

# BUSINESS BILL PAY USER LEVEL PRIVILEGES

Action	Level 1	Level 2	Level 3
Move Payments	Yes	Yes	Yes
Transfer Money	Yes	Yes	No
View Transfer History	Yes	Yes	Yes
Add a Biller	Yes	Yes	Yes
Change or Delete a Biller	Yes	Yes	Yes, unless there are pending approved payments
View Bill History	Yes	Yes	Yes
View Bill Detail	Yes	Yes	Yes
Financial Software Export	Yes	Yes	Yes
Add, Update, and Delete Bill Reminders	Yes	Yes	Yes
File a Bill and Update Filed Details	Yes	Yes	Yes
Schedule Single Payment in Approved Status	Yes	Yes	No
Schedule Single Payment in Unapproved Status	No	No	Yes
Approve Unapproved Payments	Yes	Yes	No
Change/Cancel Unapproved Payments	Yes	Yes	Yes
Change/Cancel Approved Payment	Yes	Yes	No
Request E-bill Service Activation	Yes	Yes	Yes
Cancel E-bill Service	Yes	Yes	Yes, unless Auto-Pay is active
Add, Change, or Cancel an Automatic Payment (Repeating Payment or E-bill Auto-Pay)	Yes	Yes	No
Change Payment Plan	Yes	No	No
Cancel Service	Yes	No	No

**Note:** Level 1 can only have one user (the Business Owner) assigned to that level. Level 2 and 3 can have multiple users assigned.