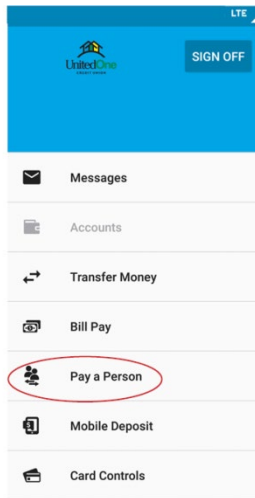


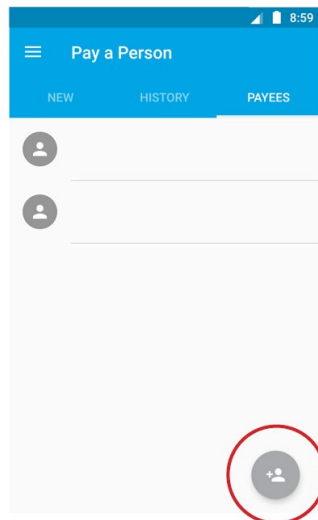


P2P Reference Guide

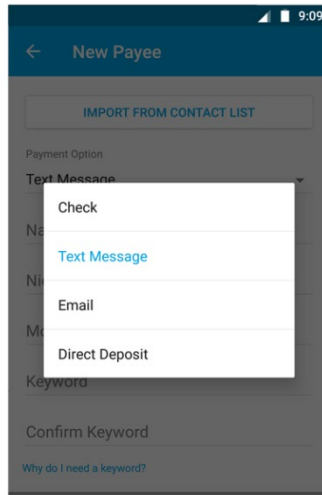
1. Log in to your mobile banking.
2. Select Pay a Person.
 - **Required:** You need to be enrolled in Bill Payer to see Pay a Person.



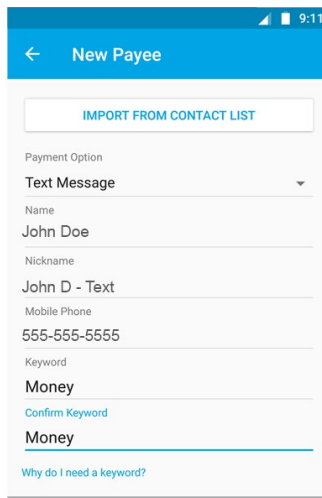
3. Click the icon on the lower right of the screen to create your payee.



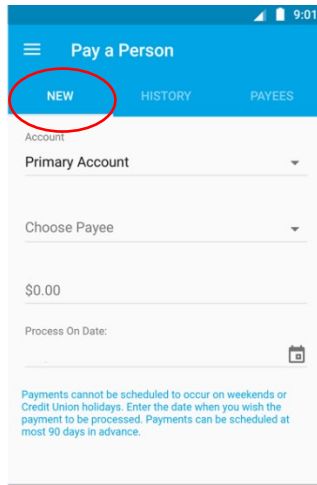
4. Select the method of payment for that payee.
- **Note:** The following screenshots are for a Text Message payment method.



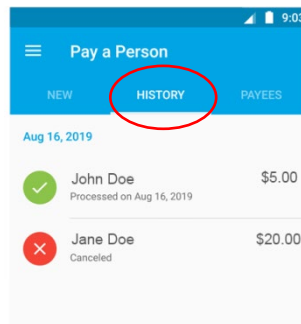
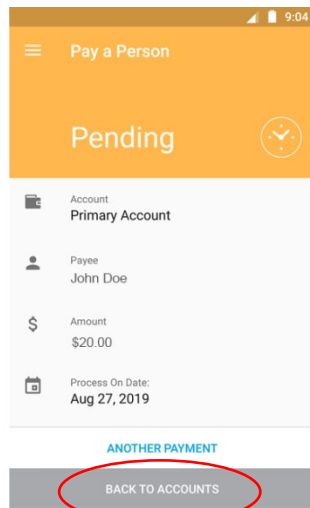
5. Fill in the Name, Nickname, Mobile Phone, and Keyword fields or you can click **IMPORT FROM CONTACT LIST**.
- **Recommend:** In the Nickname field, enter the payee name and method of payment used to pay that payee for easy reference in the future, since you can have the same payee set up with multiple methods of payment. (ex: Susie Smith-text)



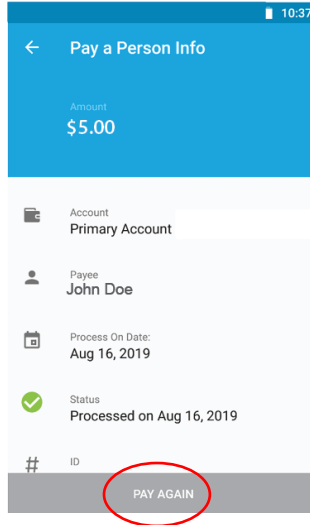
6. Click the “New” tab to pay an existing Payee. Select the Payee from the Choose Payee dropdown, enter an amount, and the Process On Date
- **Note:** Process On Date defaults to the current date, but can be changed.



7. After you click submit, a Pending screen will appear. Click BACK TO ACCOUNTS, then click History tab to view the payments that were sent out, canceled, and pending. Members can click on each payment for more information.



8. When you click the history of a previously sent payment, you also get an option to pay that same payee again at the bottom of the screen.



Helpful notifications:

When you select the email payment method, you will receive emails for the following notifications:

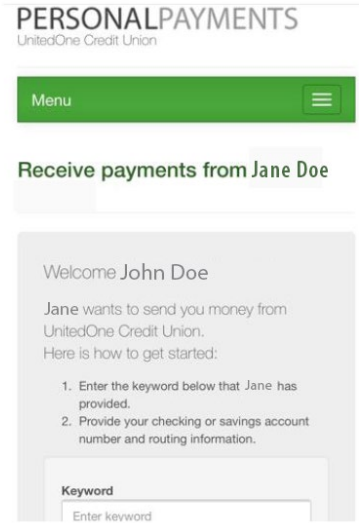
- Adding a New Payee
- Activating a New Payee
- Payee received payment
- Payee accepted payment
- Payee declined payment

When you select the text payment method, you will receive the following notifications:

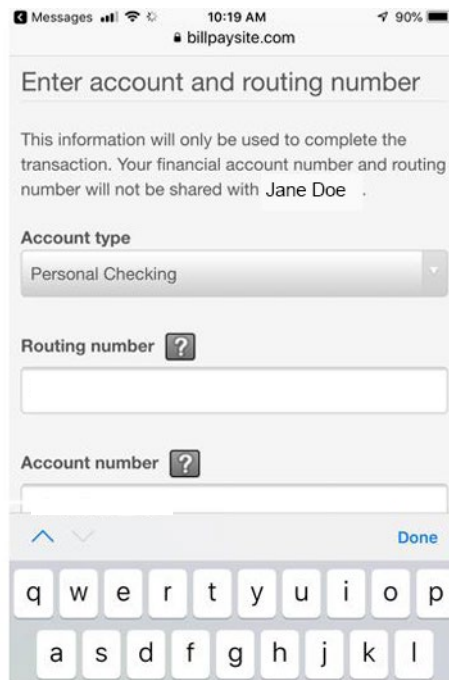
- Email - Adding a New Payee
- Email - Activating a New Payee
- Text - Payee received payment
- Email - Payee accepted payment
- Text - Payee declined payment

Helpful mobile screenshots:

Required: Payee will receive a PERSONAL PAYMENTS section to enter keyword to receive their payment from Payor.



Required: Payee will need to enter account information to accept deposit. **Note:** Your financial account number and routing number will *not* be shared with Payor.



Notification: Payment setup is complete and payee is able to receive payments.

Payment setup complete

Your deposit account information has been received

You will now be able to receive payments from **Jane Doe** using the account below. A notification will be sent to you the next time **Jane** sends you money.

Institution name
UNITEDONE CREDIT UNION

Account type
Personal Checking

Routing number
[Redacted]

Account number
[Redacted]

Confirmation screen: Payee can accept payments.

PERSONALPAYMENTS




UnitedOne Credit Union

- Menu
- Home
- Contact

Payment setup completed

You are already setup to receive payments. Contact Aletia Novak to add you again as a new payee if you need to update your deposit account information.

[Home](#)
[Contact](#)

Your savings federally insured to at least \$250,000 and backed by the full faith and credit of the United States Government. National Credit Union Administration, a U.S. Government Agency.

Equipment call 888-848-8888

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