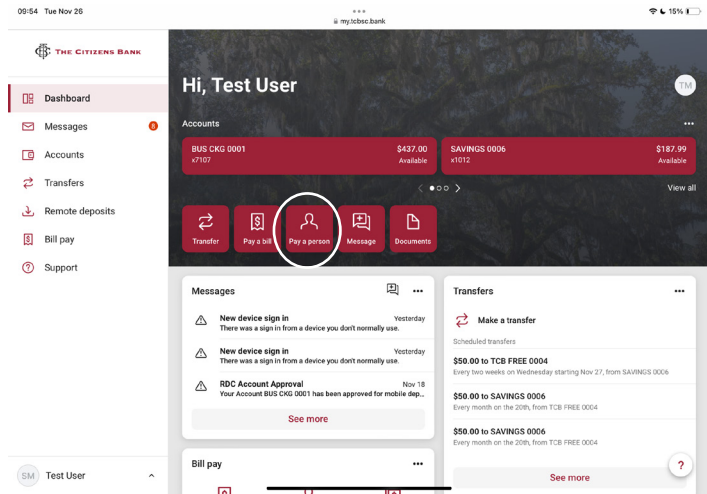




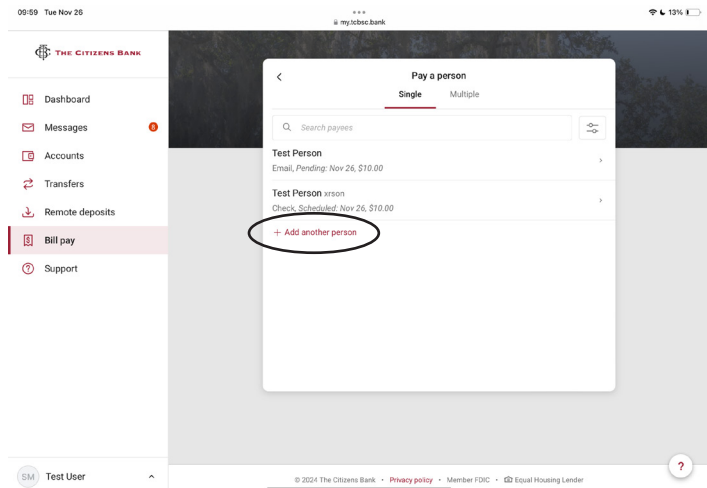
# **DIGITAL BANKING**

## **HOW TO PAY A PERSON**

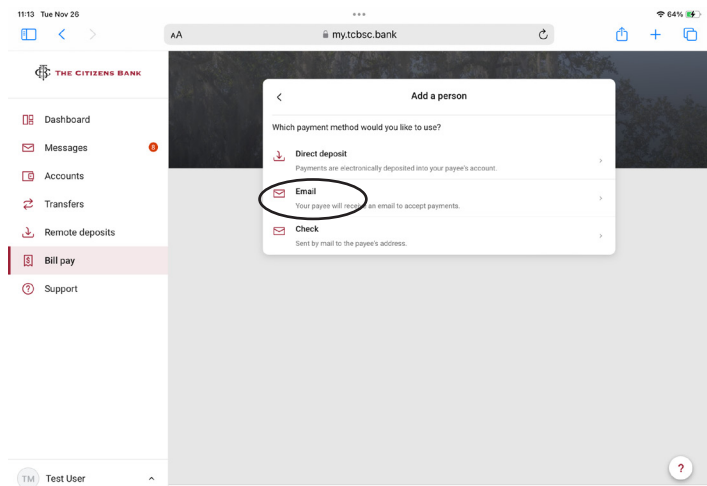
You can use your mobile device, iPad, or computer and the process will be the same just with a different screen layout.



1. After you log in, you will reach the dashboard area showing your accounts and available actions. Click or tap the red 'Pay a Person' tile.



2. After this 'Pay a Person' screen pops up, either select a name from the list OR tap or click the red + button to add the person you need to pay.

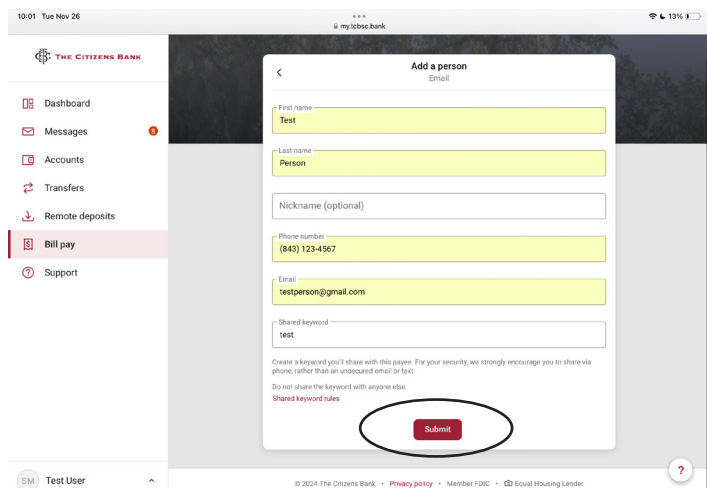


3. Select what type of payment this person would like to receive.

-*Direct Deposit:* You will need the payee's account information and payments will be delivered electronically.

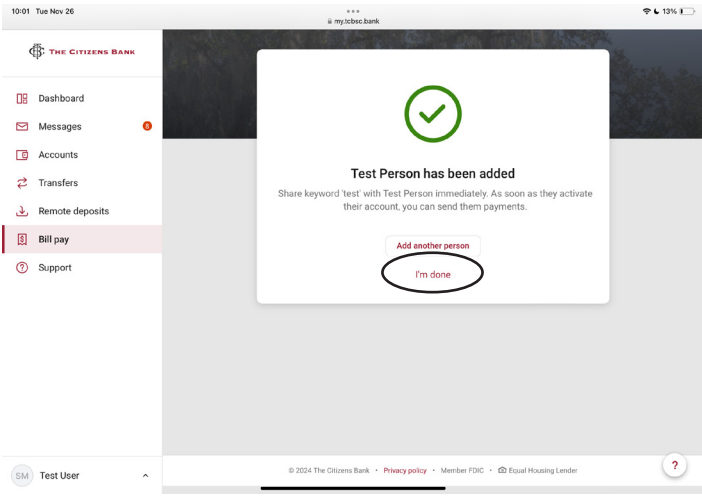
-*Email:* You will need a payee email address and your payee will receive an email to accept your payment.

-*Check:* You will need the payee mailing address and a check will be sent via mail.

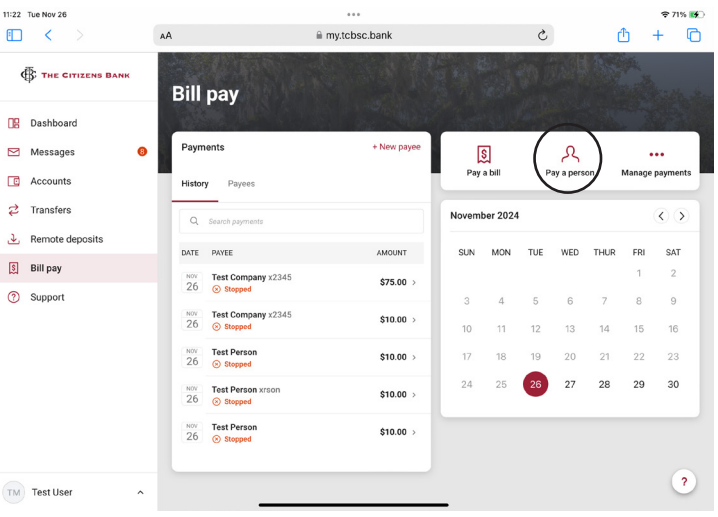


4. Since account information is often kept private, adding a payee to receive via email is a quick, convenient method that allows payees to enter their own account information rather than you having to enter it.

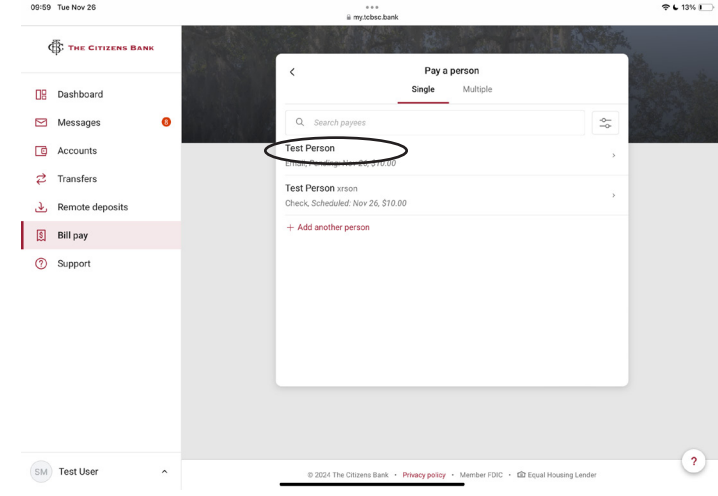
Add the pertinent details on this screen, including a secure shared keyword, and tap or click the red 'Submit' button.



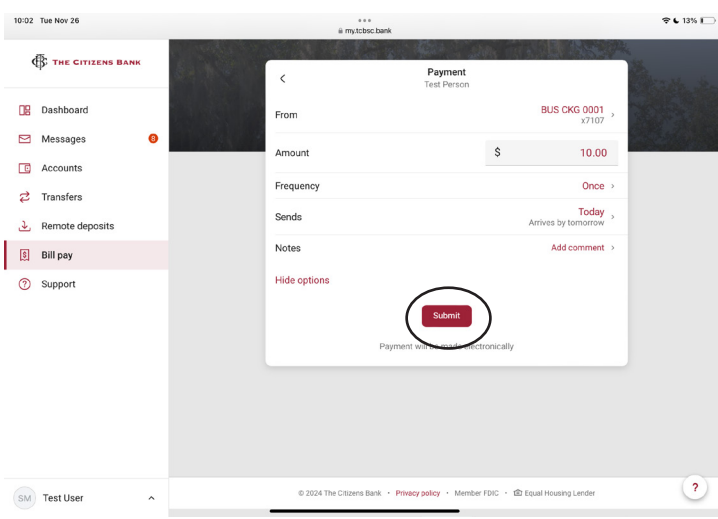
5. The confirmation screen will show a green checkmark once the person has been added. Now, tap or click 'I'm done.'



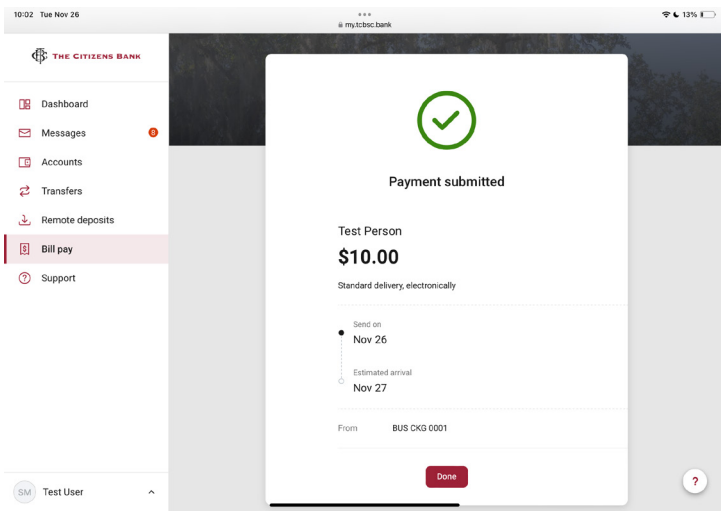
6. You will be directed to the 'Bill Pay' screen where you will need to tap or click on 'Pay a Person'.



7. After this 'Pay a Person' screen pops up, you can tap or click the person you'd like to pay and continue to payment details.



8. Then enter the details for the payment including amount, frequency, and date to send, then tap or click the red 'Submit' button.



9. The confirmation screen will show a green checkmark along with a payment summary.

After tapping or clicking the 'Done' button, you'll be returned to the dashboard where you can continue your convenient digital banking experience.