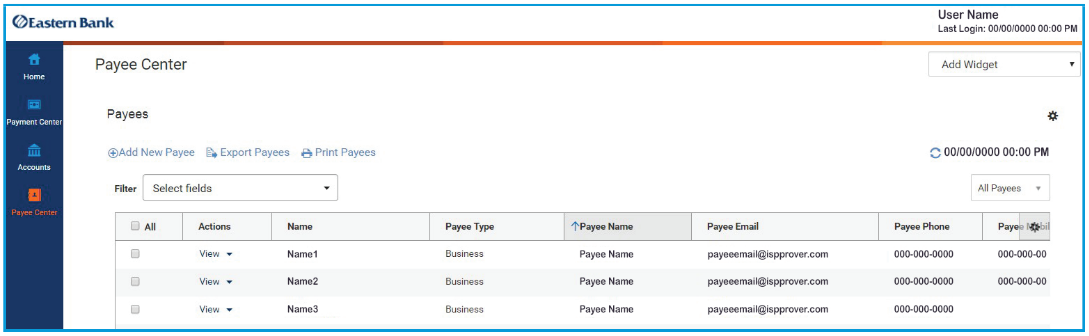
PAYEE CENTER

The Payee Center allows you to add, modify, view, and delete Payees. After the Payee is set up in the Payee Center, a payment can be created and sent to the Payee in the Payment Center.

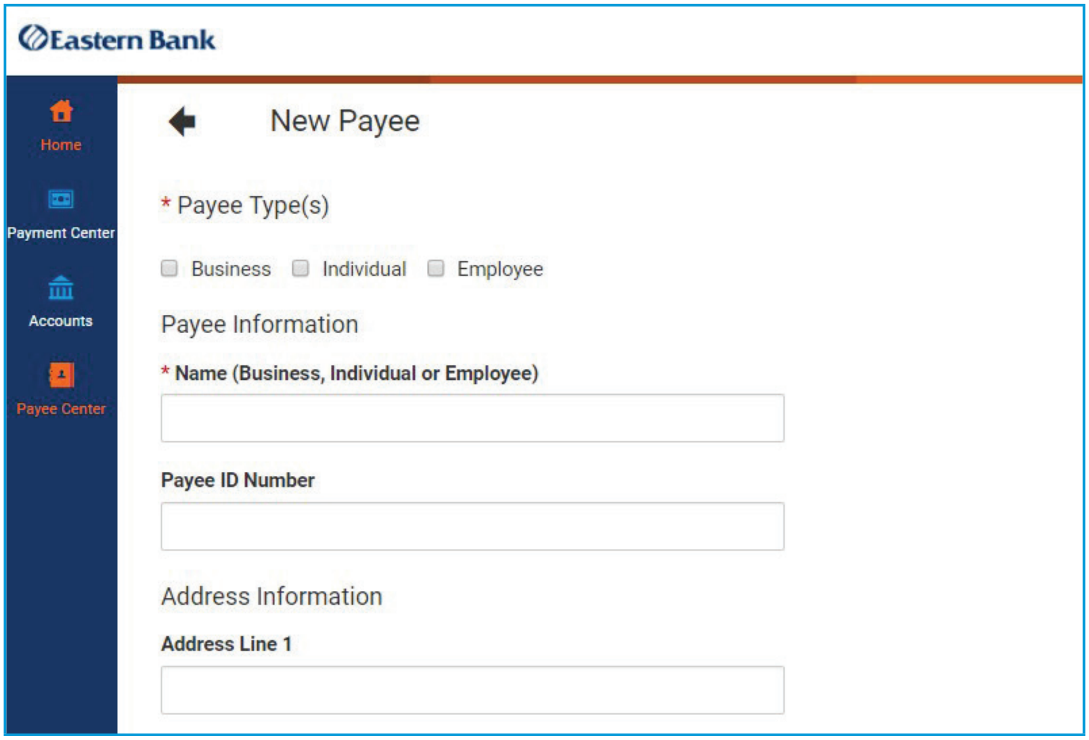
Updates or deletions to Payees will not affect transactions that have already been entered or are in process.

TO ADD A PAYEE:

1. From Home, select **Payee Center**.
2. Click **Add New Payee**.

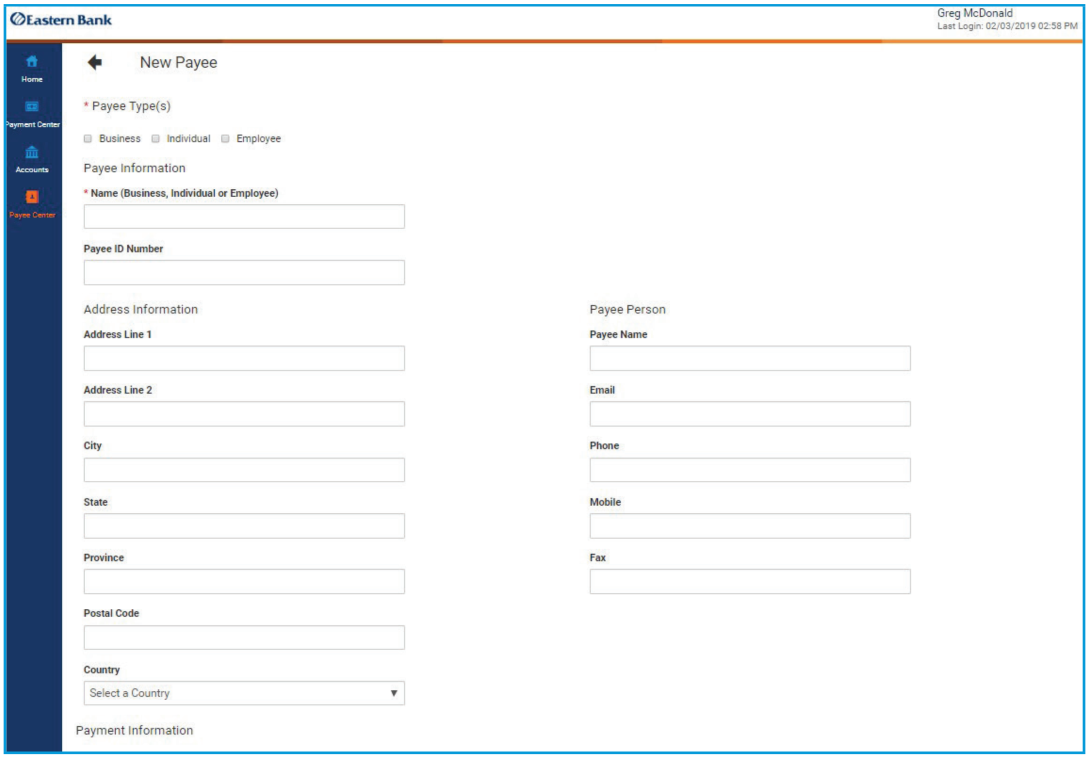


3. At Payee Type, check the appropriate box: **Business**, **Individual**, or **Employee**.

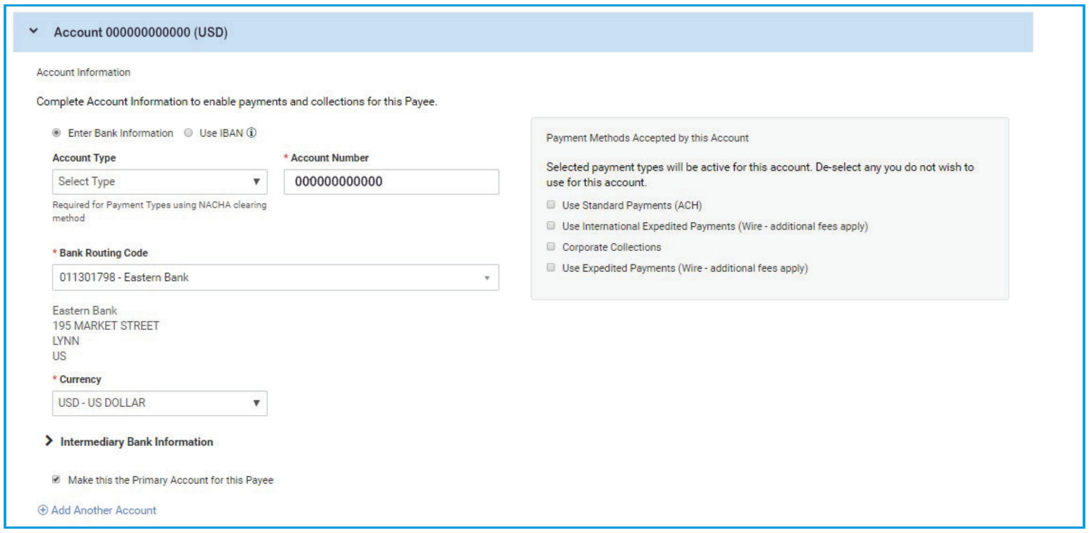


4. In the **Payee Information** section, enter the **name**, **ID number** *(optional)*, and **address**.

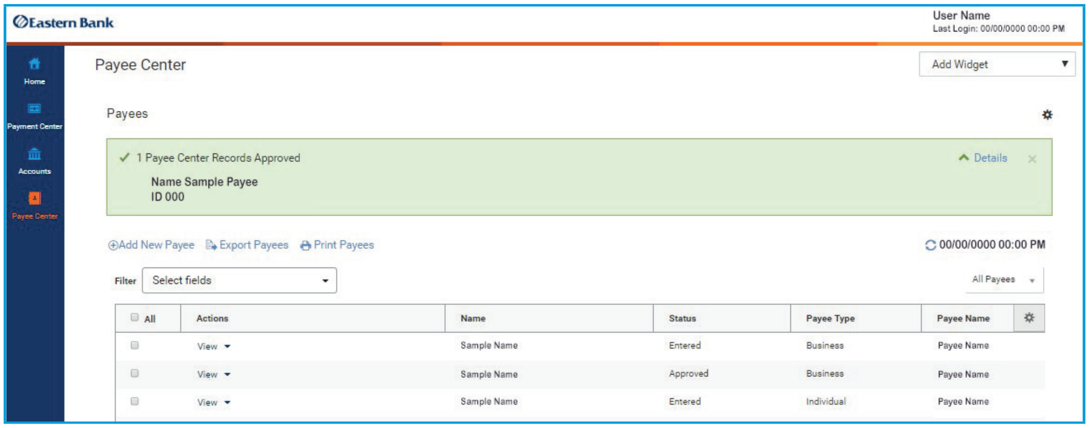
5. *(optional)* In the **Payee Person** section, enter the **name** and **contact info**.



6. In the **Payment Information** section, click **Add Payment Account Information** to enter the Payee's account information.



7. Select **Enter Bank Information** to input bank information or select **Use IBAN** to enter an IBAN.
8. *(optional)* Select the Account Type if you want to set the Payee up for ACH
9. Enter Payee account number.
10. In **Bank Routing Code**, enter the Payee bank name or ABA number. As you type, the field will begin to display a list of banks that match. Select the bank.
11. Check the box to select Payment Method
12. The currency field will display USD – US Dollar.
13. *(optional)* Click **Intermediary Bank Information** to add intermediary bank information, and then complete the fields.
14. To add another account for this Payee, click **Add Another Account**.
15. When you have finished, click **Save Payee**.
16. A Success Message Appears at the top of the Payee Center.
17. Unless you are set up for Auto Approve, the Payee must be Approved. Only Payees in Approved status will be available in the Payee Center.



TO MODIFY OR DELETE A PAYEE:

1. Select the Payee from the list in the Payee Center and click the **down arrow** next to View
2. **Modify** and **Delete** options appear.
3. If you select Delete, a confirming message appears.
4. If you select Modify, the Payee Information screen appears allowing you to edit.
5. After edits are complete, click **Save Payee**.