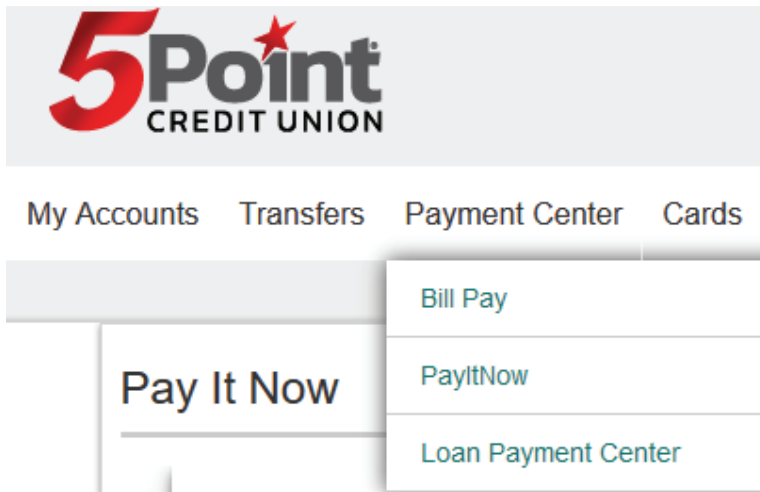# PayItNow Instructions

Adding External People or Account in PayItNow
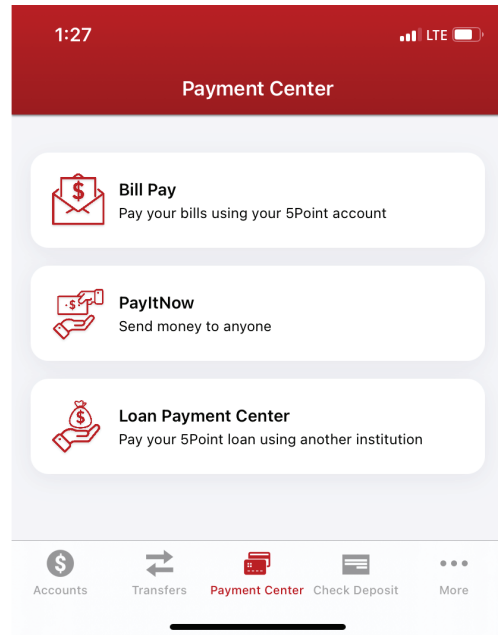
1. Log in to home banking or the mobile app.

2. Select the "Payment Center" tab and then select "PayItNow" from the drop down. **For PayItNow purposes stay in the "Transfer/Send Money" tab.*

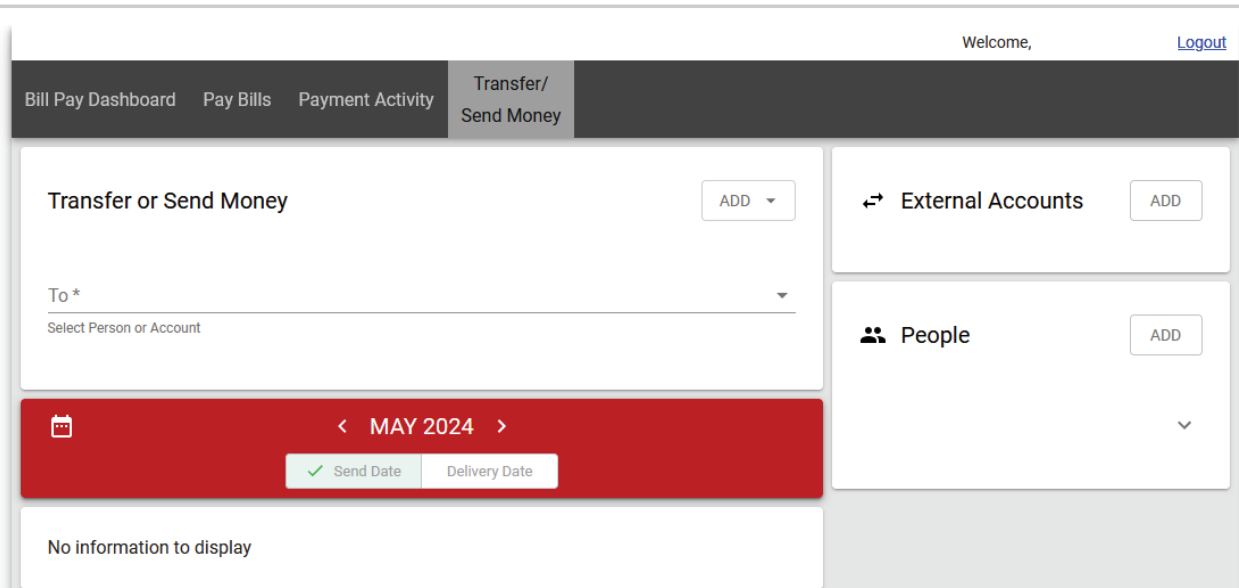### (Desktop)

(Mobile)

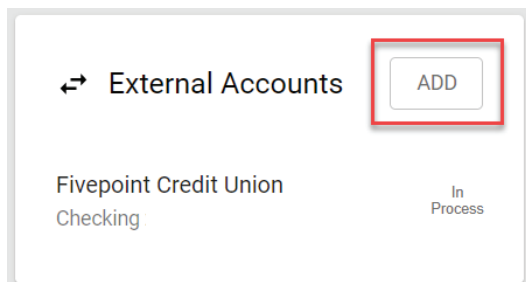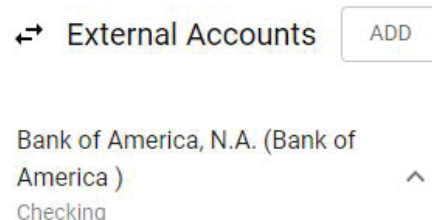## 3. To add an external account select "Add" to input account information for the external account you would like to transfer to or from. *This must be an account you are listed on.*

To add an external account

↹ External Accounts   ADD

Fivepoint Credit Union
Checking   In Process

To verify an external account

↹ External Accounts   ADD

Bank of America, N.A. (Bank of America)   ⌃
Checking

Financial Institution
Bank of America, N.A.

Routing Transit Number

Account Number

Account Type
Checking
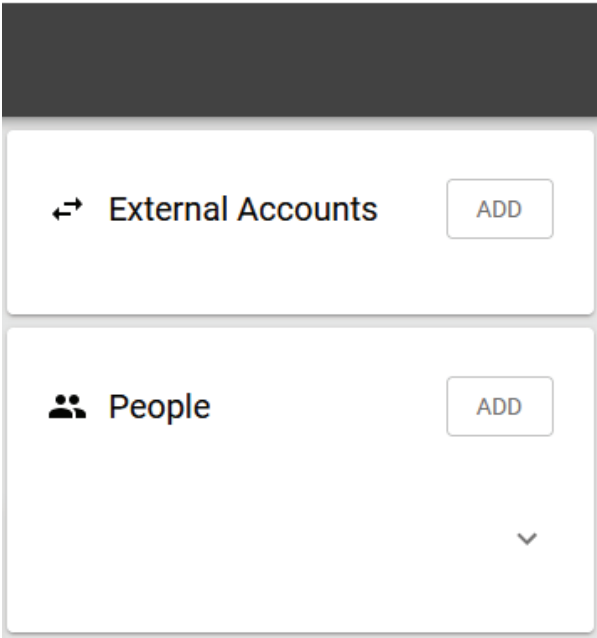
Account Nickname (optional)
Bank of America

Enter Deposit Amounts

First *   Second *
$0. First $0. Second

DELETE   ACTIVATE

Add External Account

Routing Transit Number

Account Number

Confirm Account Number

Account Type   ▾

Account Nickname (optional)

Please review the terms and conditions
External Transfer Agreement for Consumer Accounts

☐ I have reviewed and accept the terms & conditions stated above.

CANCEL   SAVE

Add External Account

Your Fivepoint Credit Union (Test) account has been added. To complete the set-up process:

- Two small deposits will be made to your Fivepoint Credit Union (Test) account within 1 to 2 business days

- You'll need to verify these deposits by returning here to enter the deposit amounts for the account showing "Activation Required"
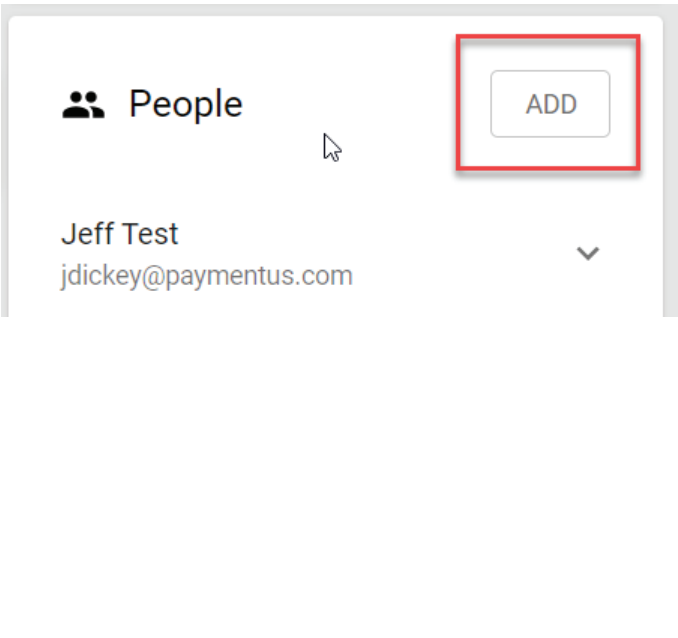
CONTINUE

4. To add a person select "Add" to input contact information for the person you would like to pay.
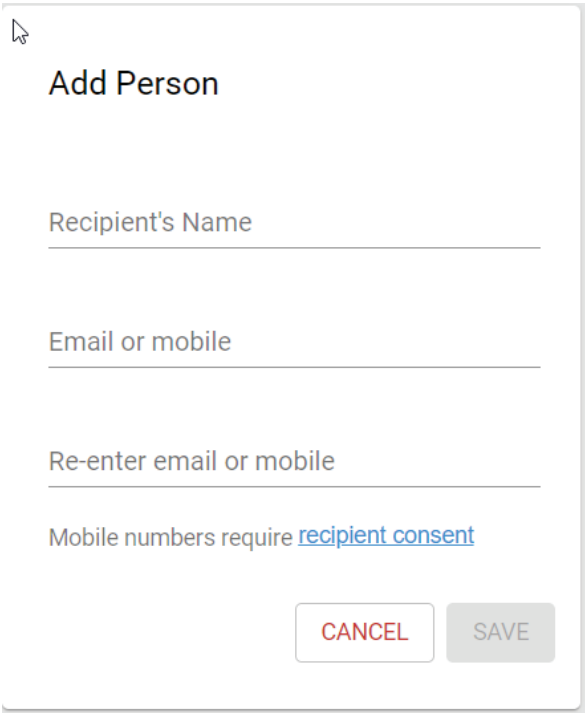
External Accounts
ADD

People
ADD

People
ADD

Jeff Test
jdickey@paymentus.com

Add Person

Recipient's Name

Email or mobile

Re-enter email or mobile

Mobile numbers require recipient consent

CANCEL   SAVE

5. In the "Transfer and Send Money" section click on the down arrow and choose your recipient.

Bill Pay Dashboard	Pay Bills	Payment Activity	Transfer/ Send Money	

Transfer or Send Money ADD ▾

To * ▾

Select Person or Account

6. You will choose the account the money is coming from, the amount you'd like to pay, the date you are sending it, the frequency, choose if you want to be alerted, and also write a message for the recipient.

Transfer or Send Money ADD ▾

To ▾

From ▾

Email/Mobile # ▾

Mobile numbers require recipient consent

Amount
$ 1.10

Send Date
06/20/2023 📅

Frequency
One Time ▾

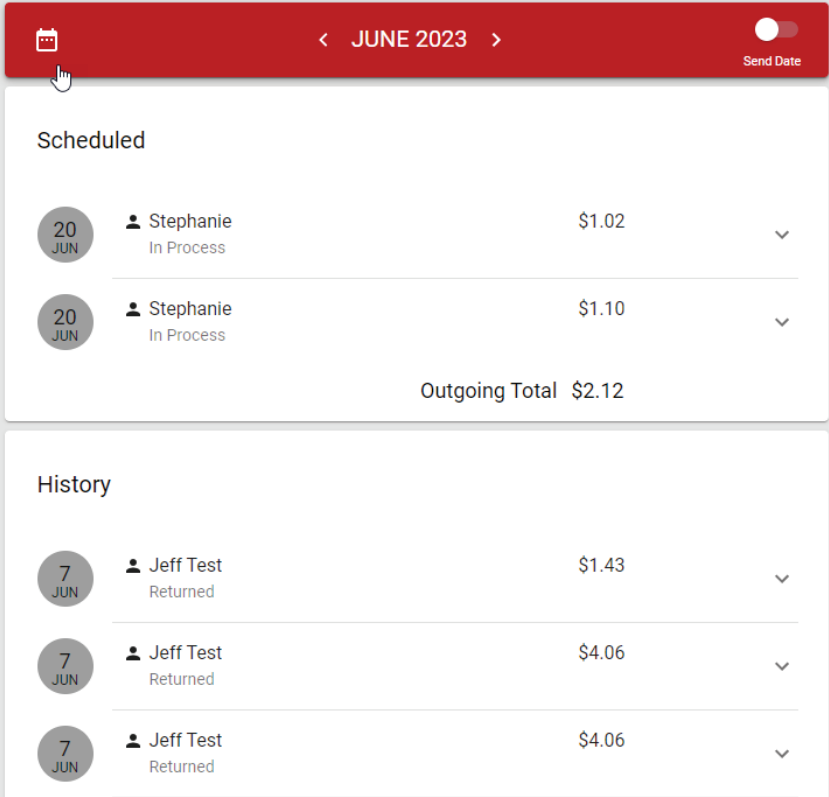☑ Alert me when the payment is delivered

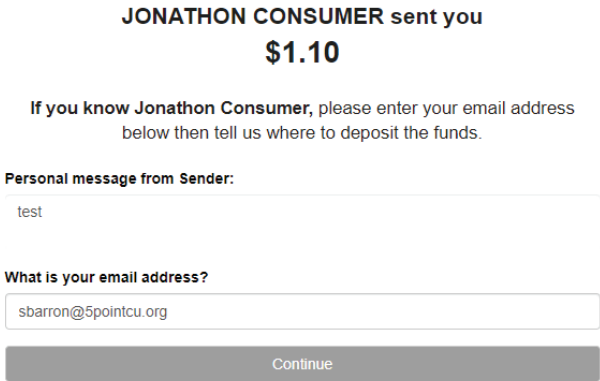☐ Alert me 1 ▾ day prior to the send date

Message
This is a Test

Your personal message to Recipient

CANCEL SEND

7. You will be able to see the pending payments and also the history of all of the payments that have been made.
This will take 1-3 business days to be credited to the account once accepted.

8. The person receiving the money will get an email from "no-reply@payveris.com"

9. They will need to key in their email address and click continue.

10. The recipient will put in the routing number and the account number where they want the money deposited and click "Accep.t"

Payment Requiring Acceptance

Sender	Jonathon Consumer
Amount	$1.10
Status	Pending Acceptance
Sender Message	
test	

Deposit Settings

Routing # ⓘ

313187571

Fivepoint Credit Union

Account #

•••••••••   SHOW

Retype Account #

•••••••••   SHOW

Account Type

Checking ▼

☑ Remember account for future incoming payments ⓘ

☑ Automatically deposit future payments from this person into this account and notify me every time funds are deposited ⓘ

Accept

11. If the member cancels the payment before the recipient can accept it the recipient will receive this email.

Jonathon Consumer canceled the $1.60 payment about which you were recently notified.

No further attempts will be made to send you this payment. If you have any questions, please contact your Sender.

PayItNow™

Sending and receiving cash has never been easier

About PayItNow™PrivacySecurity