

## 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".

COLORADO CREDIT UNION	Payments	+ New payee	Pay	ع bill	P	ay a perso	on		•• payments
Dashboard	History Payees		-						
Messages	Q. Search payments		May 2	2020					$\langle \rangle$
r Accounts	DATE PAYEE	AMOUNT	SUN	MON	TUE	WED	THU	FRI	SAT
	MAY 4 ✓ Paid	\$5.00 >						1	2
S Payments			3	4	5	6	7	8	9
, ↓. Remote deposits			10	11	12	13	14	15	16
<ul> <li>Support</li> </ul>			17	18	19	20	21	22	23

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

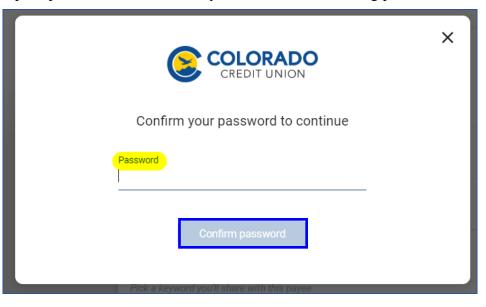
< Pay Single	A person Multiple
Q. Search payees	-0- -0-
First Bank Joint Checking Electronic, Last paid: Never	>
Electronic, Paid: May 4, \$5.00	>
+ Add another person	



- 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".
  - <u>Note:</u> 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.





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

has been added
Share keyword 'test' with second immediately. As soon as they activate their account, you can send them payments.
Add another person

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.

CREDIT UNION
to you by <b>Example 1</b> wants to make a payment to you through Colorado Credit Union. A keyword will be provided to you by <b>Example 2</b> . Click on the link below (or copy and paste the link into your browser) to enter the keyword you were provided.
https://www.billpaysite.com/RecipientSite/Home/Index/BvQD
Once you have entered the keyword, you will need to enter the account number where payments from <b>account information</b> is never shared with <b>account information</b> .
If you do not have or do not remember the keyword, please contact
You will be notified via email when <b>the second s</b>
Regards, Bill Pay Customer Service Colorado Credit Union



**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						
Recei	ve pa	yments from						
W	/elcome							
He	ere is how	vants to send you money from Colorado Credit Union. v to get started:						
		e keyword below that a sprovided. o receive your payment to a card or a checking or savings account.						
	Keyword	Enter keyword						
		Submit						
<u>i de</u>	o not wish to re	eceive 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 dep	osit option						
Select dep	osit option						
How would y	ou like to receive payments?						
Select the account	type below that you would like to have your money deposited into.						
Accoun	t type       Checking or savings account						
	Debit card						
	Submit						



### 11.) Next, the "Payee" will enter in their account information and select "Submit".

PERSONALPA Colorado Credit Union		
Menu Home Contact		
Home / Select deposit option	/ Deposit information	
Deposit informa	ation needed	
Enter account and r		r financial account number and routing number will not be shared with
Account type	Personal Checking	*
Routing number	Routing number	
Account number ?	Account number	
Confirm account number	Confirm account number	
	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 using the account below. A notification will be sent to you the next time sends you money.
Institution name FIRSTBANK
Account type Personal Checking
Routing number 107005047
Account number



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

has been activated Ď Inbox 🗙
CCU Bill Pay <billpaysupport@billpaysite.com></billpaysupport@billpaysite.com>
COLORADO CREDIT UNION
Exclusively for account ending in
has been activated. If you have not already scheduled a payment for this payee, you can now begin scheduling payments.
To log in to your account, go to https://www.ccu.org (or type that website address into your browser).
If you have any questions regarding your account, call 800-617-6350 and a customer service representative will assist you.
Regards,
Bill Pay Customer Service
Colorado Credit Union
800-617-6350

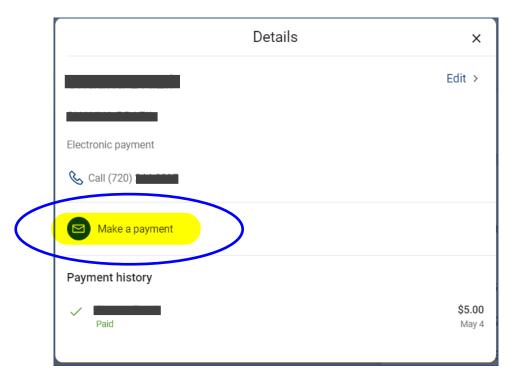
14.) Once you receive this email, you can then log back into your CCU account and send payments to them.

- 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.

	CREDIT UNION	Payr	nents									
□₿	Dashboard											
	Messages	Paym	ents	+ New pa	ayee	S Pay a		D	ې ay a perso			•• payments
6	Accounts	History	Payees			Fdyd		F	ay a perso	511	wanaye	Dayments
₽	Transfers	Qs	earch payees		-0	May 2	020					< >
<u>s</u>	Payments		our on puj 000		-0-	SUN	MON	TUE	WED	THU	FRI	SAT
رگر. ا	Remote deposits	TYPE	PAYEE	METHOD		0011	Mort	TOL	n Lo	mo	1	2
0	Support	Ø	First Bank Joint Checking	Electronic	>	3	4	5	6	7	8	9
		8		Electronic	>	10	11	12	13	14	15	16



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"**.

			<	Payment	
	<	Payment	From		CHECKING (X
	From	CHECKING (x XXX	Amount		\$
(	Amount	\$	Frequency		Once >
<	More options	)	Sends		Today > Arrives by May 8
		Submit	Notes		Add comment >
		Sends today electronically, arrives by May 8	Hide options		
				Submit	
				Payment will be made electr	onically



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

\$5.00 Standard delivery, electronically Send on May 4 Estimated arrival May 6		Payment submitted
Send on May 4 Estimated arrival		-
Estimated arrival	Send on	very, electronically
	Estimated	I arrival

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

Payment to was paid D Inbox ×
to
CREDIT UNION
Exclusively for account ending in
Your payment to for \$5.00 was paid. Will receive this deposit in 1 - 3 business days.
To log in to your account, go to <u>https://www.ccu.org</u> (or type that website address into your browser).
If you have any questions regarding your account, call 800-617-6350 and a customer service representative will assist you.
Regards,
Bill Pay Customer Service
Colorado Credit Union
800-617-6350