

Table of Contents

What is Pay & Get Paid? 2

Getting Started 2

Users and Roles 3

Manage Users 4

Activate a Sub-User 4

Roles and Permissions 5

Funding Method Access 5

Payment Approval Limits 6

Funding Method Access 7

Add a Card 8

Add and Manage Vendors 8

Edit or Delete a Vendor 10

Add a Bill 10

Bills Inbox 11

Pay a Bill 11

Edit or Cancel a Payment 12

Paying Multiple Bills 12

Recurring Payments and AutoPay 13

Activate, Manage, and Set Up Autopay for eBills 15

View Payment Activity 15

Approving Payments 16

Mobile Bill Capture 17

Accounting Software Sync 18

Notifications 19

Settings 20

Payments Report 21

Plans and Billing 22

Billing Statements 23

Pay & Get Paid

User Guide



What is Pay & Get Paid?

Pay & Get Paid is an enhanced all-in-one Business Bill Pay solution that will help you manage bills, payments, and cash flow. Pay & Get Paid helps you:

- Pay business bills and vendors electronically or by check
- Schedule one time, recurring, and automatic payments
- Track payment activity in real time
- Organize vendors and bills in one place
- Sync with accounting software like QuickBooks

Payments are processed using secure, near-real-time technology, so you have better visibility and control over your cash flow.

Getting Started

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.

The screenshot shows the Fidelity Bank Secure Login page. On the left, there's a banner for 'Ready. Set. Rewards.' with buttons for 'Business Rewards Card' and 'Personal Rewards Card'. The main content area is titled 'Fidelity Bank Secure Login'. It includes fields for 'User ID' (labeled 'Your User ID...') and 'Password' (labeled 'Your Password...'). There's a 'Show Password' checkbox and links for 'Forgot User ID?' and 'Forgot Password?'. A 'Log In' button is prominently displayed. Below it, there's a section for 'Enroll Today: Business | Personal' with a dropdown menu for 'Log In to other systems' and a 'Chat' button.

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



Users and Roles

Pay & Get Paid lets you set up multiple users with different entitlements or permissions. A Pay & Get Paid Administrator (Level 1 User) can establish these entitlements to give users permission to perform specific tasks.

The Users and Roles tab under Settings allows a Level 1 user to view and manage users. This section displays active users, inactive (pending) users, and the funding accounts each user is entitled to access.

The Level 1 user can:

- Add and manage bills
- Make and manage payments
- Manage lower-level user accounts (Level 2 and Level 3), edit payment thresholds for Level 3 users, and manage funding accounts; responsible for assigning funding account entitlements to Level 2 and Level 3 users.

Level 2 users can:

- Can add and manage all bills
- Can make and manage payments
- Can approve payments that need approval

Level 3 users can:

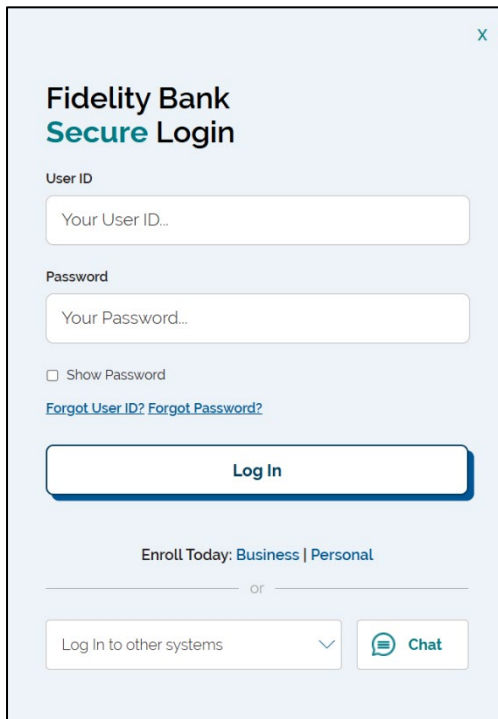
- Can add and manage bills they create
- Can make and manage payments they create
- May require approval from Level 1 or 2 over a set limit



Manage Users

Before the Level 1 user can manage users and roles in Pay & Get Paid, the user or users that need permissions to access the Pay & Get Paid system must log in to Online or Mobile Banking.

After the sub-users have logged in to Online or Mobile Banking. The Level 1 user can manage users and roles by following the instructions below.



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

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

Once Pay & Get Paid loads, click **Settings** and then **Users and Roles** to manage user access and assign roles.

Activate a Sub-User

To activate a sub-user:

1. Select **Edit** next to the user's name to open the User Details screen.
2. Switch the **Account Activation** toggle from Off to **On**.
3. Click **Save** to apply the changes.



Roles and Permissions

Select appropriate level for the sub-user.

Funding Method Access

The Level 1 user or the Pay & Get Paid administrator is responsible for assigning access to funding accounts for Level 2 and Level 3 users.

Full-Access

Full access entitles the user to all funding methods on the profile, including any new funding methods added in the future.

To enable all funding methods, switch the **Full Access** toggle to **On**.



Limit Full-Access

The Level 1 user can limit full access for a user by selecting specific accounts that can be used in Pay & Get Paid.

1. Switch the **Full Access** toggle to **Off**.
2. Select the checkbox next to each funding account the sub-user should have access to.

Pay Bills Get Paid Settings

Settings

Company

- Company details
- Plans and billing
- Billing statements
- Users and roles
- Sync and import

Users and roles

Activate users, set payment methods

Active users 2 ⓘ All users

User

Kristie Linder (You)

User details

Funding method access

Select the cards and accounts this user can pay with.

Full access Off ☐

Can pay with any funding method, including those added in the future.

- ☐ Bank account ...7545 | Basic Busn Chkg
- ☒ Bank account ...7547 | Basic Busn Chkg

When accounts are selected individually, the sub user:

- Will not automatically receive access to new funding accounts added in the future
- Is limited only to the accounts explicitly selected

Payment Approval Limits

Level 3 users have a default payment approval limit of \$0. Any payment over this amount must be approved by a Level 2 or Level 1 user. The Level 1 user can adjust approval limits in the **Payment approval limit** section on the User details screen, as needed.

Users and roles

User

Kristie Linder (You)
kristie.linder@fidelitybanknc.com

Liz Smithman
liz.smithman@fidelitybanknc.com

Matt Key
matt.key@fidelitybanknc.com

Mohit Test
mohit.kadian@fiserv.com

Payment approval limit

Any payment exceeding this amount will require approval from Level 1 or Level 2.

Payment amount *

\$0

Cancel Save



Funding Method Access

The Level 1 user can view and manage funding methods for the business.

The image shows the Fidelity Bank Secure Login interface. It includes a title 'Fidelity Bank Secure Login', a 'User ID' field with placeholder text 'Your User ID...', a 'Password' field with placeholder text 'Your Password...', a 'Show Password' checkbox, and links for 'Forgot User ID?' and 'Forgot Password?'. A prominent 'Log In' button is centered below the password field. At the bottom, there is an 'Enroll Today' section with links for 'Business' and 'Personal', and a 'Log In to other systems' dropdown menu next to a 'Chat' button.

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

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

Once Pay & Get Paid loads, click **Settings** and then **Funding Methods** to view and manage the funding accounts for your business.

From the vertical ellipsis menu (⋮), you can view account details and assign users to a funding account. Funding accounts can also be assigned to individual users from the Users and Roles section of the Settings tab.

The image displays the 'Settings' page in the application. The left sidebar contains a list of settings categories: 'Company details', 'Plans and billing', 'Billing statements', 'Users and roles', 'Sync and import', and 'Bill pay'. The main content area is titled 'Funding methods' with the subtitle 'Manage all of your account's funding methods.' It lists two bank accounts: 'Basic Buan Chkg Bank account ***7545' and 'Basic Buan Chkg Bank account ***7547'. A vertical ellipsis menu (⋮) is visible next to the first account, with a dropdown menu showing options to 'Assign users' and 'View account details'.



Add a Card

The Pay & Get Paid system allows you to add credit cards as a funding method. To add a credit card, select the **Add card** link in the Credit card section and enter the required card details.

Settings

Company

- Company details
- Plans and billing
- Billing statements
- Users and roles
- Sync and import

Bill pay

- Funding methods**

Invoicing and getting paid

- Receiving method
- Invoice items

Funding methods

Manage all of your account's funding methods.

Basic Busn Chkg
Bank account ***7545
All users can pay with this bank account.

Basic Busn Chkg
Bank account ***7547
All users can pay with this bank account.

Credit card
Add credit card details to pay by card. (2.99% fee) [Add card](#)

Add and Manage Vendors

Fidelity Bank
Secure Login

User ID

Your User ID...

Password

Your Password...

☐ Show Password

[Forgot User ID?](#) [Forgot Password?](#)

Log In

Enroll Today: [Business](#) | [Personal](#)

or

Log In to other systems

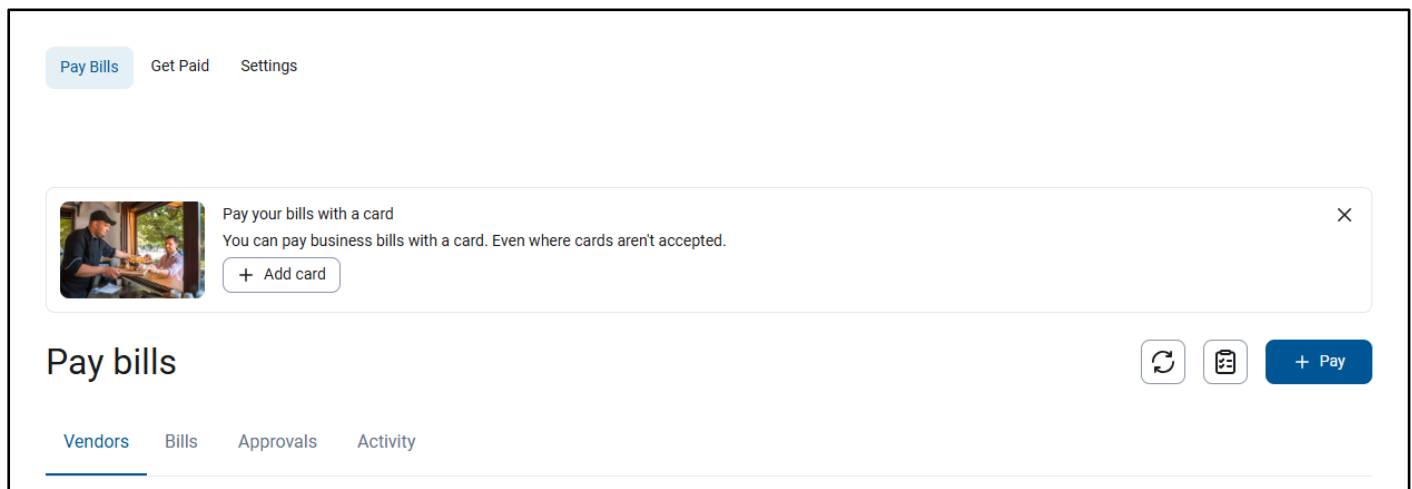
[Chat](#)

Log in to Fidelity Bank Online Banking from a computer or mobile device.

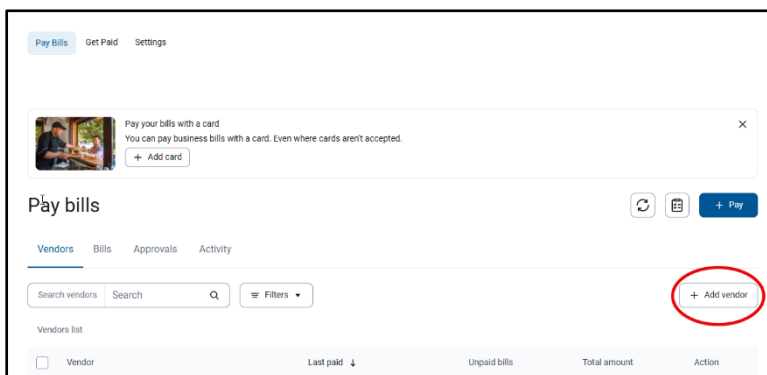
Then, select the **Pay & Get Paid** from the main navigation menu.



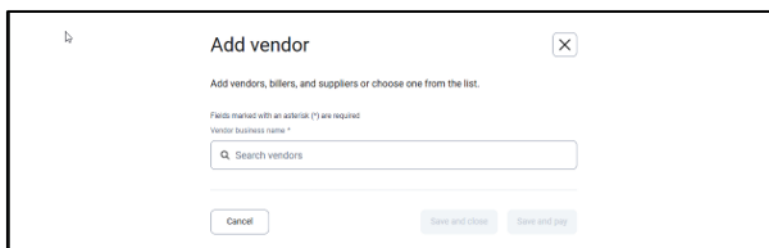
Once Pay & Get Paid loads, click **Pay Bills** tab.



On the Pay Bill tab you can quickly add vendors, pay bills, or review recent activity.



Click the **Vendors** tab, and then select the **+Add vendor** button. The Add vendor screen will display.



In the **Search vendors** box, type a vendor name. If the vendor is found, the vendor's name will automatically display. If the vendor is not found, enter the biller information manually.

Select **Save and Close** or **Save and pay**.

If electronic delivery isn't available, payments can be sent by check.

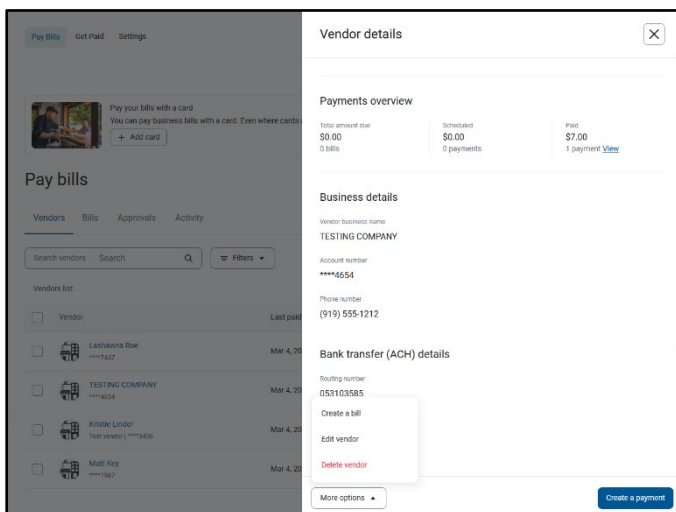


Edit or Delete a Vendor

To edit or delete a vendor, select the vendor in your vendor list that you would like to remove. Then,

1. Click on the vertical ellipsis menu (⋮) to view more options.
2. Click **Edit** to update information.
3. Select **Delete** to remove the vendor. **Note:** this also removes unpaid bills and scheduled payments.

Add a Bill



From the **Vendor** tab, select a vendor. The vendor details screen will display. To add a bill for this vendor, click **More options** and then **Create a bill**. This Bills details screen will display.

The vendor's business name field is prepopulated with the selected vendor. From here, enter the amount of the bill and additional information including the invoice number, invoice date, due date, and note to self.

Add an image of the bill by browsing your computer or dragging and dropping the file.

Click **Continue** to pay.

A success message will show to indicate that a new bill has been added.



Bills Inbox

Pay & Get Paid also enables businesses to receive emailed invoices sent by vendors or people to the Bills Inbox. Each business has a unique Bill Inbox email address. To locate your bills email address, click the link in Forward bills by email.

Pay a Bill

From the **Vendor** tab, click **Pay** next to the vendor or bill you would like to pay.

Next, review the Payment details, including the Debit on and Deliver by dates, and enter any necessary information.

Select **Confirm and pay**.



Edit or Cancel a Payment

You can edit or cancel a scheduled payment that has been manually added, uploaded, or has come in through the bill mailbox.

Pay bills						
Vendors Bills Approvals Activity Search activity Search Q Filters Download						
Activity list						
Vendor	Bill	Delivery method	Debit on	Deliver by	Payment amount	Action
Fidelity Bank ****3456	#12456	Paper check 100 S 10th St, Lilling...	Mar 10, 2026 Debits immediately ⓘ	Mar 17, 2026	\$100.00	Approve
TESTING COMPANY ****4534	No Invoice #	Paper check 100 S Main St, Fergus...	Mar 9, 2026	Mar 16, 2026	\$1.00 Every 2 weeks	View payment

Click the **Activity** tab, then click **View payment** next to the scheduled payment you'd like to edit or cancel.

The Payment and bill details screen will display. Click **Edit payment** or **Cancel payment** depending on your needs.

Edit Payment

The **Edit payment** function allows you to change the payment amount, the funding account, the delivery date, and the memo to vendor.

Cancel Payment

After **Cancel payment** is selected, a message box will appear that confirms the payment will be cancelled. The canceled payment will be visible on the Activity tab. If the payment was an eBill, the eBill will be returned to the Bills tab as an unpaid eBill.

Paying Multiple Bills

The Pay & Get Paid system allows you to pay multiple bills at one time.

Combine Payments

When you have multiple bills from the same vendor, you can combine them into one payment. This option is only available when the bills are for the same vendor and account number.

Scheduling 2 payments							\$80.00
Vendor	Funding method	Delivery method	Debit on	Deliver by	Amount		
Combine payments ☐ ⓘ landscaping company *****3 No Invoice #	Bank account ***3448	Select	N/A	N/A ⓘ	\$25.00	⋮	
landscaping company *****3 No Invoice #	Bank account ***3448	Select	N/A	N/A ⓘ	\$55.00	⋮	



Turn the **Combine payments** toggle to the on position to combine the payments. Then, select the delivery method and date for the combined payment. **Note:** if you leave the **Combine payments** toggle off, each bill must be paid individually and a delivery method and date must be selected for each bill.

Pay Multiple Vendors

Multipay enables you to select multiple bills and/or vendors. Payments are submitted sequentially for authorization in batch mode. A payment confirmation summary screen contains details for each payment.

Select the bills or vendors you want to pay under the **Vendors** or **Bills** tab.

Then, click the **Review and pay** button.

The Scheduling payments screen will display. Next, select the funding account and delivery for each vendor.

Click the **Confirm and pay** button.

Note: Multipay can be performed only on devices with a larger screen.

Recurring Payments and AutoPay

Autopay enables users to set up recurring payments and to specify the frequency and duration of those payments.

Set Up Recurring Payments

On the **Vendor** tab, select **Pay** next to the vendor you want to set up for recurring payments. The Pay screen will display.



Pay

Fields marked with an asterisk (*) are required

Payment details

Vendor business name *

Payment amount *

[Add bill details](#)

How you pay

Funding method *

☒ Bank account
 ☐ Credit Card

What your vendor receives

Delivery method *

☒ Mail a paper check

To: Kristie Linder | 100 S Main St, Fuquay Varina, NC 27526

Payment frequency *

☐ One-time
 ☒ Recurring

Payments scheduled to arrive on a weekend or holiday will be delivered one business day prior to the deliver by date.

Important: To deliver by Mar 16, 2026, funds will be debited once this payment is scheduled.

Frequency *

First payment deliver by *

Payment duration *

Memo to vendor

Memos appear on checks and payments notifications to your vendor. 8/36

Cancel

Confirm and pay

Enter the **Payment amount**.

In the How you pay section, select the **Funding method**.

Then, in the Payment frequency section, select **Recurring**.

Select your payment **Frequency**. Options include, weekly, every 2 weeks, every 4 weeks, twice a month, monthly, every 2 months, every 3 months, every 4 months, every 6 months, and yearly.

Next, select your **Payment duration**. Options include, until I decide to cancel, until number of payments made, or until an end date.

(Optional) Enter a **Memo to vendor**. The memo will be printed on the check in the Memo to vendor field.

Edit a Recurring Payment Series

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

+ Add card

Pay bills

Vendors Bills Approvals Activity

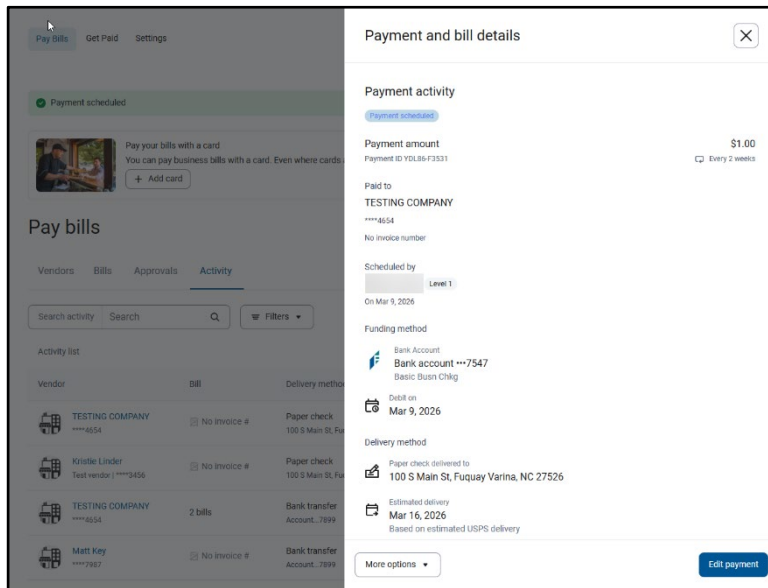
Activity list

Vendor	Bill	Delivery method	Debit on	Deliver by	Payment amount	Action
TESTING COMPANY ****4654	☒ No invoice #	Paper check 100 S Main St, Fuqua...	Mar 9, 2026	Mar 16, 2026	\$1.00 ☒ Every 2 weeks	View payment

On the **Activity** tab, click the recurring payment series symbol () under the payment account.

Pay & Get Paid

User Guide



The Payment and bill details screen will appear. Click the **Edit payment** button to make changes to the current payment.

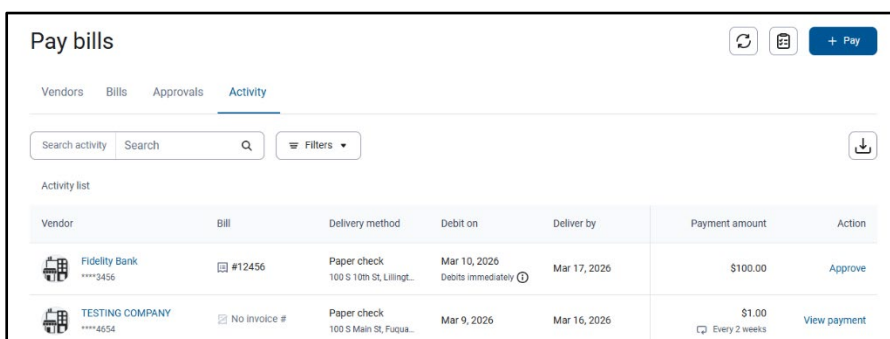
Click **More options** to edit all payments, cancel the payment, or cancel all payments.

Activate, Manage, and Set Up Autopay for eBills



eBills service enables allows you to receive, view, and pay electronic versions of bills or statements, which usually contain the same information as a paper version. To identify if a vendor is eBill capable, look for the eBill icon next to the vendor's name.

View Payment Activity

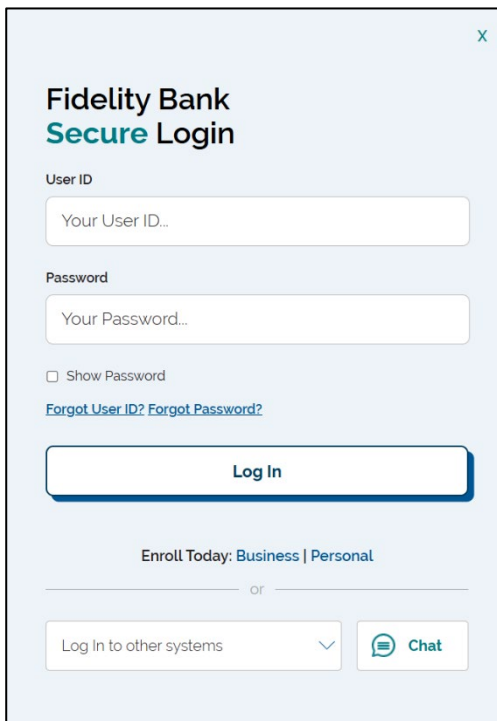


On the **Activity** tab, view scheduled, processing, and completed payments. You can filter results by vendor, date or status, and download payment details.



Approving Payments

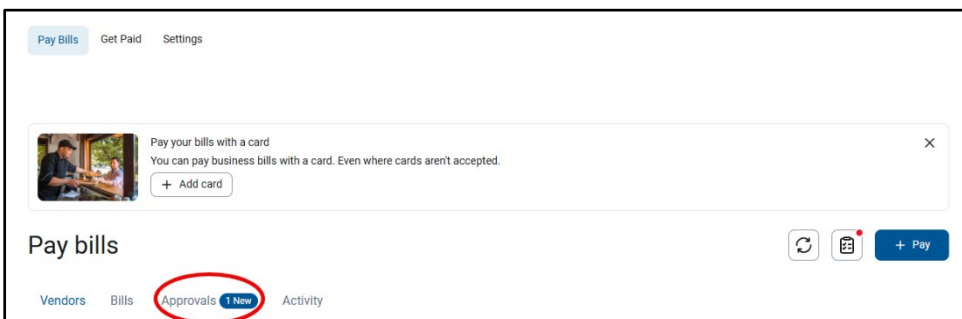
Payment thresholds for individual Level 3 users are established by Level 1 users. If a Level 3 user creates a payment that exceeds their assigned threshold, the payment must be approved by a Level 1 or Level 2 user.



The image shows the Fidelity Bank Secure Login interface. It includes a 'User ID' field with the placeholder 'Your User ID...', a 'Password' field with the placeholder 'Your Password...', and a 'Show Password' checkbox. Below these fields are links for 'Forgot User ID?' and 'Forgot Password?'. A prominent 'Log In' button is centered. At the bottom, there are links to 'Enroll Today: Business | Personal' and a 'Log In to other systems' dropdown menu, along with a 'Chat' button.

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

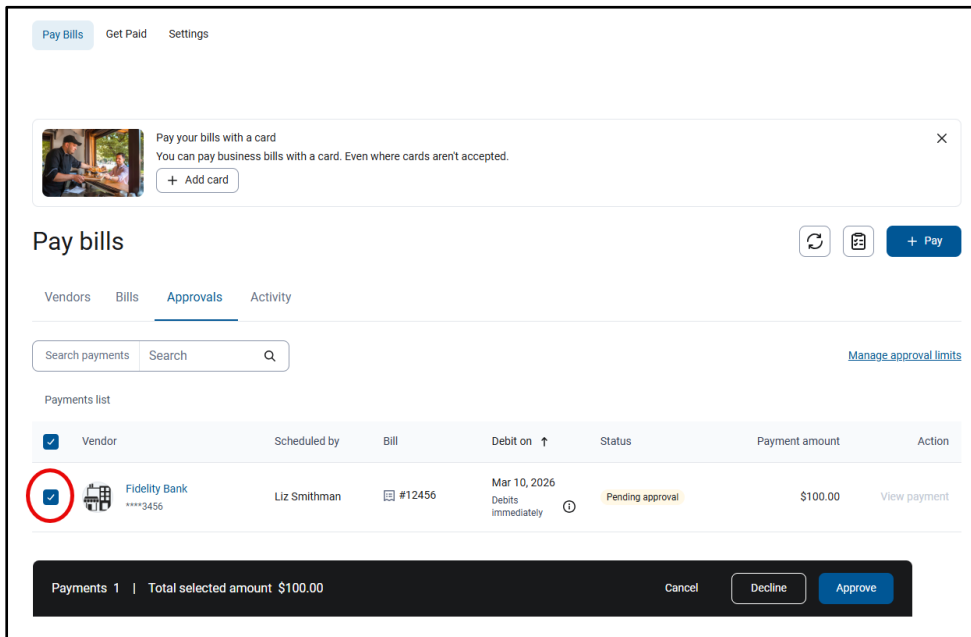
Then, select the **Pay & Get Paid** from the main navigation menu.



The image displays the 'Pay & Get Paid' interface. At the top, there are tabs for 'Pay Bills', 'Get Paid', and 'Settings'. Below these is a promotional banner for card payments. The main section is titled 'Pay bills' and contains a navigation bar with 'Vendors', 'Bills', 'Approvals', and 'Activity'. The 'Approvals' tab is highlighted with a red circle and shows a badge indicating '1 New'. A '+ Pay' button is visible on the right side of the interface.

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.



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

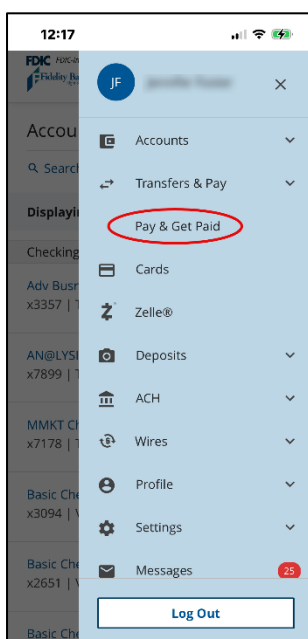
Then, check the box next to the vendor's name.

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.

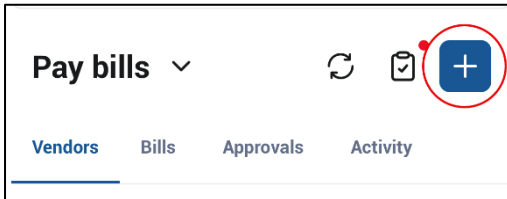
Mobile Bill Capture

Mobile Bill Capture allows you to take a photo of a bill or invoice and upload it into the Pay & Get Paid system.



First, log in to the Fidelity Bank Mobile Banking app on your mobile device.

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



Tap on the “+” next to **Pay Bills**.

Tap **Add Bill**, then tap **Scan or upload files**. Select **Take Photo**.

Next, take a photo of your bill or invoice. Bill capture will automatically record the amount and due date.

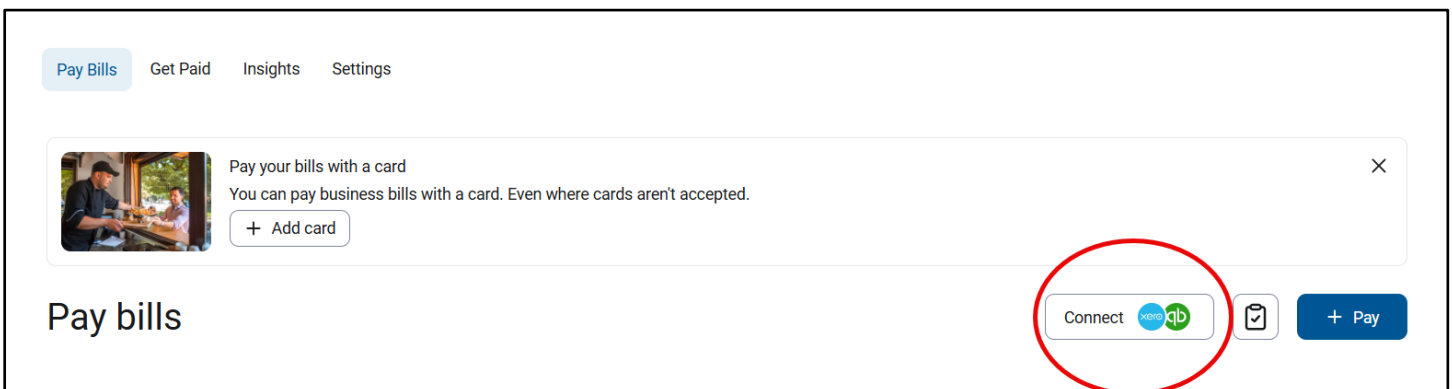
Then, click **Save** to pay it later or **Schedule payment** to process a payment.

Accounting Software Sync

Pay & Get Paid can sync with QuickBooks Online or Desktop, helping you keep your accounting records and payment activity connected in one convenient workflow. This connection can make it easier to manage bills, vendors, and payment updates without entering the same information in multiple places. Syncing allows:

1. Bills and vendors to appear automatically
2. Payment status to update in both systems
3. Less manual data entry

Click on **Connect** to get started.



Note: connections are secure and use industry standard encryption.



Notifications

Notifications alert users to actions that require attention in Pay & Get Paid. Notifications are generated for the following events:

- Bill needs to be reviewed
- Bill needs to be paid
- Bill is past due
- Bill has been partially paid
- Payments need to be approved
- Payment failures
- Pending users to be activated

To view notifications, log in to Fidelity Bank Online Banking from a computer or mobile device.

Fidelity Bank
Secure Login

User ID
Your User ID...

Password
Your Password...

☐ Show Password
[Forgot User ID? Forgot Password?](#)

Log In

Enroll Today: [Business](#) | [Personal](#)

or

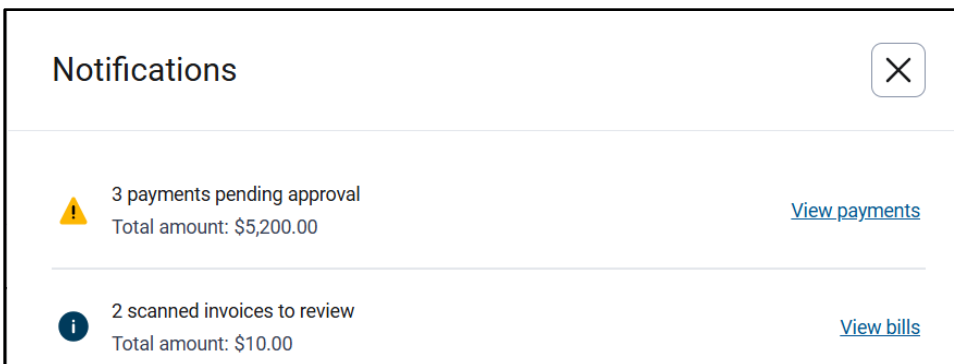
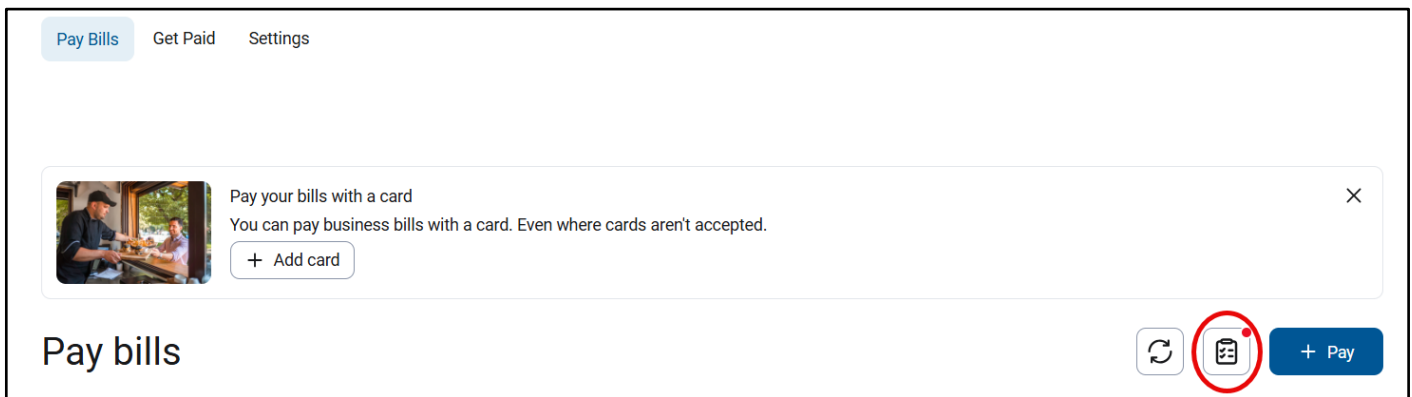
Log in to other systems

Chat

Then, select the **Pay & Get Paid** from the main navigation menu and click the **Pay Bills** tab.



A red dot on the **Notifications** icon indicates there are items that need review. Click on the **Notifications** icon.



A list of notifications will display.

Click the links next to each notification to take action.

Settings

The Settings area allows you to manage administrative tasks and is accessed by selecting the Settings tab.

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

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

Once Pay & Get Paid loads, click the **Settings** tab.



Payments Report

The Payments report lets you view your payment totals in one convenient document.

Pay Bills Get Paid **Settings**

Settings

Company

- Company details**
- Plans and billing
- Billing statements
- Users and roles
- Sync and import

Bill pay

- Funding methods

Invoicing and getting paid

- Receiving method
- Invoice items
- Invoice settings
- Invoice reminders

Company details

To update company details or legal information, reach out to 855-547-1385

Company information

Business name
TESTERS TACKLE LLC

Business address
100 S MAIN ST, FUQUAY VARINA, NC 27526

Email address
jennifer.foster@fidelitybanknc.com

Phone number
(919) 555-2222

Tax ID number
****4574

Payments report

Export a .CSV file of all payments sent within a specific date range.

Create report

To download a Payments Report, click the **Company Details** menu option under the Settings tab. Then, click the **Create report** button.

Payments report

Select a date range for your report and whether to include future scheduled payments.

☐ Include scheduled payments

Fields marked with an asterisk (*) are required

Debit start date * Debit end date *

Mar 10, 2026 Mar 17, 2026

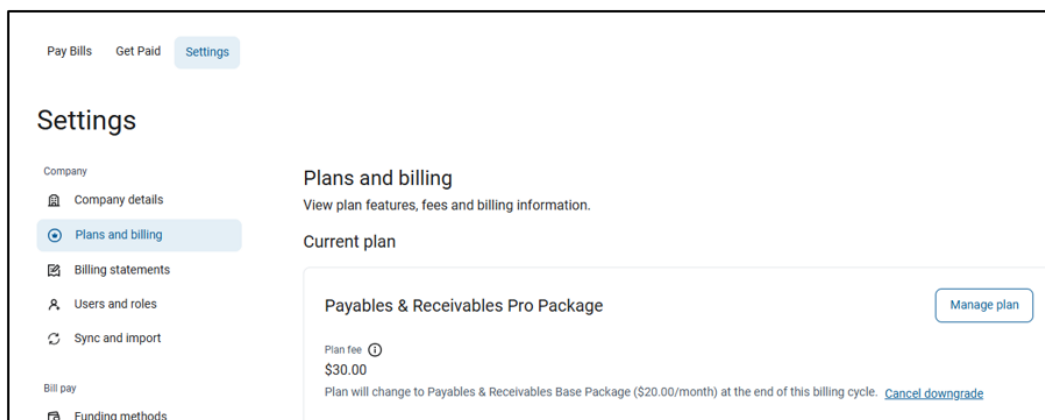
Cancel Download report

In the Payments report dialog box, select a date range, choose whether to include future scheduled payments, then select **Download report** to save the report as a .csv file.



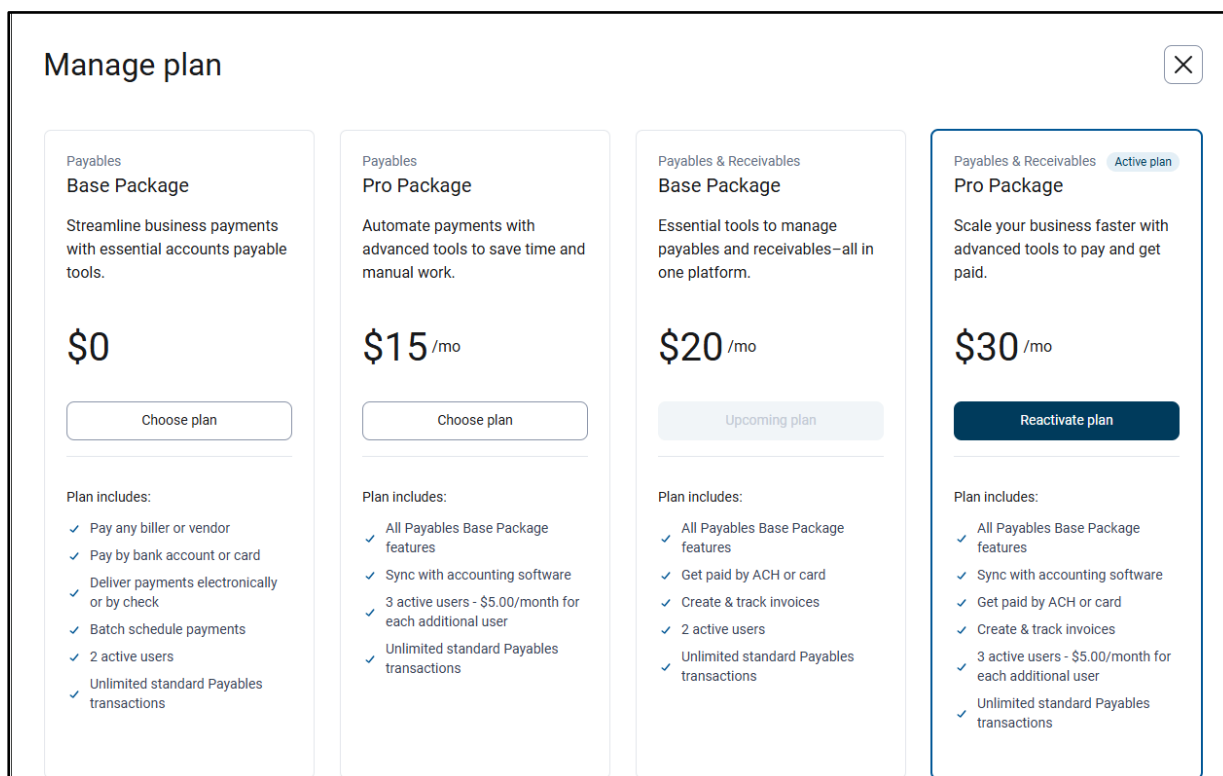
Plans and Billing

Pay & Get Paid offers packages for Accounts Payable and Accounts Receivable. Within these packages, Level 1 users can choose from four plans: Accounts Payable Base, Accounts Payable Pro, Accounts Payable & Receivable Base, and Accounts Payable & Receivable Pro.



To manage Pay & Get Paid plans, the Level 1 user should select **Plans and billing** under the Settings tab. Then, click the **Manage plan** button.

The Manage plan screen will display, select the desired plan by clicking the **Choose plan** button under the plan you would like to enroll in. **Note:** Only Level 1 users can select, change, or edit plans.





Billing Statements

Billing statements can be viewed by navigating to **Billing statements** under the Settings tab. Statements appear once issued and are generated on the third business day of each month. Billing statements are available to Level 1 users for up to 18 months and can be downloaded as a PDF. Statements are created even if the billing amount is \$0.

Pay Bills

Get Paid

Settings

Settings

Company

Company details

Plans and billing

Billing statements

Users and roles

Sync and import

Billing statements

Billing statements will appear here once they're issued
Statements are issued on the third business day of each month.