

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:

Manage Money	Pay a Friend		0	
😚 Transfer Funds				
Check Deposit	MAKE A PAYMENT	REQUEST MONE	Y	
Payments	Payees	Activity	۹	
Pay Bills	Payees Payment Method	Account		
Pay Another SFB Customer				
S External Transfers				
Other				
🕫 RoboSave				
Manage Cards				
Stop Payment				
Secure Messaging				

- 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.

Cancel	Proceed
I authorize the Service Provid entry to my account as instru I also accept the Terms of Ser service activation.	ler to originate the ACH credit/debi cted. By confirming this transactio rvice presented to me at the time of
Frequency: One Time	
There is no fee associated with	th this transaction.
On: 08/10/2018	
Amount: \$10.00	
To: ***Mom	
From: *** (0795)	
Please confirm your transfer	



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.