

Perform your **Social Security Board** bill payment through Business Atlantic Online.




1. Login to your Business Atlantic Online at www.atlabank.com.



BUSINESS LOGIN

User:

Enter the Characters
that appear below



Token Password:

2. Select the "Payments" tab and then select the "Bill Pay" option.

Atlantic Online
BUSINESS ONLINE BANKING

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Options: **Bill Pay** Payroll Corporate Payments Corporate Payment Reversal Bulk Bill Pay School Payment

HELP
Pay bills for a

Bill Pay
Service:

3. Select "Social Security Portal Payments" from the drop-down list.

Bill Pay

Service:

4. Enter the “Employer No.” and select “Continue”.

Social Security Payments

EMPLOYER NO.

Continue

i527

Employer numbers are mandatory. Please contact your nearest Social Security office if you have not yet registered for access to the Social Security portal.

HELP

1. Enter your Social Security Employer number
2. Press "Continue"

5. The Bill Pay screen will be displayed, which includes the employer’s information and the amount due.

- a. Debit Account - Select the account you want to make the payment from.
- b. Amount Paid - Enter the amount to be paid and confirm the amount.
- c. Comment - Enter a comment. (optional)
- d. Review the payment details and select “Process”.

Bill Pay

Service: 396805 - SOCIAL SECURITY PORTAL PAYMENTS

EMPLOYER NO.	1527
EMPLOYER NAME	ABC PRESCHOOL
AMOUNT DUE	5395.87
MESSAGE	Account Found

Amount Due 5,395.87

Partial Payments Allowed

Debit Account *****2535(BZD) - Operational Account

Amount Paid 13.25

Confirm Amount 13.25

Comment 396805 - SOCIAL SECURITY PORTAL PAYMENTS

Process

Cancel

6. The below pop-up screen will be displayed. Select “OK” to confirm the process.

atlantic.atlabank.com says

Please confirm the process

OK

Cancel

7. The payment status will be displayed as “Operated”.

Bill Pay

Service:

Last Transactions

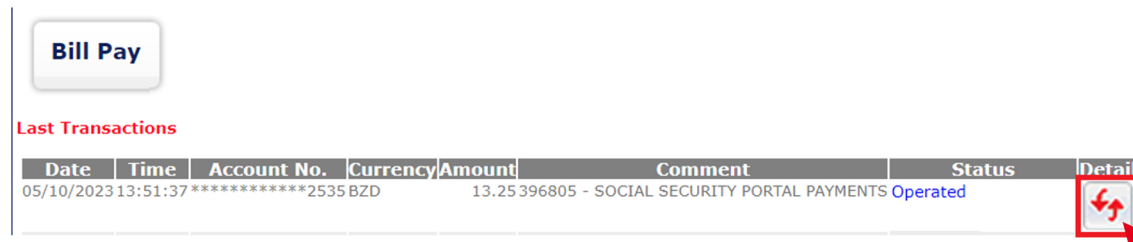
Date	Time	Account No.	Currency	Amount	Comment	Status	Detail
05/10/2023	13:51:37	*****2535	BZD	13.25	396805 - SOCIAL SECURITY PORTAL PAYMENTS	Operated	



8. To complete the bill payment, the authorizer logs in to Business Atlantic Online and selects “Payments” followed by “Bill Pay”.



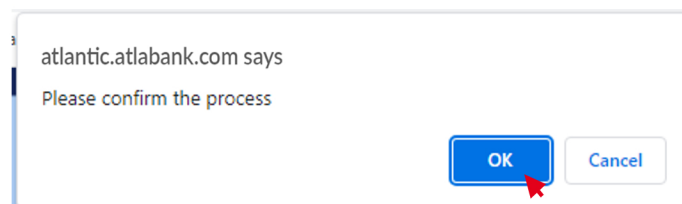
9. Select the arrow icon to view the payment details.



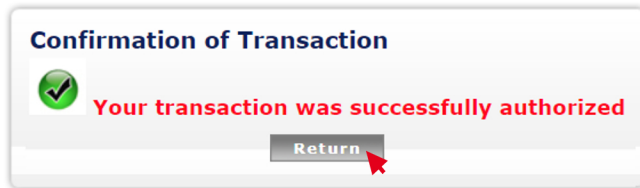
10. Review the payment details and select “Authorize”. If the payment details are incorrect, select “Reject”.



11. The below pop-up screen will be displayed. Select “OK” to confirm the process.



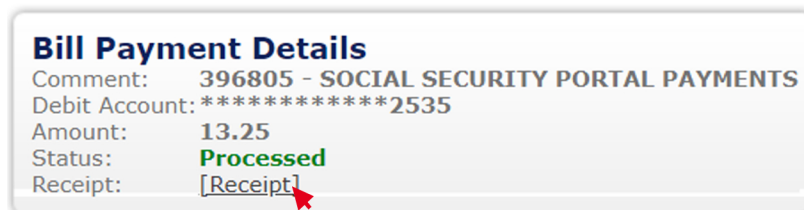
12. The payment is processed successfully. Select “Return” to go back to the transaction list.



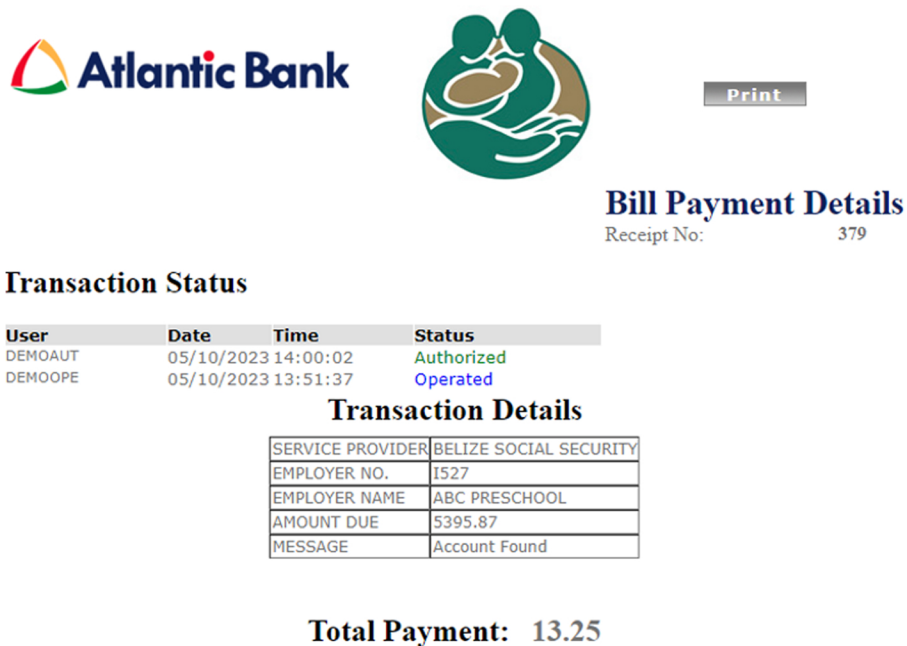
13. The status changes to “Authorized”.



14. Click arrows icon to view the details. Select “Receipt” to view or print the receipt.



15. The receipt is displayed.



Thank you for choosing Atlantic Bank Online services