

Payment Center Quick Start Guide

Self Enrollment and Online Payments

Bank of America Merrill Lynch

August 2015

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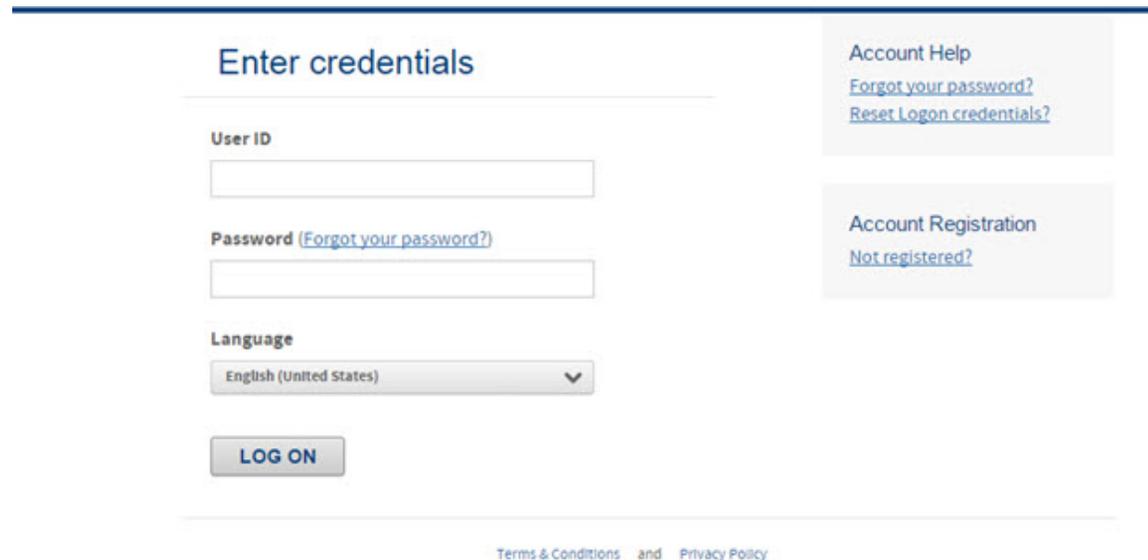
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Getting Started and Self Enrollment

Cardholders can access Payment Center via the following URL. We recommend bookmarking the URL for future reference.

www.baml.com/paymentcenter

The first time Payment Center is accessed, users must click on **‘Not registered?’** to begin the setup process.



Enter credentials

User ID

Password [\(Forgot your password?\)](#)

Language

English (United States) ▼

LOG ON

Account Help
[Forgot your password?](#)
[Reset Logon credentials?](#)

Account Registration
[Not registered?](#)

[Terms & Conditions](#) and [Privacy Policy](#)

Note: Login credentials for other Bank of America applications will not work as your Payment Center login.

Getting Started and Self Enrollment

The 16-digit account number should be entered with no spaces or other punctuation. Enter the name on the account exactly as it is shown on the card.

After entering sufficient validation data, the cardholder can establish a user profile to access account information. Please click on the Information icon to see the specific requirements for your password configuration. Note that error messages will sometimes appear at the top of the screen as well as successful confirmation notices. Please scroll to the top to ensure you've successfully enrolled. Passwords expire every 90 days.

Note: if a cardholder is enrolled and his/her card is reported lost or stolen, the cardholder must log on to Payment Center and use the '**Add Account**' link to register the replacement account once the new card is received, as the replacement account is *not* automatically registered. Registration of the new card must be done prior to cycle end in order for the cardholder to receive an electronic statement.

If you are unable to successfully enroll or if you receive an error when trying to log in, please make sure to have the error details available and contact your program administrator.

For assistance with password resets, please call 888.449.2273.

Payment Center General Information

Based upon your company-level permissions, Payment Center enables cardholders to:

- View Account Summary information
- View posted transactions
- View authorization requests
- Maintain paying accounts
- Make a payment towards your account balance
- Review payment history

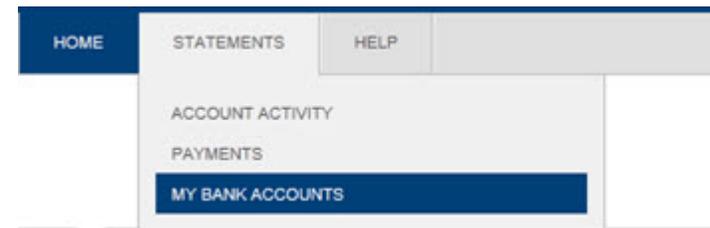
Any upgrades or program maintenance outages or enhancements for Bank of America Merrill Lynch clients will be announced in advance via the message board that is displayed for clients upon signing in to Payment Center.

Managing paying accounts:

From the *Statements* menu, select *My Bank Accounts*.

From this menu you can:

- Add a new bank account
- Edit an existing paying account



Setting up, viewing and cancelling payments:

From the *Statements* menu, select *Payments*. From this menu you can:

- Make a first time payment
- Set up a future payment. You can schedule a payment 60 days in advance.
- View payment log
- Cancel a pending payment



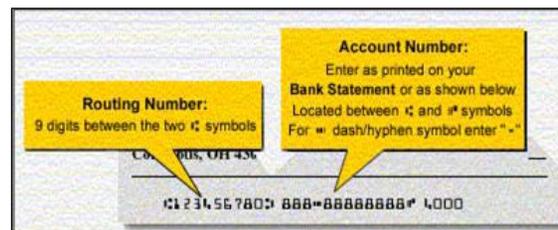
Payments

When making a payment, the payment date, amount and bank information is required. To complete the payment request, click the **'Confirm Payment'** button at the bottom of the page. After setting up your first payment it is suggested you make note of its due date and check to ensure that the debit amount and scheduling has been set up properly.

As Payment Center draws funds as an ACH Debit, you need to determine if you/your organization uses blocks/filters on your bank account. If so, you will need to complete any paperwork unique to your bank to add 3001190310 to allow Bank of America Merrill Lynch to ACH debit from that account.

Please ensure you've entered your banking information correctly as incorrect information can result in no payment received/late fees (which are non-refundable).

Important: Make sure the account number you enter is valid. When you save the new paying account, only the **transit** routing number is verified. The account number is not verified until you make the payment.



After confirming your payment you will have the opportunity to print your payment receipt with confirmation number.