

How to Manage and Review Recurring Payments in Unity Business Online Banking



This guide can help you review your recurring Bill Pay payments in preparation for 7/9/26 platform update and re-establish these payments recurrences after 7/9/26.

1 Login to your Business Online Banking.

UNITY BANK

rs

Print

Log Out

Accounts

Transfers

Payments

IMPORTANT SECURITY NOTICE:

Unity Bank will never call, text, or email you to request personal information, account numbers, passwords, token numbers, or PINs. If you receive a suspicious message claiming to be from Unity Bank, do not respond or share any information. Hang up immediately and contact us at 1-800-888-8888 to report the incident.

If YOU call Unity Bank for help, we will ask for information to verify your identity.

BALANCE INFORMATION:

Your Available Balance is the amount that is accessible for immediate use from your account.

Your Current Balance is the amount in your account from all posted transactions at the end of the previous business day.

Account Summary

Edit Accounts View

Download Transactions

Checking Accounts

Account Nickname	Account Number	Available Balance	Current Balance
Co. A	X	\$13,542.97	\$13,542.97
Co. B	X	\$12,023.42	\$12,099.22

Quick Transfer

From

To

Amount

\$

Transfer

Clear

Easily track and pay your bills online.

Enroll in Payments

Made with Scribe - <https://scribehow.com>

1

2 Click "Payments".

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Accounts ▾ Transfers ▾ **Payments**

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Account Summary
Edit Accounts View | Download Transactions

Checking Accounts

Account Nickname	Account Number	Available Balance	Current Balance
Co. A	XXXXXX	\$13,542.97	\$13,542.97

Quick Transfer

From:

To:

Amount:

Easily track and pay

3 Initial View will default to your main business with "(Business)" indicated after business name.

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Accounts ▾ Transfers ▾ **Payments**

Current Profile
Co. A (Business)

Select

Payment Center Add a Bill Bill History Manage My Bills Messages

Welcome [Name]
Thursday, June 25, 2026
[View new message from Customer Service](#)

Payment Center

Pay Bills

Pay From: **Co. B**
Preferred Account

[Add/Manage Groups](#)

Unassigned Bills

Features	Bill Name	Amount	Pay Date
☐	Payee 1	\$	
☐	Payee 2	\$	

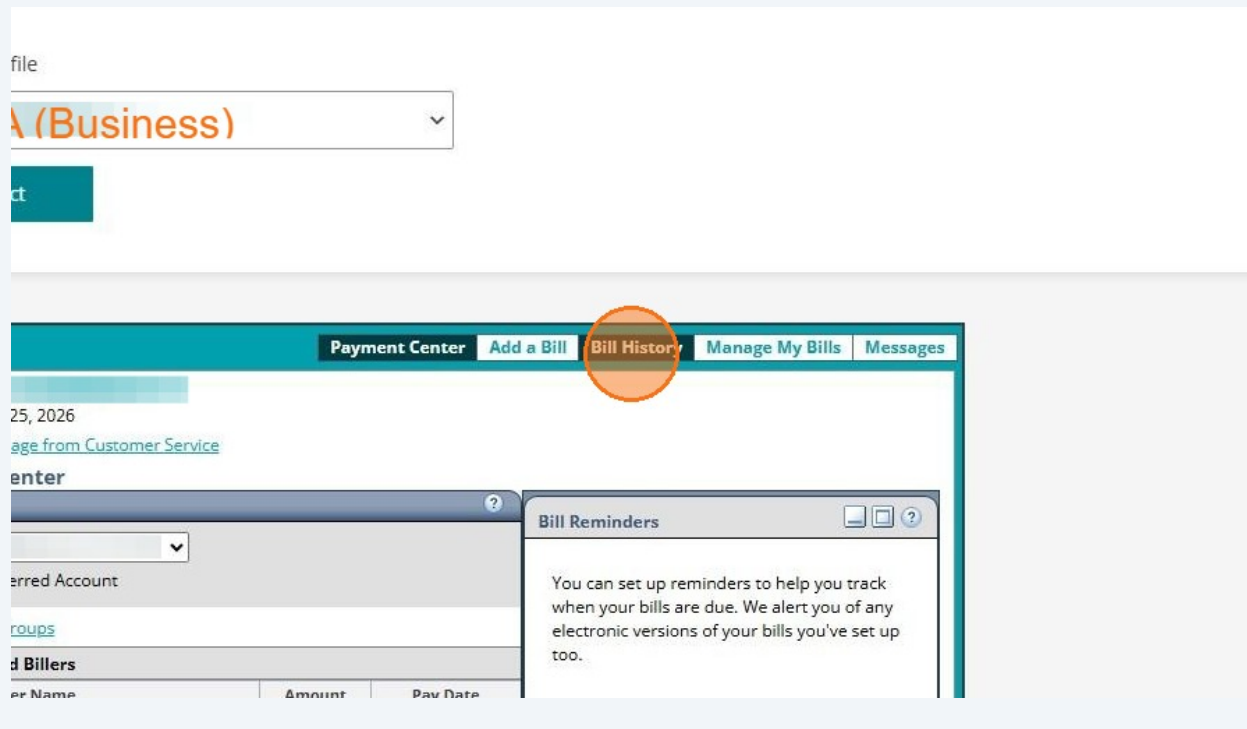
Bill Reminders

You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up too.

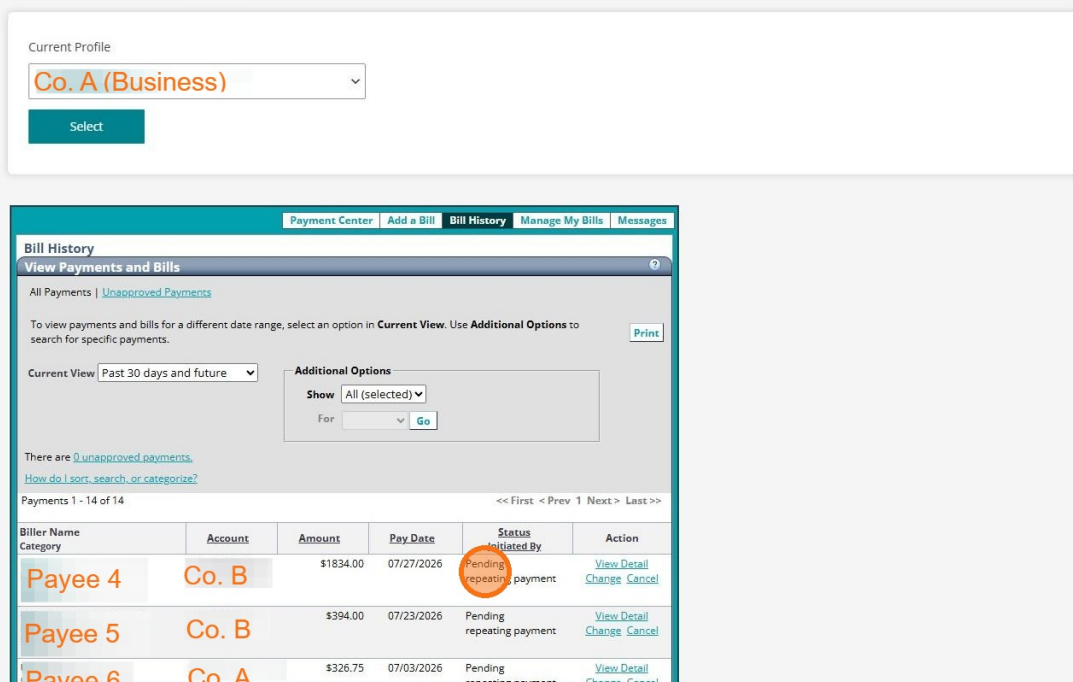
[Set Up Reminders](#)

Pending | Unapproved

4 Click "Bill History".

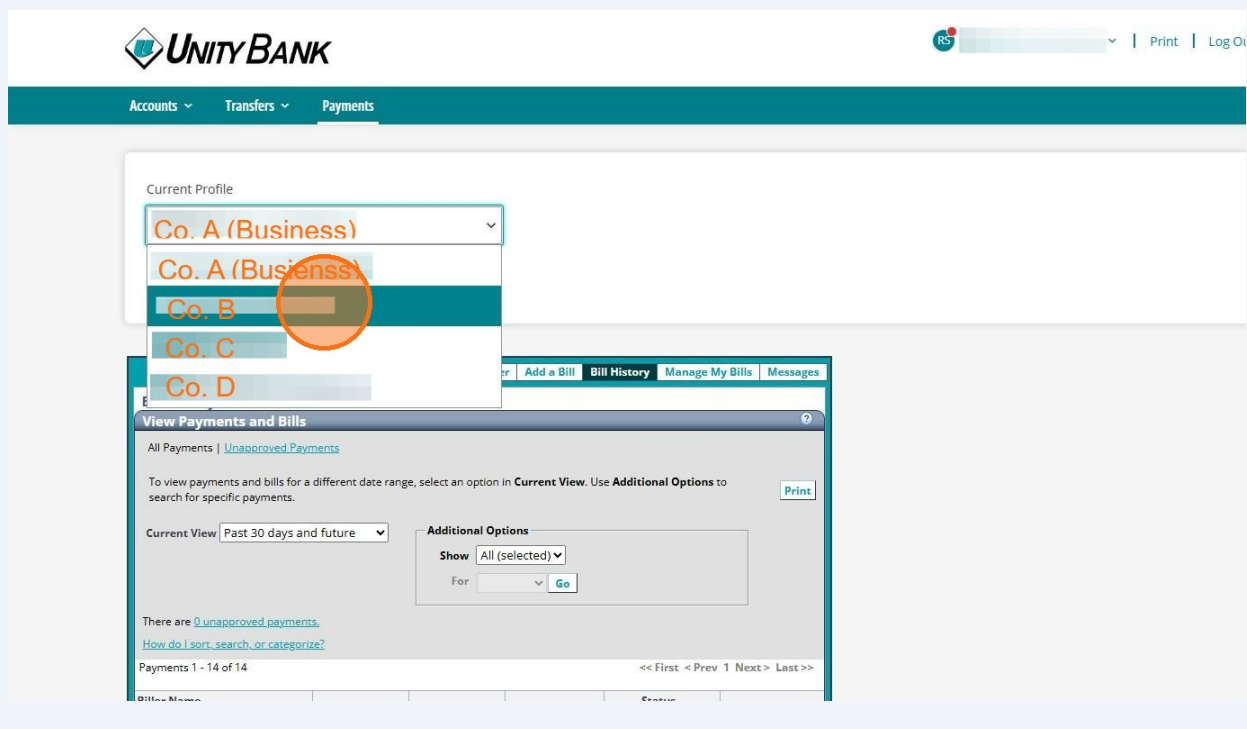


5 View the Status of your pending payments. Note any repeating payments and which business they are drawn on and the payee.



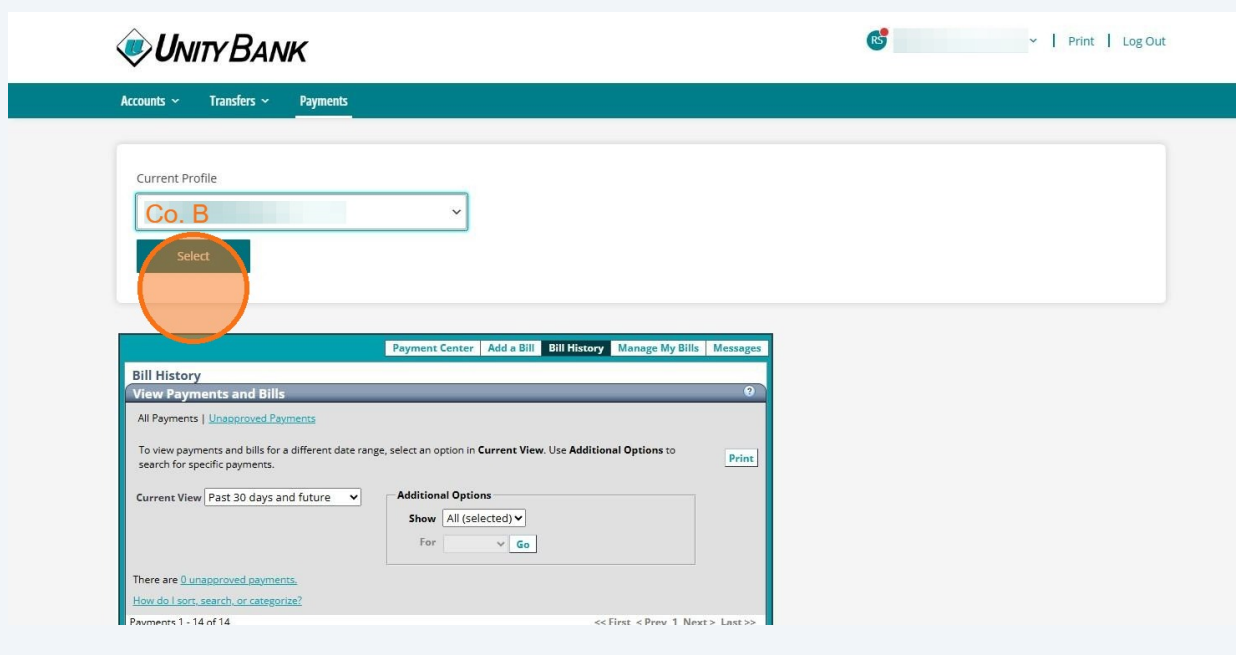
6

After 7/9/26, Go to the Profile Drop Down and Select the Sub Business you wish to re-establish a recurring Payment. These will be recurring payments that have changed to "Cancelled" in the main business after the update.



7

Click "Select" to choose the sub business.



8

Click "Sign Up for Payments" to create a Bill Pay profile for the sub business. Then you can enter payments and recurring payments associated with this business. You can access the payee in the main business to obtain details you will have to enter here.

Current Profile

Co. B

Select

Payments Enrollment

Payments for Business is a one-stop bill payment dashboard that allows your business to set up eBills, automatic payments, and bill reminders, and delegate tasks and establish authority levels for employees.

No Thanks

Sign Up For Payments

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Customer

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Contact Customer Service at 800-618-2265 for assistance.