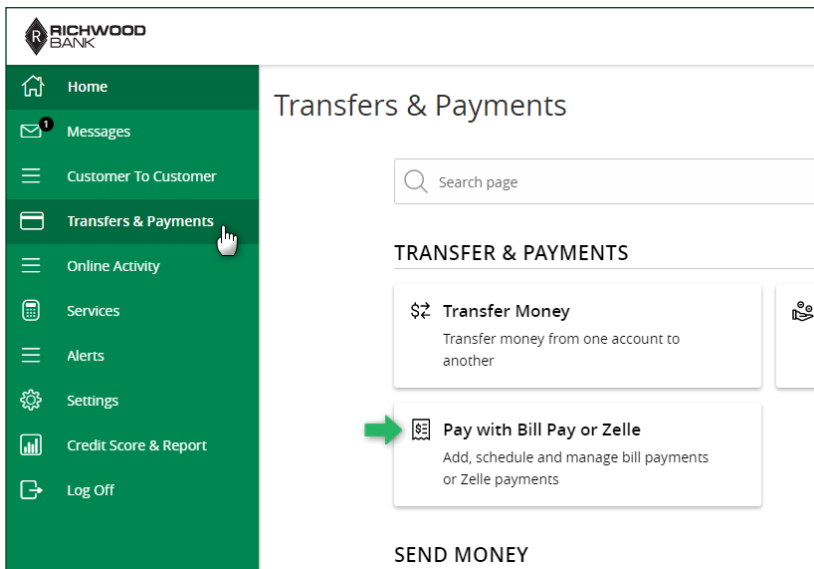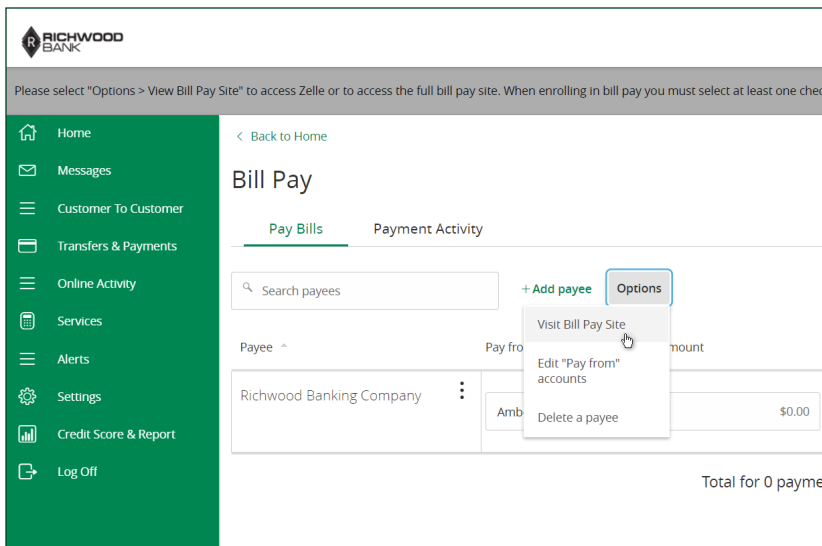# Accessing Zelle

Zelle is a quick and easy way to send and receive money from friends and family – even if they bank somewhere else.

**Here's how to access Zelle on online banking:**

Click on Transfers and Payments on the left-side menu. Next **select 'Pay with Bill Pay or Zelle'**


Next **click on 'Options'** and **select 'Visit Bill Pay Site'**

At the top of the screen will be an option to Send Money with Zelle. When you click, you will see any previous contacts you set up in the past. To send funds to a new contact, **click the New Contact button** on the right side.
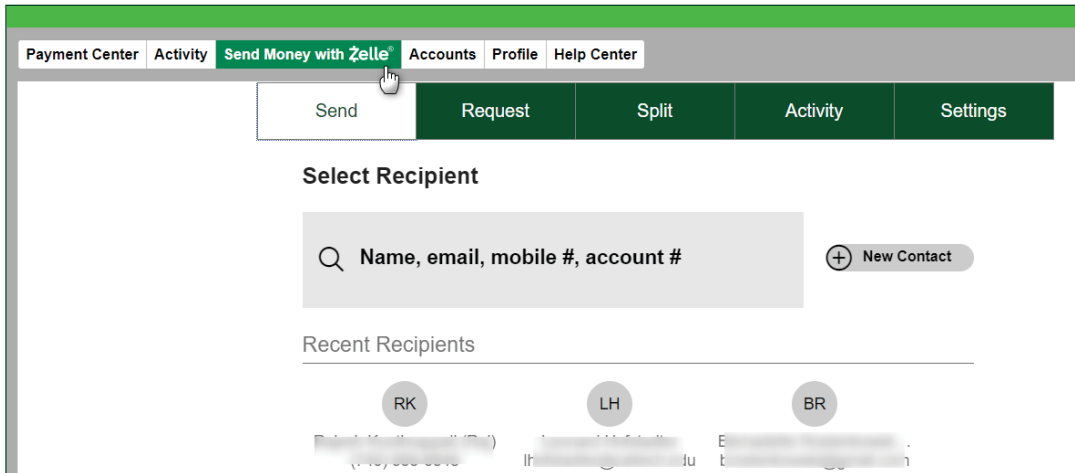
You can use the recipient's email address, mobile phone number, or their account number to send or request funds. **Enter the required information and click SAVE.**
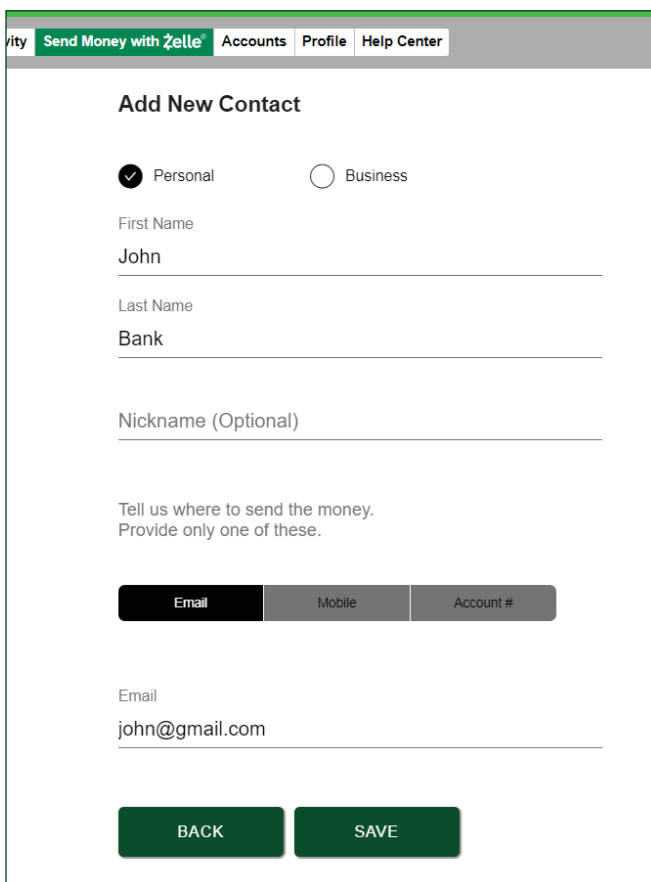
The contact will be added to your list and you'll automatically have the option to send or request funds. If you don't need to send them money right now, you can go back to the Payment Center. If you do want to send funds, **add the amount and select which account the funds should come from, then click REVIEW.**

You will review your payment and have the option to add a message. **Once you click SEND, the recipient will receive instructions on how to access the transfer.**