

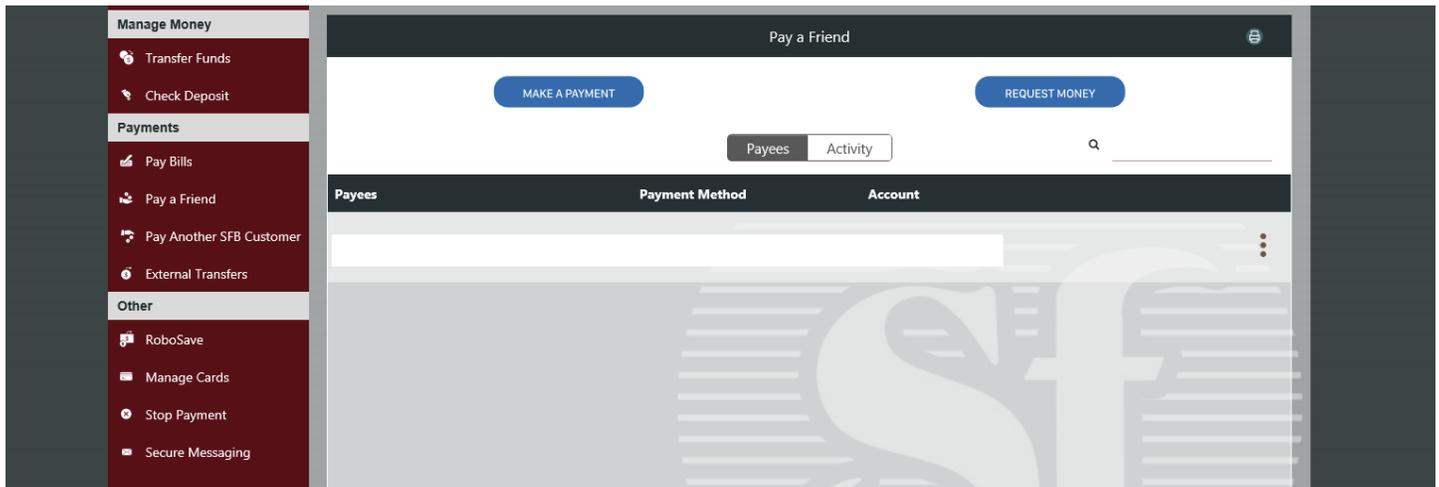


Pay a Friend Feature

The Pay a Friend feature enables you to transfer money to other individuals. This is similar to Venmo, PayPal, or other popular person-to-person payment systems.

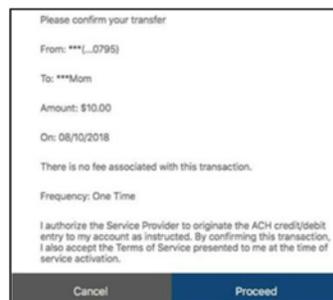
Pay a Friend – Sending Funds

1. From the main side-bar menu, click Pay a Friend.
2. Click Make a Payment:



3. In the Pay From field, select which account you want to pay from.
4. In the Pay To field, enter the name of the payee.
5. In the Send Method field, choose Email or Mobile phone. This is how the payee will need to verify their information before receiving the funds.
6. In the Amount field, enter the amount you want to transfer.
7. Click Submit

The next screen summarizes your payment information. Transactions take 2-3 business days to fund after the recipient performs the required steps to accept the payment.





8. Click Proceed to submit your payment for review. The payment appears in the Pending category on the main Pay a Friend screen until it is delivered.

The system returns a confirmation message that the payment information has been submitted successfully.

Pay a Friend – Requesting Funds

1. From the main side-bar menu, click Pay a Friend.
2. Click Request Money.
3. Select the account to which you want the funds deposited.
4. In the Receive From field, enter the name of the person from whom you are requesting the payment.
5. In the Receive Method field, choose Email or Mobile phone. This is how the other party will receive the request to transfer funds to you.
6. In the Amount field, enter the amount you are requesting to be transferred to you.
7. Click Submit.
8. Click Confirm.

Pay a Friend – Deleting a Payee

If you no longer wish to send money to or receive money from a payee, you can easily delete the payee.

1. From the main side-bar menu, click Pay a Friend.
2. Click the  icon next to the payee, then click Delete.
3. Click Confirm.

Pay a Friend – Managing Pay a Friend Transactions

The Pay a Friend page enables you to view, edit, and delete existing Pay a Friend transactions.

1. From the main side-bar menu, click Pay a Friend.
2. Click the Activity tab.
3. Click the  icon next to the scheduled payment.
 - a. Click Details to view additional information about the payment.
 - b. Click Delete Transfer to cancel the payment.

