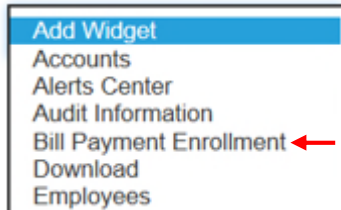


Eastern Business Banking™

Bill Payment Enrollment & First Time Login Instructions

ENROLLMENT INSTRUCTIONS

1. Login in to Eastern Business Banking™.
2. Select **Bill Payment Enrollment** from the Add Widget drop down list; the Bill Payment Enrollment widget will appear at the bottom of your dashboard.



3. Click **Register** from the Bill Payment Enrollment widget.

Bill Payment Enrollment

* User ID

* Password

* Confirm Password

New to Bill Payment? [Register](#)

4. The **Enrollment** form will appear. Complete the online enrollment process during which you will be required to create a user id and password for Bill Payment. **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 Eastern Business Banking™.

Enrollment

The information you provide helps us set up your bill payment account and allows us to efficiently process your payments. Your information is safeguarded using secure internet data encryption technologies and is only used for accurately setting up your account.

Asterisks (*) indicate required information.

Business Information

* Business Name:

* Tax ID:

* Address 1:


Address 2:

* City:

* State/Zip Code:

* Business Phone:

5. 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.

 Eastern Bank	Business Bill Pay Enrollment Form
<p>To complete your enrollment:</p> <ul style="list-style-type: none">• Write the account number(s) you want to use for bill pay here:• Print, Sign, Date and Fax this form to the fax number noted to the right. <p>** Save a copy of this form for your records **</p>	<p>Fax To: (781)598-7697</p> <p>Eastern Bank</p> <p>Attn: Business Services Team</p>

We're here to help! If you need assistance during the registration or login process, please call our Business Services Team at **1-800-333-8000**, Monday through Friday 8:00am – 6:00pm.

Eastern Business Banking™

Bill Payment Enrollment & First Time Login Instructions

FIRST TIME LOGIN INSTRUCTIONS

1. Login in to Eastern Business Banking™.
2. Navigate to the **Bill Payment Enrollment** widget at the bottom of your dashboard. You may also access the Bill Payment Enrollment widget from the Add Widget dropdown (see Enrollment Instructions).
3. Enter the User ID and password that you created during the bill payment enrollment process. (This is NOT your Eastern Business Banking™ user id and password). Click the **Save** button. This stores your bill payment login credentials so that you do not have to enter the information each time you access the bill payment service.

Bill Payment Enrollment

* User ID

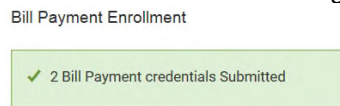
* Password

* Confirm Password

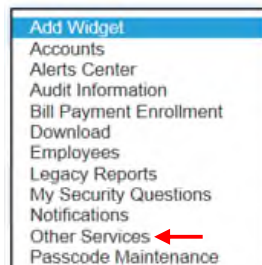
New to Bill Payment? [Register](#)

Save ←

4. You will receive the following confirmation that your User ID and Password (2 credentials) were submitted.

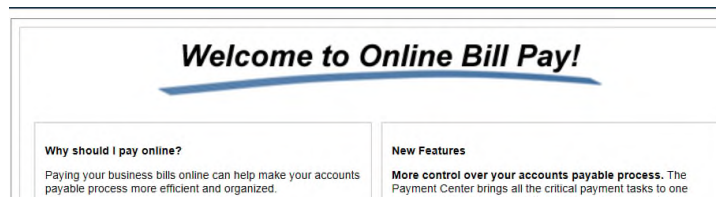
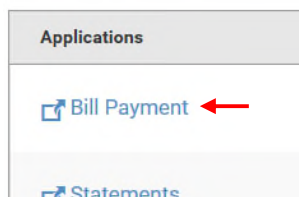


5. To launch the Online Bill Payment service, select **Other Services** from the Add Widget dropdown; The Other Services widget will appear at the bottom of your screen.



6. Select **Bill Payment** from the Other Services Widget; business Online Bill Pay will launch in a separate window.

Other Services



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