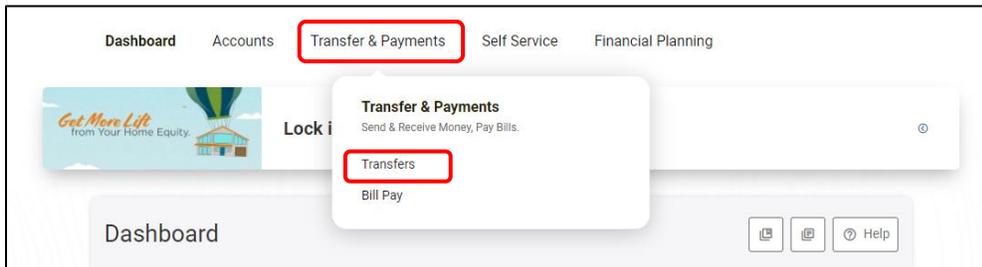


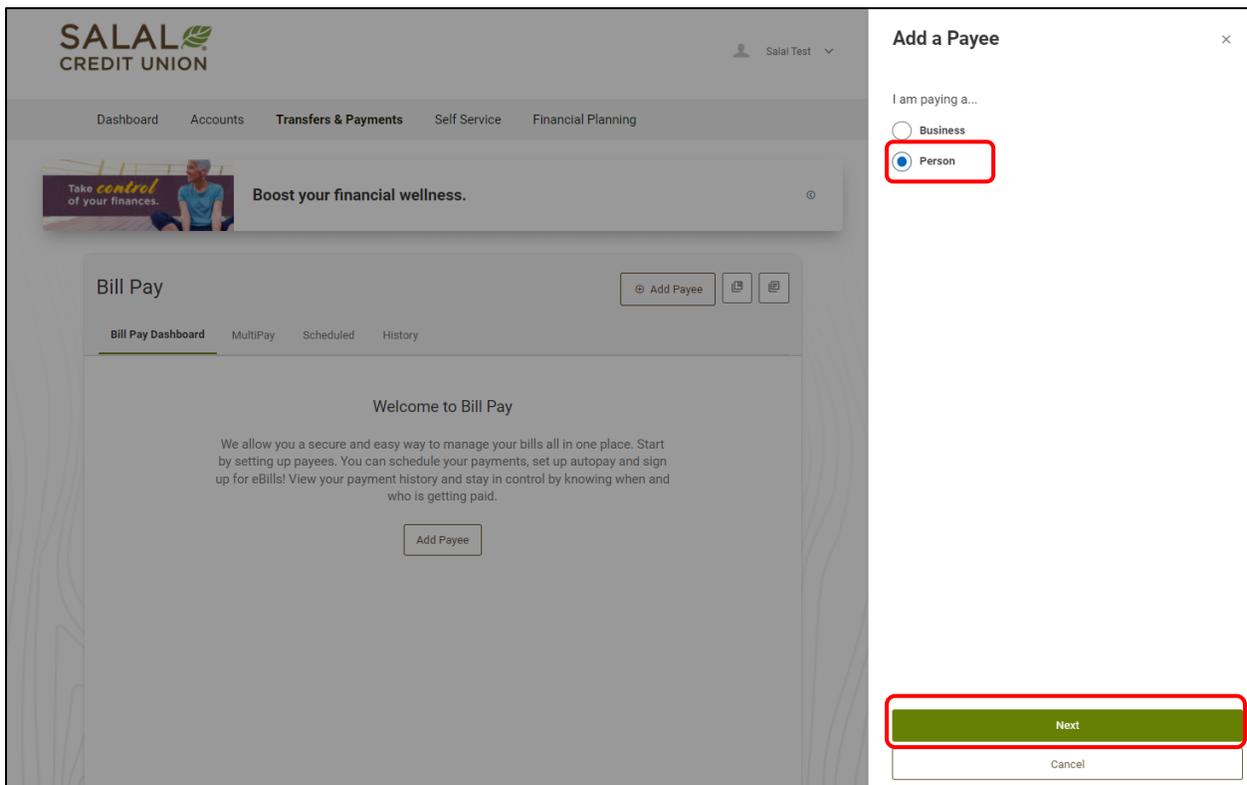
Bill Pay – Pay a Person (P2P) - Desktop

Once you have enrolled in Online Banking and Bill Pay, you can use the Bill Pay feature to pay bills, send money to people, and manage your payees. You have the ability to set up and pay a person (P2P) by check, SMS, electronic, or email.



Setup from Desktop or a Browser

To set up a new P2P payee, select **Bill Pay** from the Transfers & Payments menu. Then select to **Add a Payee** and choose **Person**. Then select the green **Next** button.



Pay a Person (P2P)

Adding Name of Payee and Payment Method

Next add the person's information. When adding a payee, it's helpful to have all the information you need before you begin. (For example, if you are using the SMS payment method, you will need the payee's mobile phone number. If you are using the email method, you will need the payee's email, etc.) Choose the payment method you wish to use and select the green **Next** button.

SALAL CREDIT UNION

Dashboard Accounts **Transfers & Payments** Self Service Financial Planning

Take *control* of your finances. Boost your financial wellness.

Bill Pay Add Payee

Bill Pay Dashboard MultiPay Scheduled History

My Payees Search Payee You have no payments scheduled in the next 30 days

Click on a payee to make a payment, see your activity, view and edit details, or see your eBills. Cutoff to schedule or modify a payment is 12:00 pm pacific.

Target *4321

You have 1 deactivated payees. View all payees

10 per page

Add Payee

Add a Payee

Payee Name
Scooby Doo

Payment Method

- Check
- Check
- SMS
- Electronic
- Email

Next Cancel

Pay a Person (P2P)

Mailing a Check to the Person Payee

If you chose the check option, please enter the mailing address and phone number for the person you are paying. When finished, select the green **Add Payee** button.

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Target *4321

You have 1 deactivated payees. [View all payees](#)

10 per page ⊕ Add Payee

Add a Payee

Scooby Doo
We will mail a check to the payee using the address supplied below.

Street Address 1

Street Address 2 (Optional)

City

State

Zip Code

Phone Number

Firstname
Scooby Doo

Add Payee Cancel

Pay a Person (P2P)

Setting up an SMS P2P Payee (Text Message)

If you chose the SMS option, you will need to enter the mobile phone number for the person you are paying. Then select the green **Next** button.

The screenshot shows the 'Add a Payee' form in the SALAL Credit Union interface. The form is titled 'Add a Payee' and has a close button (X) in the top right corner. The 'Payee Name' field contains 'Scooby Doo'. The 'Payment Method' dropdown menu is set to 'SMS' and is highlighted with a red box. The 'Default Funding Account' dropdown menu is set to 'MY CHECKING ****020-0040'. At the bottom of the form, the green 'Next' button is highlighted with a red box and a red arrow pointing to it from the right. The background shows the 'My Payees' section of the dashboard with a search bar and a list of payees, including 'Target *4321'.

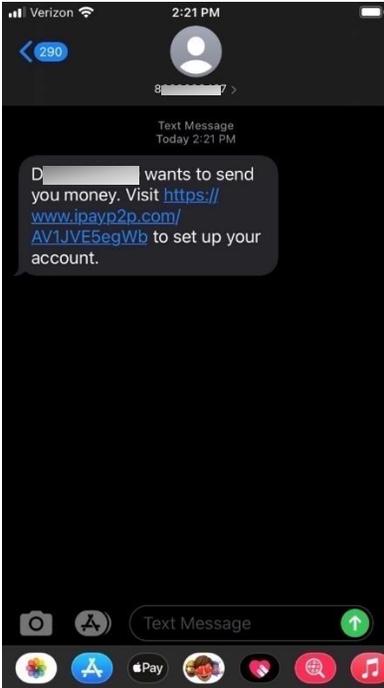
Adding a payee with SMS option on desktop.

Then you will need to enter a Shared Secret/Keyword, this is a word or short phrase known to you and the person you are paying. When finished, select the green **Add Payee** button.

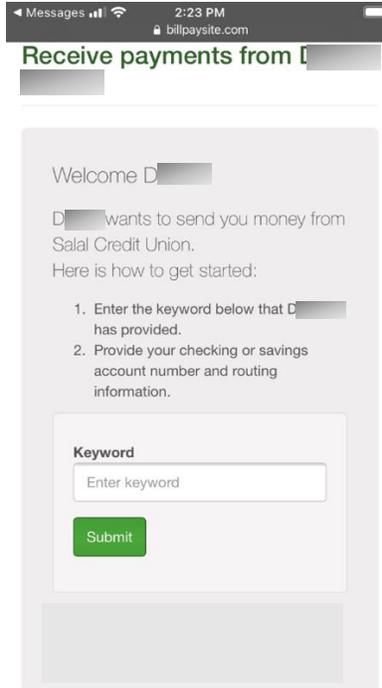
The screenshot shows the 'Add a Payee' form in the SALAL Credit Union interface. The form is titled 'Add a Payee' and has a close button (X) in the top right corner. The 'Payee Name' field contains 'Scooby Doo'. The 'E-Mail Address' field contains 'scoobydoo@gmail.com'. The 'Keyword' field contains 'Snacks' and is highlighted with a red box. The 'Nickname' field contains 'Scooby Doo'. At the bottom of the form, the green 'Add Payee' button is highlighted with a red box and a red arrow pointing to it from the right. The background shows the 'My Payees' section of the dashboard with a search bar and a list of payees, including 'Target *4321'.

Pay a Person (P2P)

The payee will receive a text message with a link to click on. They will then need to enter the Shared Secret/Keyword to continue.



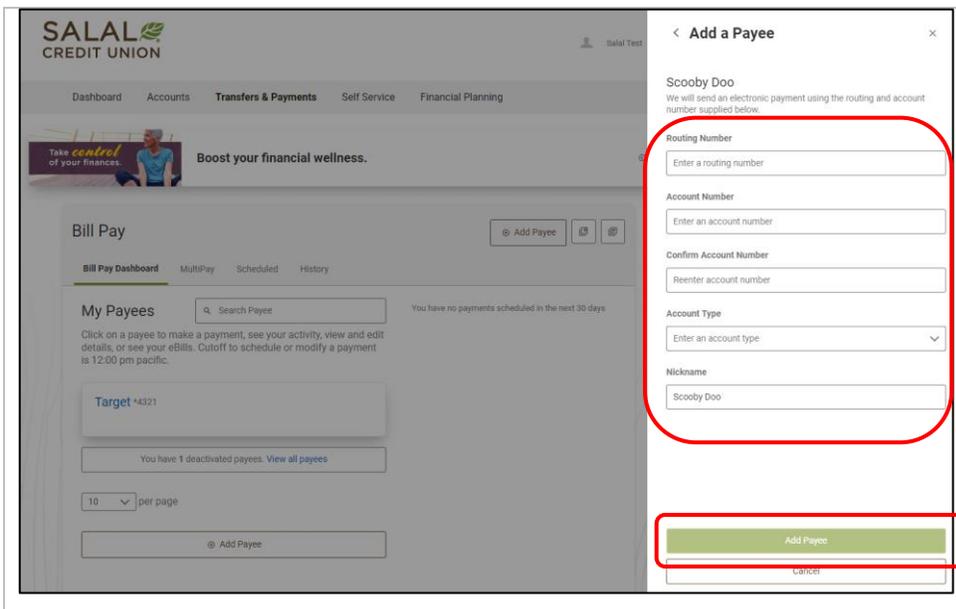
Received SMS message.



SMS payment message.

Setting up an Electronic P2P Payee

If you chose the electronic option, you will need to enter the routing and account number for the person you are paying. When finished, select the green **Add Payee** button.



Pay a Person (P2P)

Setting up an Email P2P Payee

If you chose the email option, you will need to enter the email address for the person you are paying. Then you will need to enter a Shared Secret/Keyword. This is a word or short phrase known to you and the person you are paying. When finished, select the green **Add Payee** button.

The payee will receive an email message with a link. They will need to enter the Shared Secret/keyword to continue.

The screenshot shows the SALAL Credit Union mobile app interface. The main screen displays the 'Bill Pay' section with a search bar and a list of payees. A modal window titled 'Add a Payee' is open, showing the following fields:

- E-Mail Address:** Enter email address
- Keyword:** Enter shared secret
- Nickname:** Scooby Doo

The 'Add Payee' button is highlighted in green and circled in red, with a red arrow pointing to it from the right. The 'Cancel' button is also visible below it.

Need Help? Give Us a Call

If you have questions or need further assistance, feel free to call our Virtual Branch at **800.562.5515** or **206.298.9394**.