To those of you that have chosen **Washington Trust Bank** for your troop, service unit, or day camp account:

Please follow these instructions when logging in and using online Bill Pay-

LOGGING ON

- Go to www.watrust.com
- Click on "Log In" under the Business section of Online Banking

A new window will pop up that looks like this:

Company ID: 513725

User ID: FIRSTLAST

- Company ID: **513725**
- User ID: your first and last name all in CAPS, no spaces! (example: JANEDOE)
- You will then be asked 4 security questions. Be sure to write down the answers to these questions for future reference. Each time you log in from an unsecured computer, you will be asked 2 of the 4 questions.
- You will also be prompted to personalize your log in screen by choosing a picture and a phrase.
- To begin with, your password is set to **GSCOUTS07**.
- You will then be prompted to change your password to something personal. Again, be sure to write this down for future reference.

Password: *******

- Congratulations! You are now logged into **eBusiness Express!**

TRANSFERING FUNDS – MUST BE DONE BEFORE SCHEDULING A BILL PAYMENT

1. From the menu on the left-hand side of the page, click on Express Transfer. Then click on Entry.
2. Where it says Select Account next to From: select your troop, service unit, or day camp account (the one the bill is being paid from).
   Where it says Select Account next to To: select the Bill Pay Account
   Type in the Amount
   Click the box next to Submit for Processing
   Click OK

From: Select Account

To: Select Account

Amount:

Submit for Processing: ☐

SCHEDULING A BILL PAYMENT

3. From the menu on the left-hand side of the page, click Bill Payment. Then click Add Payment.
4. Enter the **date** you want the bank check to be issued (note that it will take up to 5 business days to reach the payee)
   Enter the **amount** to be paid
   *Choose the **Payee** from the drop-down menu (GSEWNI Council office and Mutual of Omaha – for troop trips - are already set up)
   Funding account: ALL Bill Payments come out of this account (ending in 5484). That is why you MUST transfer the funds from your account to the Bill Pay Account first or the Bill Pay Account will become overdrawn and fees will be charged.
   Memo: please write a brief description of who the check is from and who it is going to (example: troop 251 reimbursement to SU 446)
5. Click Send

*If the person, troop, service unit, day camp, company, etc. that you need to send a bank check to is not listed under the list of Payees, you will first need to click on Bill Payment Setup from the menu bar on the left-hand side of the page.

1. Click on Add Payee
2. Enter the Payee information: address, phone number, and account number (if applicable. If there is no account number, type "none".)
3. Click Save

You can now schedule your bill payment as usual, beginning with #3 above.

REIMBURSEMENTS: if you are adding a payee for personal reimbursement using their home address is fine. However, if you are reimbursing/paying another troop, a service unit, or a day camp account type in the name of the account (example: Girl Scouts troop 2319) and the address of the bank where the account is at:

Sterling Savings Bank	**Numerica Credit Union**	**Washington Trust Bank**
ATTN: Lindsay Burdett	ATTN: Sharon Dixon	ATTN: Rebecca Trefry
111 N Wall Street	PO Box 6011	PO Box 2127
Spokane, WA 99201	Spokane, WA 99217	Spokane, WA 99210

The contact person at each one of the financial institutions will deposit the check directly into the corresponding troop/SU/Day Camp account.