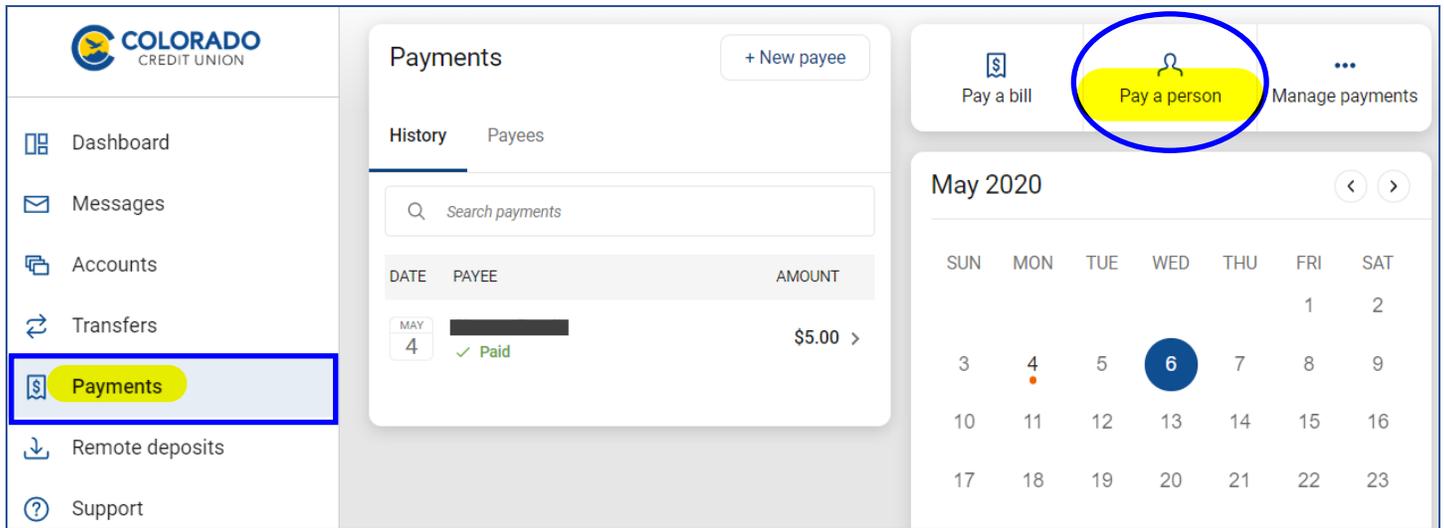


How to “Pay-a-person” via Bill Pay:

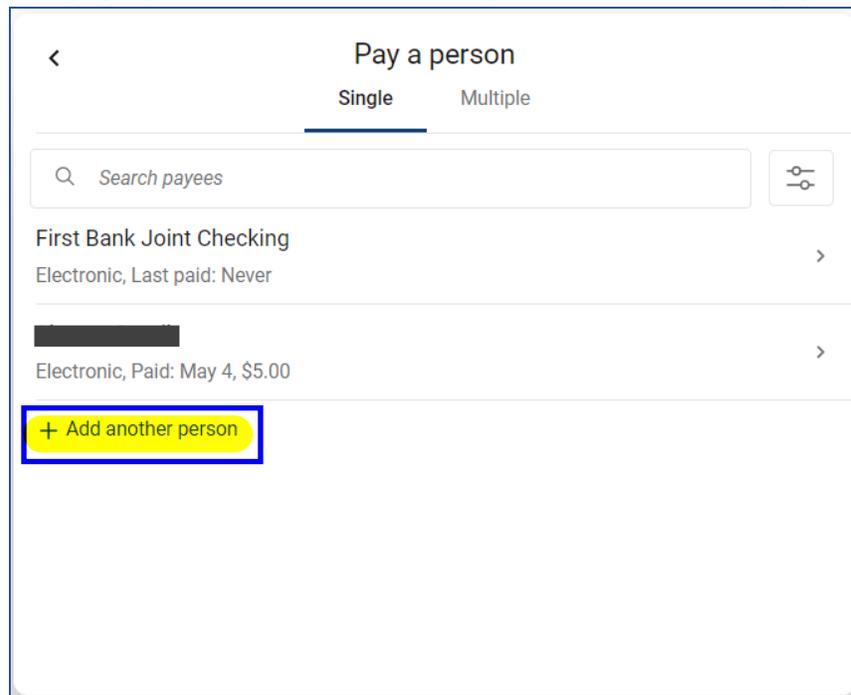
- 1.) Login to your CCU Account via Online Banking.
- 2.) Go to the “Payments” tab on the left menu bar.
- 3.) Click on “Pay a person”.



The screenshot shows the Colorado Credit Union online banking interface. On the left sidebar, the 'Payments' menu item is highlighted with a blue box. In the main content area, the 'Pay a person' button is circled in blue. The interface includes a search bar for payments, a table of payment history, and a calendar for May 2020.

DATE	PAYEE	AMOUNT
MAY 4	[Redacted]	\$5.00 >
	✓ Paid	

- 4.) The following box will pop-up. Select “+ Add another person” to add a new payee.



The screenshot shows the 'Pay a person' pop-up window. It has a search bar for payees and a list of existing payees. The '+ Add another person' button is highlighted with a blue box.

Pay a person

Single Multiple

Search payees

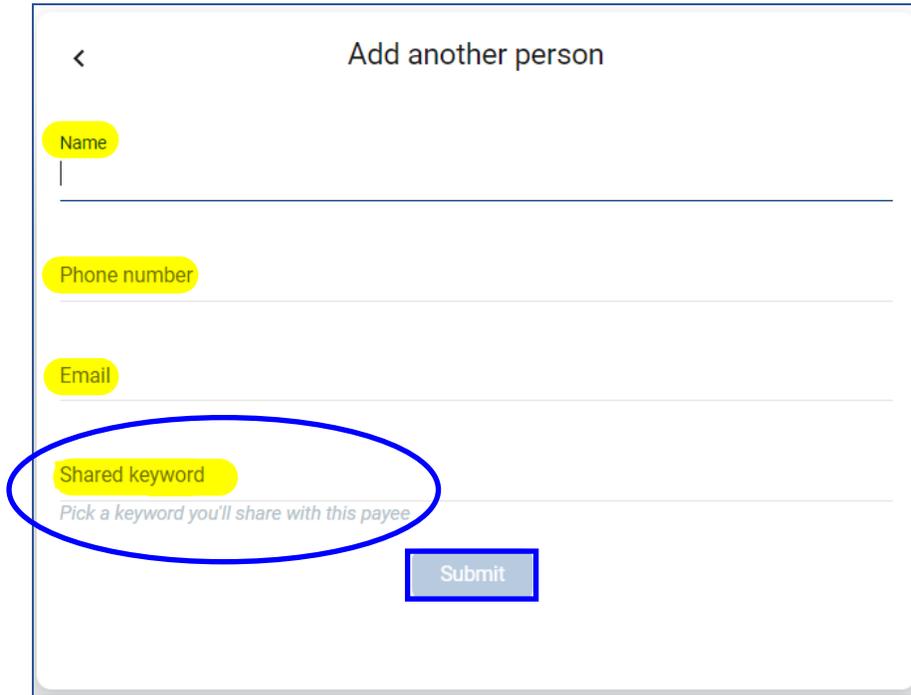
First Bank Joint Checking
Electronic, Last paid: Never >

[Redacted]
Electronic, Paid: May 4, \$5.00 >

+ Add another person

5.) Next, for the new payee you are adding, you will need to enter in their **Name, Phone Number, Email address, and a Shared Keyword**. Then, select **“Submit”**.

- **Note:** You will need to make sure to let the payee know the **“Shared Keyword”** you set, as they will need it in order to activate their account on their end when they receive the activation email.



< Add another person

Name

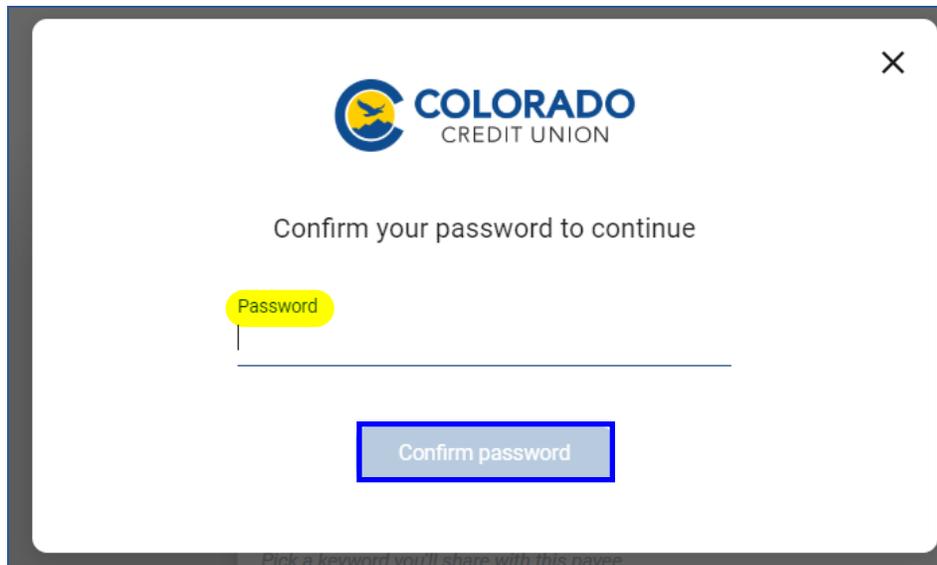
Phone number

Email

Shared keyword
Pick a keyword you'll share with this payee

Submit

6.) You will then be prompted to re-enter/ confirm your CCU Online banking password to continue.



 X

Confirm your password to continue

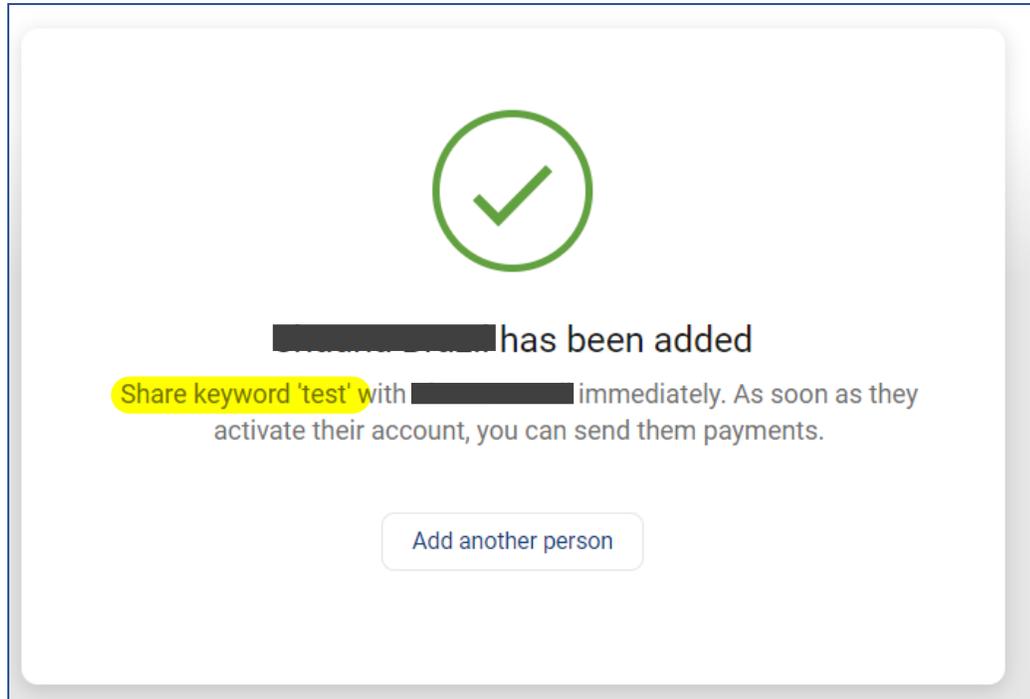
Password

Confirm password

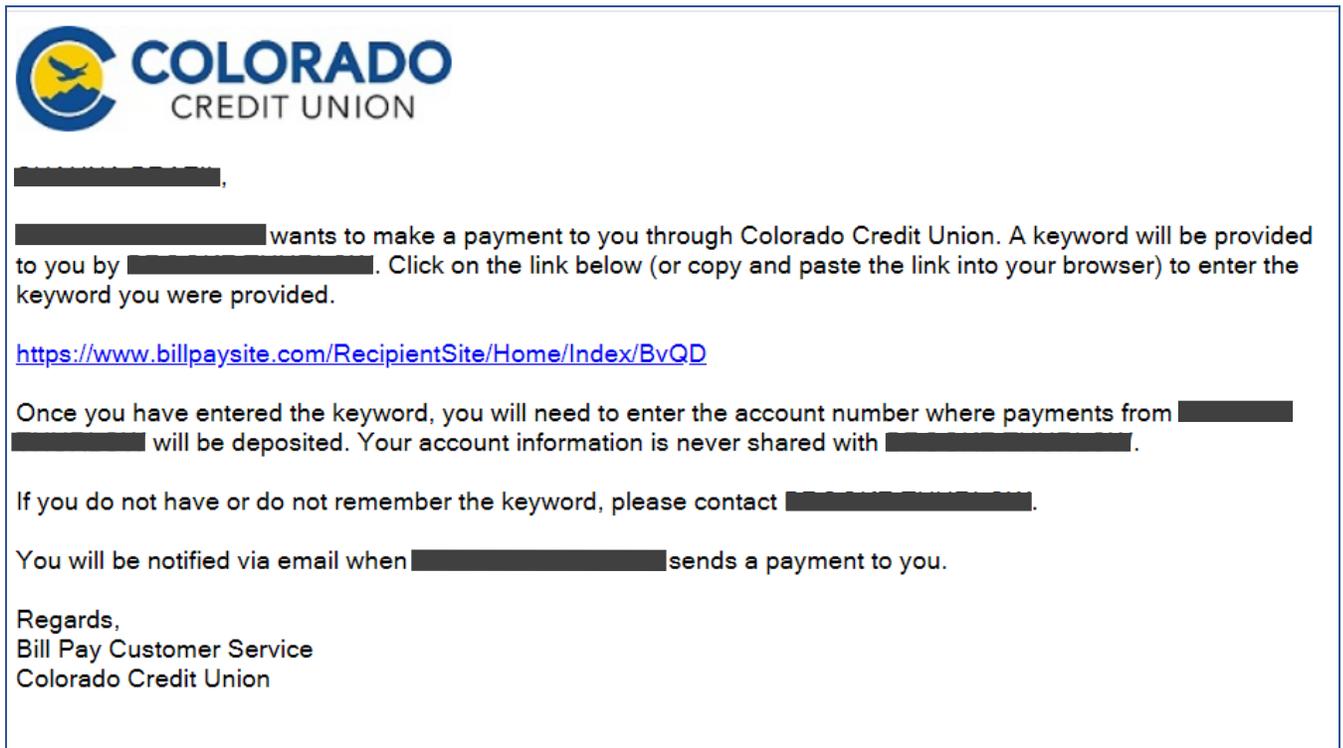
Pick a keyword you'll share with this payee



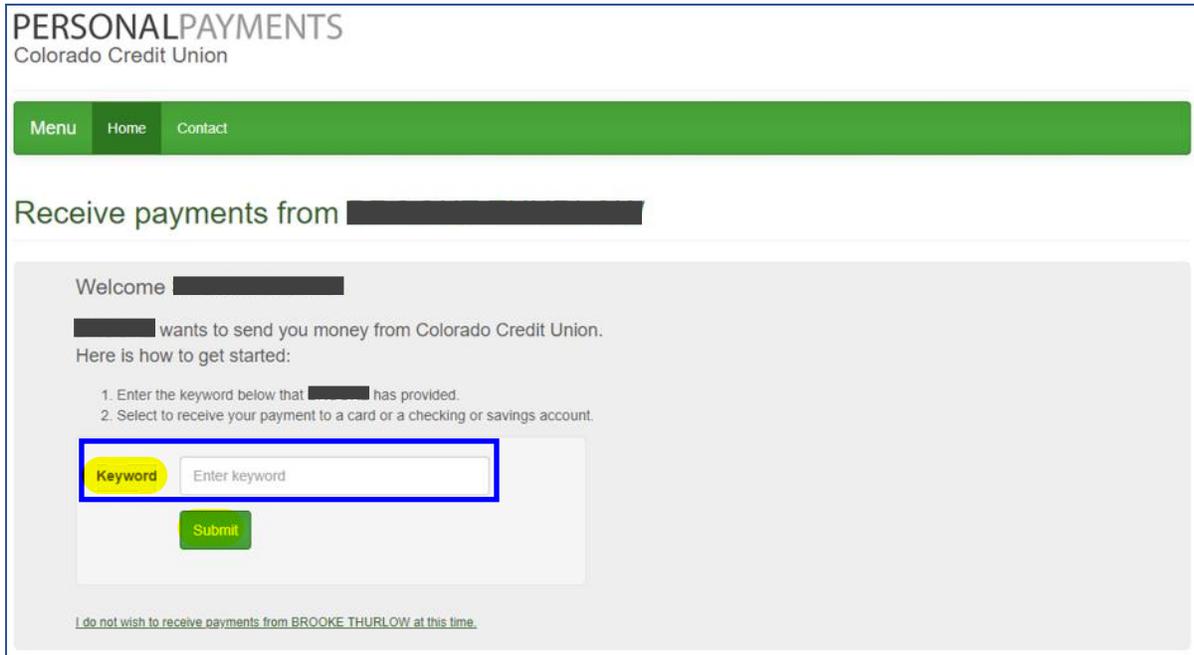
7.) You should then receive a confirmation message like the one shown below.



8.) At this point, the “Payee” you just added will receive an email. The “Payee” will need to select the link within the email to confirm the account they want the funds to be deposited into.



9.) Once the “Payee” has selected the link provided in the email. They will be directed to the screen shown below where they will need to enter in the “Shared Keyword” you set up when adding the “Payee”.



PERSONALPAYMENTS
Colorado Credit Union

Menu Home Contact

Receive payments from [REDACTED]

Welcome [REDACTED]

[REDACTED] wants to send you money from Colorado Credit Union.
Here is how to get started:

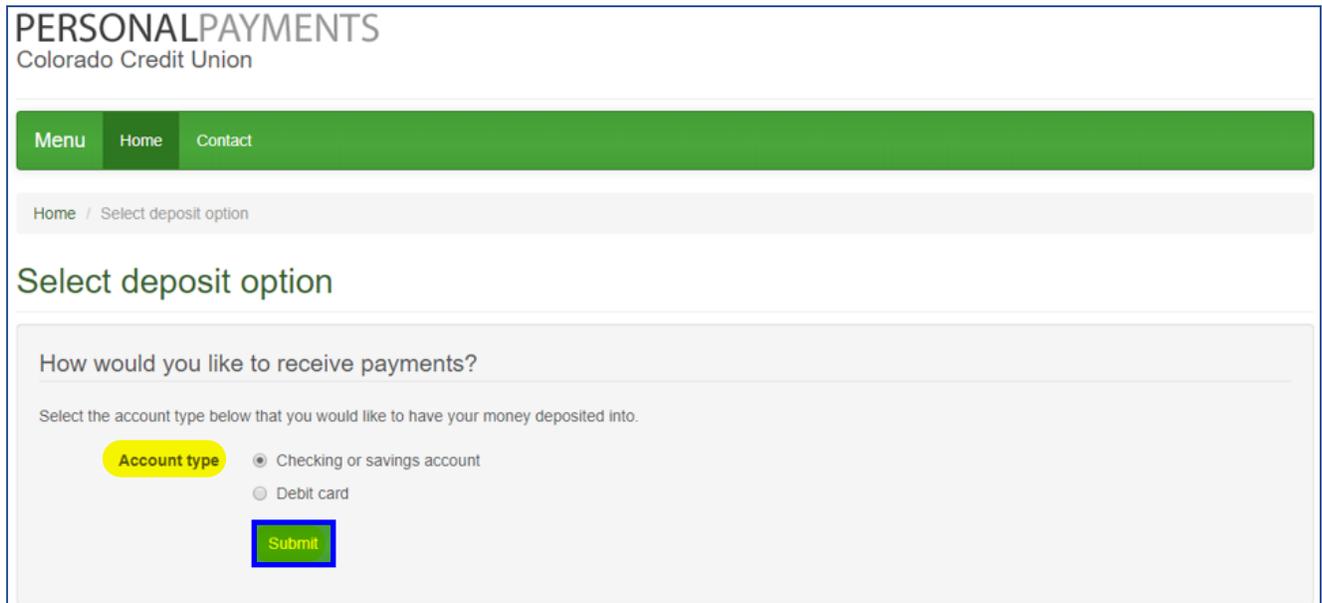
1. Enter the keyword below that [REDACTED] has provided.
2. Select to receive your payment to a card or a checking or savings account.

Keyword

Submit

[I do not wish to receive payments from BROOKE THURLOW at this time.](#)

10.) They will then need to enter in how they would like to receive the payment/ funds. Then, select “Submit”.



PERSONALPAYMENTS
Colorado Credit Union

Menu Home Contact

Home / Select deposit option

Select deposit option

How would you like to receive payments?

Select the account type below that you would like to have your money deposited into.

Account type Checking or savings account
 Debit card

Submit

11.) Next, the “Payee” will enter in **their account information** and select “Submit”.

PERSONALPAYMENTS
Colorado Credit Union

Menu Home Contact

Home / Select deposit option / Deposit information

Deposit information needed

Enter account and routing number

This information will only be used to complete the transaction. Your financial account number and routing number will not be shared with [REDACTED].

Account type: Personal Checking

Routing number: [REDACTED]

Account number: [REDACTED]

Confirm account number: [REDACTED]

Cancel Submit

12.) They will then receive a confirmation message that their payment setup is completed.

PERSONALPAYMENTS
Colorado Credit Union

Menu Home Contact

Home / Select deposit option / Deposit information / Setup complete

Payment setup complete

Your deposit account information has been received

You will now be able to receive payments from [REDACTED] using the account below. A notification will be sent to you the next time [REDACTED] sends you money.

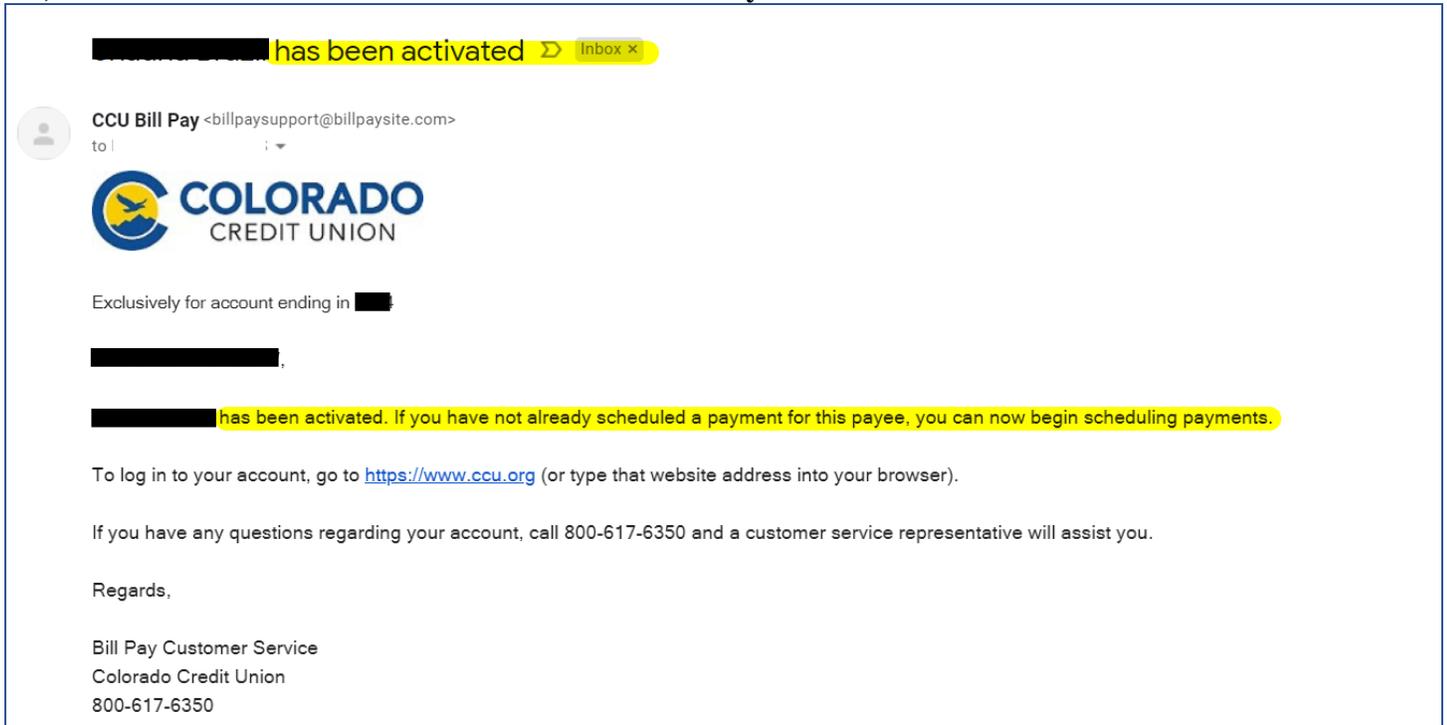
Institution name: FIRSTBANK

Account type: Personal Checking

Routing number: 107005047

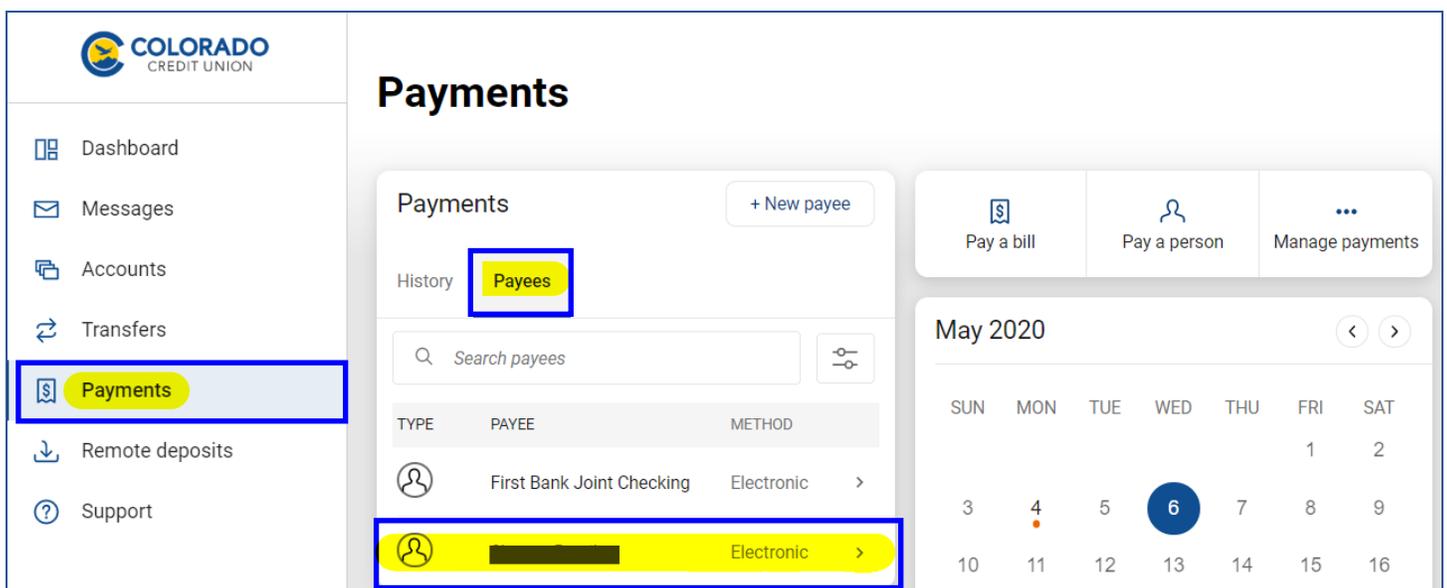
Account number: [REDACTED]

13.) You will receive an email notification once the “Payee” has added their account information.

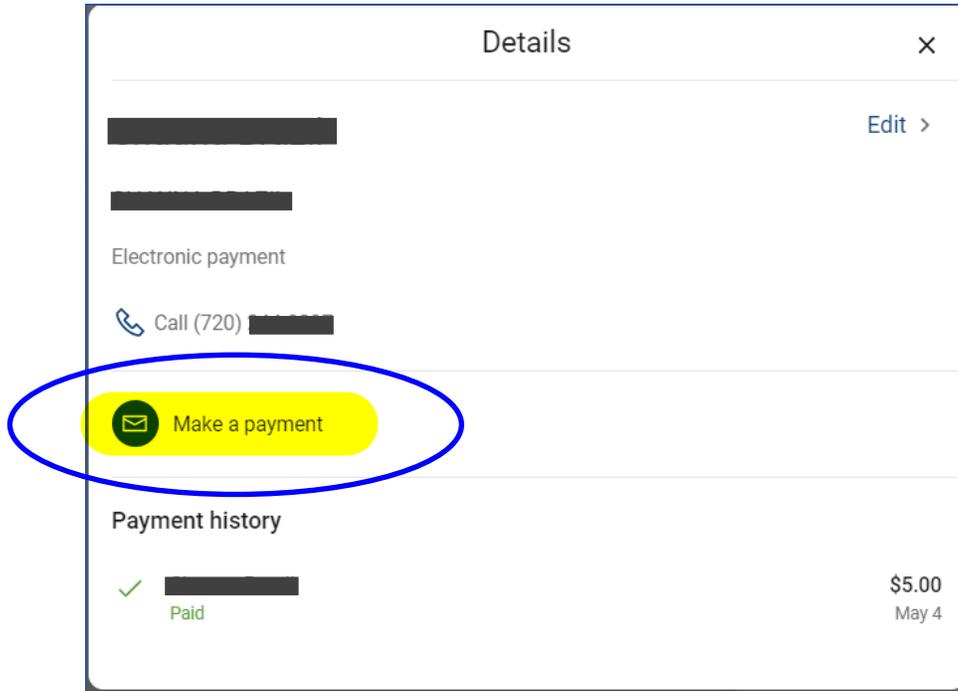


14.) Once you receive this email, you can then log back into your CCU account and send payments to them.

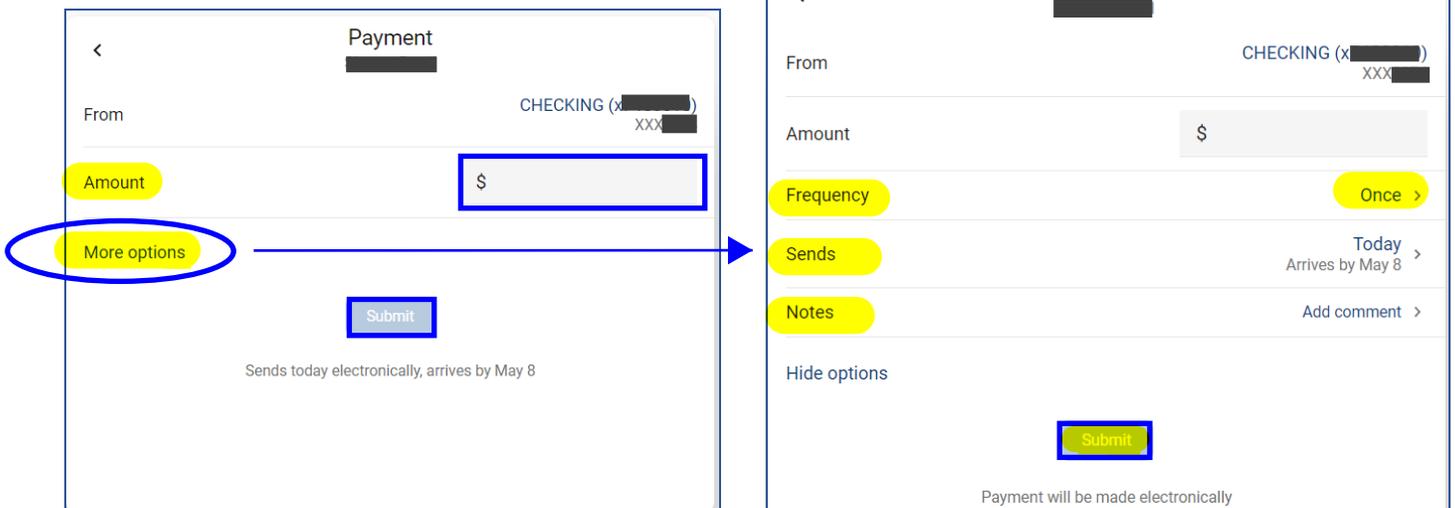
- a. Go to the **“Payments”** tab on the left menu bar.
- b. Select the **“Payees”** tab.
- c. Then select the **“Payees”** name that you are sending the payment to.



15.) The following screen will pop-up with the "Payees" information shown. Select, "Make a payment".

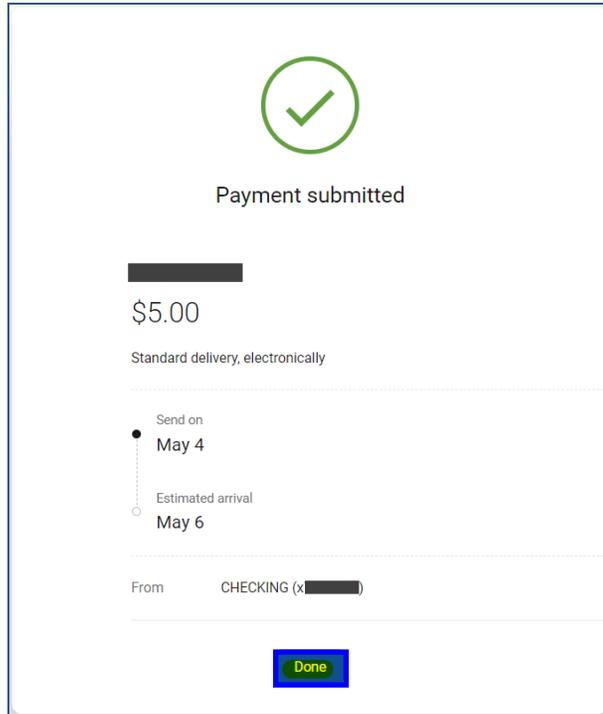


16.) Next, enter in the "Amount" you want to send. If you wish to set this up as a recurring payment, then you will need to select the "More options" link to set the **Frequency, specific dates and notes**. Then select "Submit".





17.) Once submitted you will receive a confirmation message. Click, “Done” and your payment will be sent.



18.) You will also receive an email once the payment has been sent to the “Payee”.

