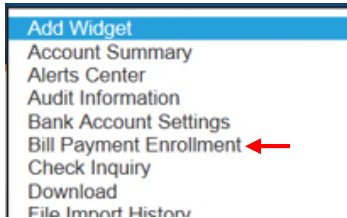


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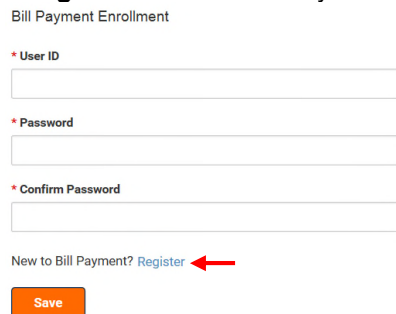
Bill Payment Enrollment & First Time Login Instructions

ENROLLMENT INSTRUCTIONS

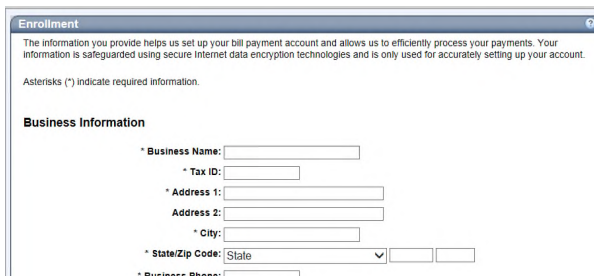
1. Login in to Eastern Treasury™.
2. Select **Bill Payment Enrollment** from the Add Widget drop down list; the Bill Payment Enrollment widget will appear at the bottom of your dashboard.



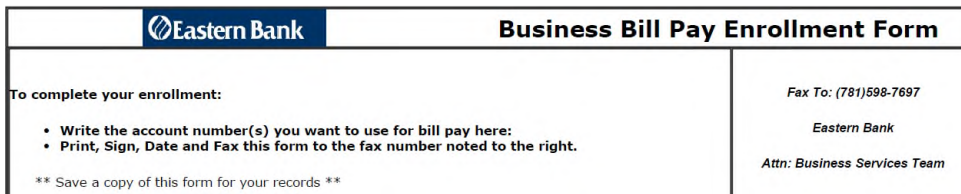
3. Click **Register** from the Bill Payment Enrollment widget.

A screenshot of the 'Bill Payment Enrollment' registration form. The form has three input fields: 'User ID', 'Password', and 'Confirm Password'. Below the fields is a link that says 'New to Bill Payment? Register' with a red arrow pointing to it. At the bottom of the form is a 'Save' button.

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 Treasury™.

A screenshot of the 'Enrollment' form. The form is titled 'Enrollment' and contains a paragraph of introductory text. Below the text is a section for 'Business Information' with several required fields: Business Name, Tax ID, Address 1, Address 2, City, State/Zip Code (with a dropdown for State and input for Zip), and Business Phone. Asterisks (*) indicate required information.

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.

A screenshot of the 'Business Bill Pay Enrollment Form'. The form has a header with the Eastern Bank logo and the title 'Business Bill Pay Enrollment Form'. The main body of the form contains instructions: 'To complete your enrollment: 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.' Below the instructions is a note: '** Save a copy of this form for your records **'. On the right side of the form, there is contact information: 'Fax To: (781)598-7697', 'Eastern Bank', and 'Attn: Business Services Team'.

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.

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Bill Payment Enrollment & First Time Login Instructions

FIRST TIME LOGIN INSTRUCTIONS

1. Login in to Eastern Treasury™.
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 Treasury™ 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.

Bill Payment Enrollment

✓ 2 Bill Payment credentials Submitted

5. To launch the Online Bill Payment service, select **Bill Payment** from the Payments & Transfers menu. Online Bill Payment will launch in a separate window.

Payments & Transfers Reporting

- Payment Management
- Transfers Management
- Stop Payments
- Check Inquiry
- Positive Pay
- Bill Payment** ←

Welcome to Online Bill Pay!

Why should I pay online?
Paying your business bills online can help make your accounts payable process more efficient and organized.

New Features
More control over your accounts payable process. The Payment Center brings all the critical payment tasks to one central location to save you time and keep you organized.

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.