



## HOW TO PAY A PERSON THROUGH BILLPAY

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**Step 1** Log into NetTeller and select “Bill Pay”, then choose “Pay A Person” in the sub-menu

**Step 2** Select “Email or text message (Electronic) and click Next

**Step 3** Fill out the payee information, then click Next

**Step 4** Create a keyword

- A keyword is a word that you will give to your payee so they can unlock the payment when they receive the notice
- After confirming the keyword, click Next

**Step 5** Select where your one-time activation code will be sent

- Once you receive the activation code, type it in the box and click Next
- Once you schedule a payment, the payee will receive an email or text (depending on what you choose) and they will need to know the keyword you chose
- They will be prompted to complete their account info and will receive the funds electronically after they complete their side

## **Step 6** You will be brought to your Payee List

- Click on the green dollar sign next to the Payee that you created

## **Step 7** Type in the Amount you wish to send to the payee, then select the estimated delivery date you need and press Submit

## **Step 8** You can view your scheduled payments by clicking on “Calendar” and going to your payment date

- You may also view them by clicking “Payments” underneath “Pending”