

Pay & Get Paid

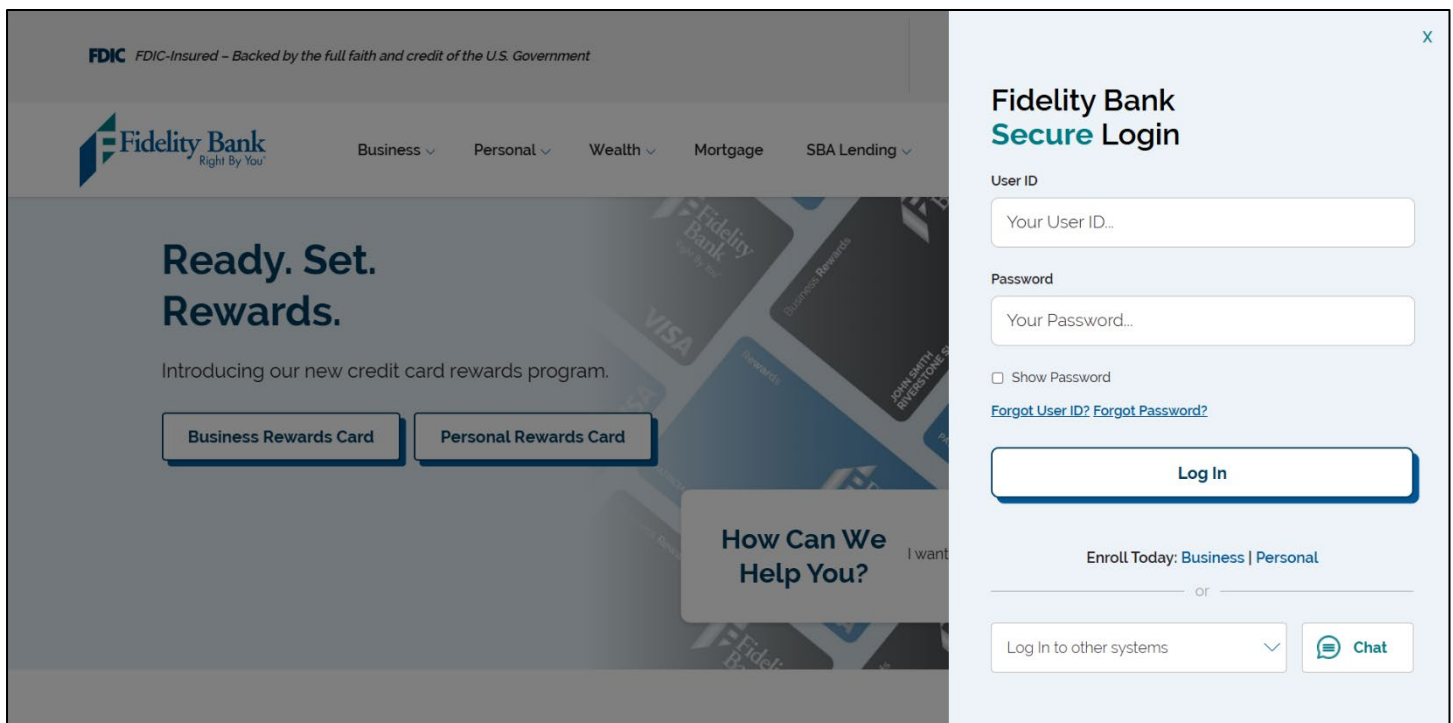
Pay and Manage Bills



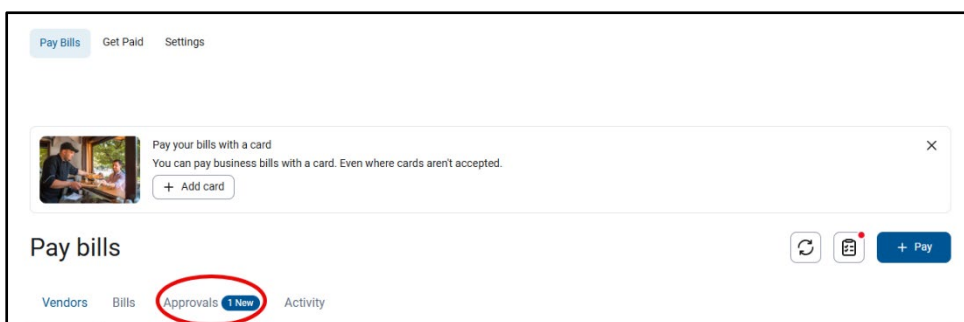
Payment thresholds for individual Level 3 users are established by Level 1 users. If a Level 3 user creates a payment that exceeds their assigned threshold, the payment must be approved by a Level 1 or Level 2 user.

First, log in to Fidelity Bank Online Banking from a computer or mobile device.

Note: the step-by-step instructions in the Pay & Get Paid Quick References Guides are taken from a desktop computer. The process is nearly identical from your mobile device.



Then, select the **Pay & Get Paid** from the main navigation menu.



Once Pay & Get Paid loads, click the **Pay Bills** tab. The **Approvals** tab will indicate that there is an approval pending.

Click on the **Approvals** tab.



[Pay Bills](#) [Get Paid](#) [Settings](#)



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You can pay business bills with a card. Even where cards aren't accepted.
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Pay bills

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☒	Vendor	Scheduled by	Bill	Debit on ↑	Status	Payment amount	Action
☒	 Fidelity Bank ****3456	Liz Smithman	#12456	Mar 10, 2026 Debits immediately ⓘ	Pending approval	\$100.00	View payment

Payments 1 | Total selected amount \$100.00

[Cancel](#) [Decline](#) [Approve](#)

From the **Approvals** tab, click **View payment** to review details about the bill.

Then, check the box next to the vendor's name.

Click to Approve, Decline, or Cancel to decision the payment.

Note: If the payment is not approved by the date displayed, you can still approve the payment, but you must select a new payment date.