

# Payment Center Quick Start Guide

Self Enrollment, Online Statements and Online Payments

Bank of America Merrill Lynch

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# Notice to Recipient

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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](http://www.baml.com/paymentcenter)

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

**Logon**

**Additional Information**

- [Forgot your User ID?](#)
- [Forgot your password?](#)
- [Reset Logon credentials?](#)
- [Not registered?](#)

**Enter credentials**

User ID

Password

Language  
English (United States) ▼

Log On

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

# Getting Started and Self Enrollment

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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.

Upon enrollment, cardholders must select **and save** their statement format preference. Note: If preference was pre-set to Electronic Only by the account administrator, users may not see this option.

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
- View and download historical statements (beginning the cycle after enrollment)
- Receive statement email alerts for enrolled accounts
- Maintain paying accounts
- Make a payment towards your account balance
- Review payment history

Cardholders must have internet access and Internet Explorer 7.0 or higher to use Payment Center.

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.

# Statements and Authorization Requests

## Viewing Statement and Authorization Request Information:

From the *Statements* menu, select *Account Activity*. The Account Activity page appears, displaying the following tabs

Tab	Information Displayed
Summary	<ul style="list-style-type: none"><li>•Activity since last statement</li><li>•Summary of last statement</li><li>•Balance, credit limit, minimum payment due, payments received, etc.</li></ul>
Transactions	Information for current statement cycle: dates, merchant, billing amount, etc.
Authorization Requests (depending upon company setup)	Location, authorization code, reason, etc.
Statements	Statements available to view, download and/or print

# Statements

## To view statements

From the *Statements* menu, select *Account Activity*. Select the *Statements* Tab. Your available statements will display. Click on the PDF icon to view or download the statement.

The screenshot displays the 'Payment Center' interface for a user named JOHN CLAUS. The account number is partially masked as 440000\*\*\*\*\*1337. The 'Statements' tab is selected, showing a list of available statements with their respective cycle dates and PDF icons for download.

Statement Cycle	PDF Icon
Cycle - Wednesday, December 25, 2013	
Cycle - Monday, November 25, 2013	
Daily - Monday, November 23, 2013	
Cycle - Friday, October 25, 2013	
Cycle - Wednesday, September 25, 2013	
Cycle - Sunday, August 25, 2013	
Cycle - Thursday, July 25, 2013	

# Statement Notification

Statements usually generate within two business days after the account cycles.

Statements are only produced if the account has a balance or debit/credit transactions posted during that cycle. The only other time you may receive a statement is when regulatory changes take place and Bank of America Merrill Lynch is required to send notification.

You need to register and opt for electronic statement delivery prior to month-end close in order to receive an electronic statement for that month.

**Update User Information**

[Edit Password](#)  
[Edit Personal Information](#)  
[Add Account](#)  
[Statement Delivery Options](#)

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

Home > Manage Statement Options

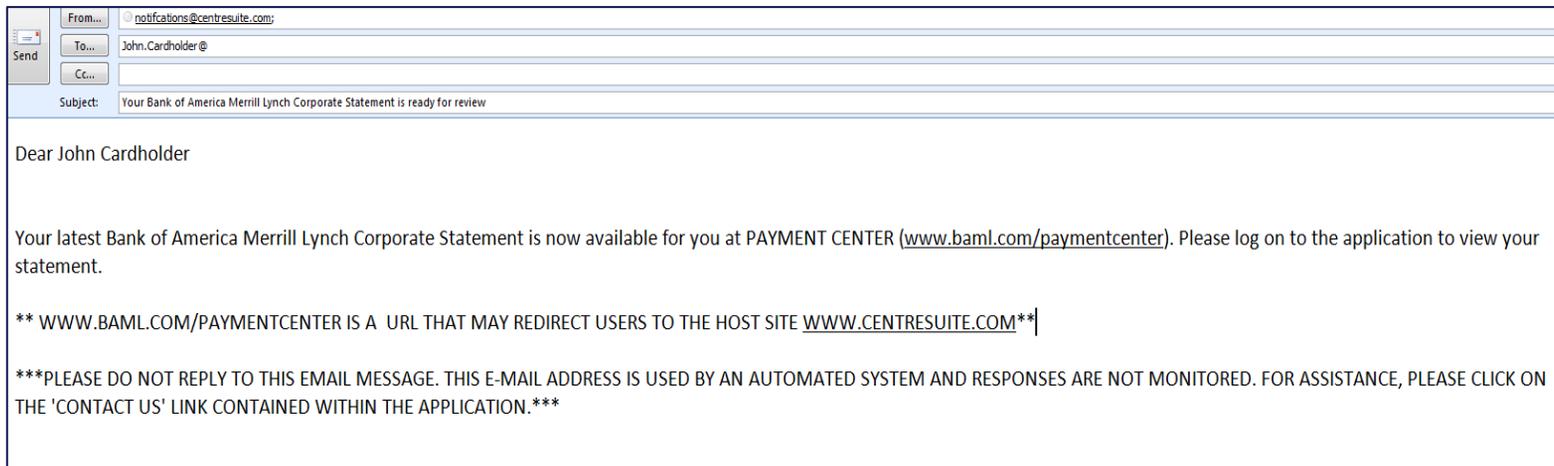
**Manage Statement Options**

Account Number	Name on Account	Statement Option
<input type="text"/>		<input type="text" value="Send electronically only"/> Send by mail only Send electronically only

**End Manage Statement Options**

# Statement Notification

Notifications of statement availability will be sent from [notifications@centresuite.com](mailto:notifications@centresuite.com).



# Payments (as permissioned)

## Managing paying accounts:

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

From this menu you can:

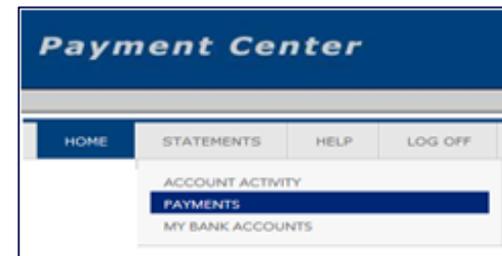
- Add a new bank account
- Edit an existing paying account



## 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



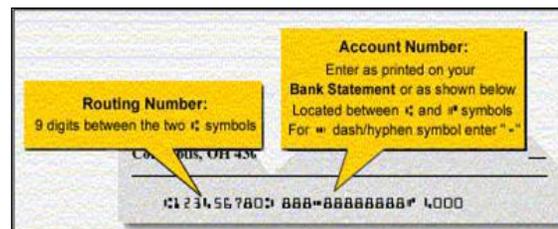
# Payments (as permissioned)

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.