## **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'

BANK					
Please	e select "Options > View Bill Pay	Site" to access Zelle or to access the full bill p	ay site. When e	enrolling in bill pay you	must select at least one che
ជា	Home	< Back to Home			
	Messages	Bill Pay			
≡	Customer To Customer	Day Bills Dayment Activ	in.		
	Transfers & Payments		ity		
≡	Online Activity	Search payees	+ A0	dd payee Options	
	Services		V	/isit Bill Pay Site	
≡	Alerts	Payee ^	Pay fro E	dit "Pay from"	nount
÷	Settings	Richwood Banking Company	Amb		\$0.00
	Credit Score & Report			Jelete a payee	
G	Log Off				Total for 0 payme





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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.

Payment Center	Activity	Send Money with Żelle® /	Accounts Profile He	lp Center		
		Send	Request	Split	Activity	Settings
		Select Rec	ipient			
		Q Name	, email, mobile #	, account #	+ New	Contact
		Recent Rec	ipients			
		RK		LH	BR	
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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.** 

ity Send Money with Çelle Accounts Profile Help Center	
Add New Contact	
Personal O Business	
First Name	
John	
Last Name	
Bank	
Nickname (Optional)	
Tell us where to send the money.	
Provide only one of these.	
Emell Mobile Account#	
Email	
john@gmail.com	
BACK SAVE	



W W W . R I C H W O O D B A N K . C O M

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.

Send	Request	Split	Activi
Enter Amount	t		
Send			
JB Johr	n Bank		
\$10.00			
Limits ?			
Send Today (on	e time)	<u>(</u>	Change (?)
From My Checkir	ng, XXXX4719		$\sim$
BACK	REVI	EW	

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.

![](_page_2_Picture_3.jpeg)