

PAY A PERSON

Send a payment to another person, receive a payment or cancel a payment.

To send a payment to another person:

- Choose "Pay Bills/Send Money" from the menu on the left-hand side of the screen, then choose "Proceed."
- From the "I want to..." menu, choose "Pay a Person."
- Enter an amount to send.
- Enter the name of the recipient (person you are paying).
- Choose the account from which to draw funds.
- Enter the recipient's contact information (email or phone number).
- You can send a message with your payment (optional).
- Choose "Continue to the next step."
- Select a method of authentication to prove you are the user.
- Enter the authentication code you receive.
- Choose "Authenticate Users & Send Money."
- Create a secret word to share with the recipient so they can accept the funds.
- Choose "Create Secret Word & Send Money."

To confirm money has been collected, from the "View Payments" page, choose "View Recent Payments" then choose the payment you would like to confirm. If the payment has been collected it will have a "Money Collected" status.

To edit a recipient, from the "Recipients" page, choose the recipient you would like to edit and edit as desired.

To receive a payment:

- From the notification, choose "Collect The Money."
- Enter the secret word and choose "Continue to Payment."
- From the Receive Money page:
 - a. Enter your first and last name.
 - b. Enter your debit card information or click "Receive with your checking account" and enter your routing and account numbers.
 - c. Accept the terms of service.
 - d. Choose "Deposit Payment."

To cancel a payment:

- Choose "Pay Bills/Send Money" from the menu on the left-hand side of the screen, then choose "Proceed."
- From the "I want to..." menu, choose "Pay a Person."
- Choose "View Payments," choose the payment you would like to cancel and choose "Cancel This Payment."