


Pay A Person

Log into your Online Banking










Username

Password

 Login

Click on the Pay A Person option


I want to ▾

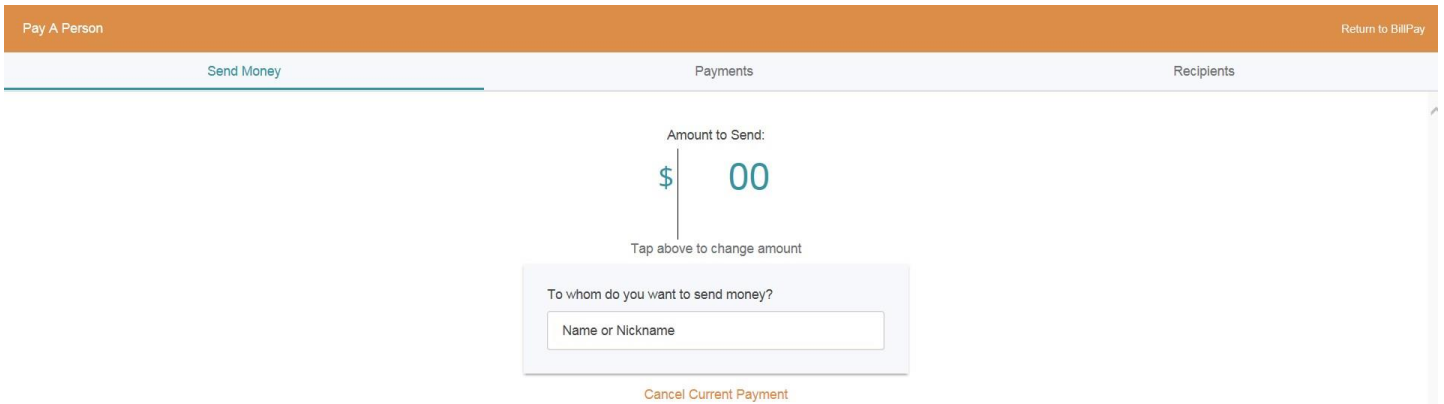
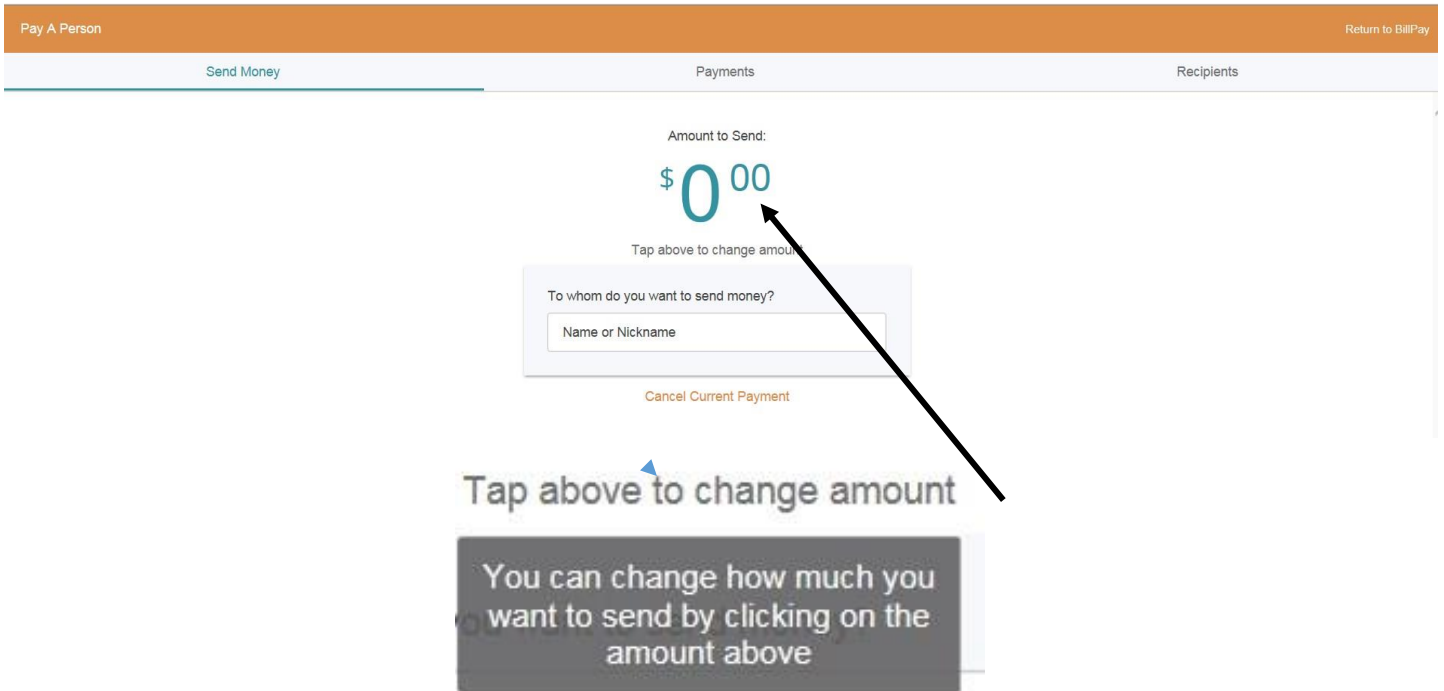
-  Pay Bills
-  Pay with Picture
-  View Payments
-  Pay a Person
-  Document Vault
-  ACH Payment
-  Update my Preferences
-  Leave Feedback
-  Log Off

This screen will pop up and you will see that the option to Send Money is underlined, and the page is ready for your to send your funds.

I want to ▾

Send Money Payments Recipients





Type in the dollar amount then type in the “.” to add the cents if not “00”

Amount to Send:

\$ 50⁰¹

Tap above to change amount

To whom do you want to send money?

Name or Nickname

Cancel Current Payment

Any recipients you have added previously will show and you may click on their name or add a new one by typing the name in the box.

Amount to Send:

\$ 50⁰¹

Tap above to change amount

To whom do you want to send money?



Add Recipient



Caroline D
(260) 220-0563



Type in your new Recipients name.

Amount to Send:

\$ 50⁰¹

Tap above to change amount

To whom do you want to send money?

Tom Thumb ✓

+ Tom Thumb Add Recipient

Click on "Add Recipient"

To whom do you want to send money?

Caroline Dykehouse ✓

Take money from Checking Account - *98533

Should you have multiple accounts just click on the red "Take money from Checking Account" and the screen will appear listing the accounts you are able to transfer funds from

Change Account

Checking Account - *98533	<input type="radio"/>
Checking Account - *19993	<input type="radio"/>
Checking Account - *00417	<input type="radio"/>

Mark the account and the update.

The next screen will give you the option to add a Phone number for a text or an email address to send an email. You may also add a message with your payment.

Amount to Send:
\$ 50⁰¹
Tap above to change amount

To whom do you want to send money?
Tom Thumb ✓
Take money from Checking account *8533

What is their email or mobile phone number?

A valid email or phone number is required

Send a message with your payment (Optional)
Dinner, Rent, Etc.

Continue to the next step

Cancel Current Payment

Amount to Send:
\$ 50⁰¹
Tap above to change amount

To whom do you want to send money?
Tom Thumb ✓
Take money from Checking account *8533

What is their email or mobile phone number?
Support@AlliedPayment.com ✓

Send a message with your payment (Optional)
My share of phone bill

Continue to the next step

Cancel Current Payment

You will then be required to create a secret word using the criteria noted below which will be sent to your recipient via email or text

Create A Secret Word

Please create a unique secret word for Tom Thumb.

Please provide a secret word

Please follow the requested format
Use a **single word with no spaces** that is **5-15 characters** using only **A-Z, a-z, 0-9** or **!**

Create Secret Word

[What is this and why do I need it?](#)

[Cancel Current Payment](#)

Create A Secret Word

Please create a unique secret word for Tom Thumb.

Please provide a secret word

Use a **single word with no spaces** that is **5-15 characters** using only **A-Z, a-z, 0-9** or **!**

Create Secret Word

[What is this and why do I need it?](#)

[Cancel Current Payment](#)

What is a Secret Word

The secret word is a unique word that you create for each recipient. They then will use that secret word to collect the money that you send them.

Example: secretword!

Frequently Asked Questions

Are Secret Word case sensitive?

No. The secret word is not case sensitive.

Are secret words re-usable?

Secret words are re-usable. Although we strongly advise you use a different secret word for every recipient.

The Secret Word will not lock out. Recipient can try as many times as they would like.

After you create your secret word this screen will pop up

Authenticate User

Select a method below to determine how you will receive the authentication code.

Send authentication code by email
caroline@alliedpayment.com

After you click on the method the screen to enter the code comes up.

Authenticate User

We have sent the authentication code to:
caroline@alliedpayment.com

Please Enter the 4 digit authentication code

Authenticate User & Send Money

[Resubmit Authentication Code](#)

An email will be sent to the address listed with a 4 digit code e.g.



Wed 5/17/2017 10:23 AM

Notification Email <DoNotReply@alliedpayment.com>

Allied Payment Access Code

To Caroline Dykehouse

Your Secure Access Code is: 1988

Type in the four-digit code and click “Authenticate User & Send Money.”

Authenticate User

We have sent the authentication code to:
caroline@alliedpayment.com

Please Enter the 4 digit authentication code

1 9 8 8 ✓

Authenticate User & Send Money

Resubmit Authentication Code

Then send the Secret word (if going by email or text) and hit continue.

Secret Word Reminder

Don't Forget To Send The Secret Word

Please take a moment to send Tom Thumb the unique secret word you created.

Secret word for this recipient is:

Maybelle
Tap to copy secret word

Send this secret word with an email

Continue

Shut off this reminder notification

Once you click on "Continue" the below screen will come up confirming your Recipient, the Amount, Date, any note you added, the Secret Word and Contact info. If any of this information is incorrect you will need to cancel the payment and start over. See next page.



Money Sent!

Your contact should receive an email or a text regarding this payment sometime within 48 hours.

Activity Summary

Recipient	Tom Thumb
Amount	\$50.01
Date	May 17, 2017
Note	My share of phone bill
Secret Word	Maybelle
Contact Info	Support@AlliedPayment.com

Send More Money

Don't forget the secret word

To cancel the payment, go to payments, click on the Recipients name

Pay A Person Return to BillPay

Send Money Payments Recipients

Q Enter Name, Email or Phone Number

Caroline D Accepted May 16, 2017 \$1.10 - Here's the \$1	Caroline D Accepted May 15, 2017 \$1.00 - Here's the \$1	Tom Thumb Waiting on recipient May 17, 2017 \$50.01 - My share of phone bill
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If the funds have NOT been collected just click the “Cancel this Payment “

Waiting For Reply

This payment will expire on May 27, 2017
The recipient has 9 days left to collect.

Activity Summary

Recipient	Tom Thumb
Amount	\$50.01
Delivery Date	May 17, 2017
Note	My share of phone bill
Secret Word	Maybelle
Contact Info	Support@AlliedPayment.com

Cancel This Payment

After you cancel the payment the Recipient name is removed from Payments

Pay A Person

Send Money Payments Recipients

Enter Name, Email or Phone Number

Caroline D Accepted May 16, 2017 \$1.10 - Here's the \$1	Caroline D Accepted May 15, 2017 \$1.00 - Here's the \$1
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The funds are collected immediately and go into a holding account. The Recipient has 10 calendar days to accept the payment. If they choose to have the money placed on a debit card the transfer, depending on network, is immediate. Should they want the funds deposited into an account it may take 2 business days. If the payment is cancelled before being collected by the recipient or if the recipient does not collect the fund within the 10 calendar days, the funds are automatically returned to the payee's account.

Under Recipients you will find a list of active receivers.

Pay A Person Return to BillPay

Send Money Payments Recipients

Q Enter Name, Email or Phone Number

C

Caroline D
(260) 220-0563

[Edit Account](#) [Delete](#) [Send Money](#)

T

Tom Thumb
Support@AlliedPayment.com

[Edit Account](#) [Delete](#) [Send Money](#)