

Downloading Business Bill Pay History in I-Corp

Introduction

This guide explains how to download history in Business Bill Pay for I-Corp.

Downloading Business Bill Pay History

1. In **Corporate Online Banking (I-Corp)**, click on the **Payments & Transfers** tab at the top of the screen, the select **Bill Pay**.

E.F	rst Int	erstate Ban	K	Administration
Home	Accounts	Payments & Transfers	Checks & Deposits	
Payme	ents & Trai	Noters Nire Bill Pay		

2. On the Payment Center of Business Bill Pay, select the Bill History tab at the top of the screen.



3. In the **Current View** drop-down, select the desired date range. **Additional Options** will be used to search for specific payments.

First Intersta	te Bank	<u>Help</u> <u>Sign Out</u>
	Payment Center Add a Bill Bill History Manage My Bills I	My Accounts Messages
Bill History		
View Payments and Bills		?
All Payments Unapproved Payments		
To view payments and bills for a differen payments.	date range, select an option in Current View. Use Additional Options	to search for specific
Current View Past 30 days and futur	e 🗸 Additional Options	
Past 30 days and future	Show All (selected) V	
Past 60 days and future Past 90 days and future	For Go	
Past 180 days and future		
There are <u>0 una</u> Past 12 months and fut	ure	
Past 18 months and fut Specific date range	there is no bill payment history to display.	
try sele	ecting a different option in Current View or Additional Options.	

4. Once the payment(s) display, click **Download**.

					<u>Help</u>	<u>Sign Out</u>
First Inters	s tate Ban	k				
	Payment Cer	nter Add a Bill	Bill History	Manage My Bills	My Accounts	Messages
Bill History						
View Payments and Bills						?
All Payments Unapproved Pay	ments					
To view payments and bills for a specific payments.	i different date range, se	lect an option in Cu	Irrent View. Use	Additional Option	s to search for	Print
Current View Past 180 days	and future 🗸	-Additional Option	ons			
		Show All (s	elected) 🗸			
		For	✓ Go			
There are <u>0 unapproved paymen</u>	t <u>s.</u>					
How do I sort, search, or categori	ize?					
Payments 1 - 7 of 7				<< First	< Prev 1 Next	t > Last >>
Biller Name Category	Account	Amount	Pay Date	<u>Status</u> Initiated E	ły.	Action
First Interstate Bank Consumer Loan	Bill Account	\$1.00	04/29/2022	2 Canceled	Vie	ew Detail
Payments 1 - 7 of 7				<< First	< Prev 1 Next	t > Last >>
					Dov	vnload File

5. Select the appropriate File Type format, click Download File.

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selected any Addit	s from the selected date range with the status Paid or Pending, before you ional Options to limit the list.
Account	Bill Accou *2661 🗸
File Type	CSV (Comma Separated Values) 🗸
	Download File Cancel

Contact

Contact your Treasury Representative for any questions or assistance. You may also contact the Treasury Support Department at 855-342-3400, option 3, option 3, option 2 or <u>treasury.solutions@fib.com</u>.

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