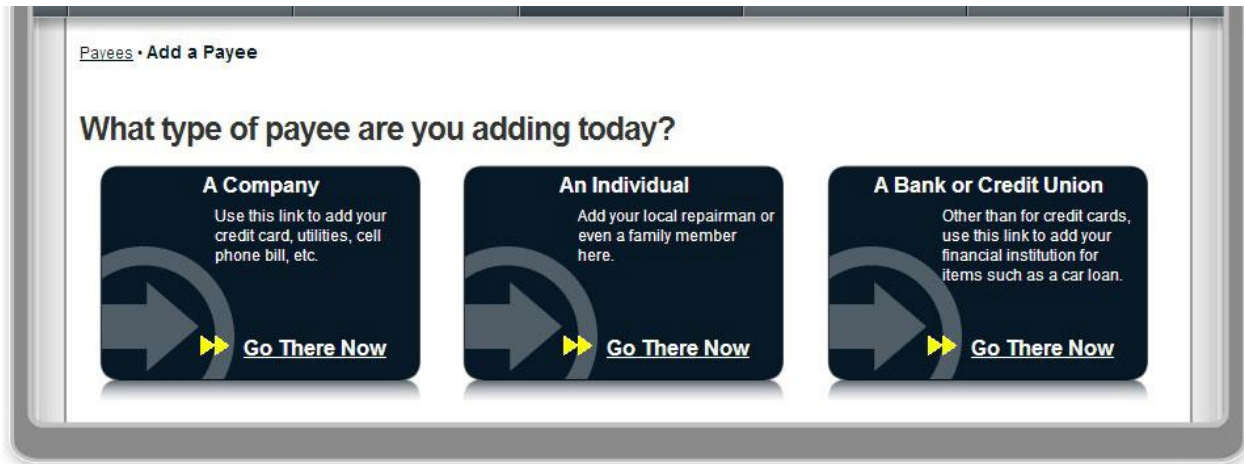


How to Setup a Payee

The first step to making a payment is to add a payee.

Go to the "Payees" tab and select "Add a Payee."



How to add a company

To add a company, you will be required to input information that can be found on your most recent bill.

A screenshot of a web form titled "Add a Company". The form is enclosed in a dark blue rounded rectangle. At the top right, it says "* Required Field". The form fields are: "Payee Name *" with an empty text box; "Account Number *" with an empty text box and a link "No Acct Number?"; "Confirm Account Number *" with an empty text box; "Phone Number *" with three empty boxes separated by dashes; "Payee Zip Code *" with two empty boxes separated by a dash; and "Account Holder Name *" with a text box containing "Joe's Landscaping". At the bottom right, there is a "next" button with a right-pointing arrow icon.

How to add an individual

Allow the individual to provide his/her banking information.

- For this option, you must provide:
 - The individual's email address
 - A one-time keyword of your choosing
- Share the keyword with the individual you wish to pay.
- The individual will receive an email with a secure site link. Using the keyword you provide, the individual can log in and provide his/her bank account information. That bank account information will be securely stored and never displayed to you.
- This is a one-time setup process. All future transactions to this individual will merely result in an email notification to the individual that you have made a deposit to the specified account.

Enter the individual's bank account information.

- For this option, you must provide the recipient's:
 - Account number
 - Routing number
 - Bank account type
- To complete the setup process, you will need to enter a one-time activation code. The code will be sent to you immediately via the delivery method of your choice: phone, text message or email.

Mail a check.

- With this option, you will need to provide the individual's full name and complete mailing address.

Add an Individual

* Required Field

How would you like to send the payment?


electronically
Sending payments electronically is much more secure than a check in the mail. And it will arrive in as little as 2 business days.

Allow them to provide their banking information

I have the bank account information

by check
I prefer to mail a check.

Mail a check

payaperson 

All you need is their email address.

You'll select a one time keyword and share it with the person you are paying.

We'll send an email with a secure server link. They will login using the keyword and provide their bank account information for deposit. Their bank account information will be securely stored and never displayed to you.

This is a one time set up process and all future transactions to this individual will merely result in an email notification to the individual that a deposit has been made to their account by you.

Select the button to the side to use this method.

How to add a bank or credit union

First, choose the account type.

Enter the requested account information, review and submit.


Now you can schedule a payment to your payee.

Add a Bank or Credit Union

I would like to add a bank or credit union.

What is the account type?

- Loan**
Pay business loans of any type.
- Credit Card**
Pay toward company credit cards.
- Checking**
Conveniently send money to any checking account.
- Savings**
Send electronic payments to any savings account.

Loan 

Tell us more about the loan.

Payee Name *

Account Number *

Confirm*

Phone Number * - -

Zip Code * -

Account Holder Name *

Click the radio button to select this method.