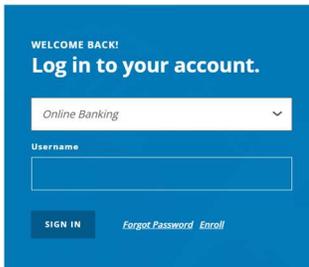
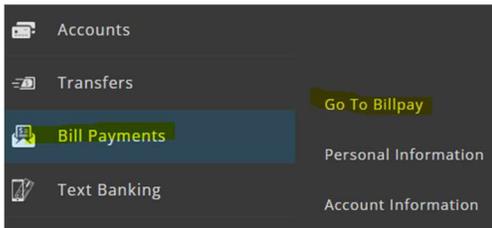


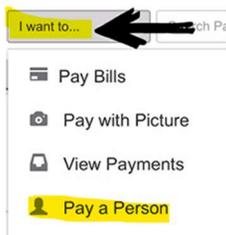
1. Login to online banking through the mobile app or a web browser.



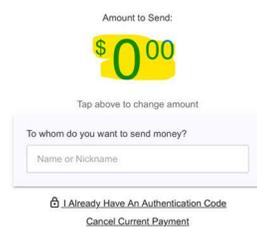
2. From the menu on the lefthand side click on Bill Payments and then Go To Billpay.



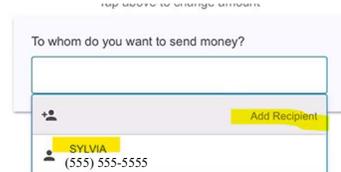
3. Click on the “I want to...” box in the top left-hand corner. From the drop down click on Pay a Person.



4. Enter the amount you want to send.



5. Type the name of the person you are sending money to or click on Add Recipient. Money can be sent using a phone number or email address.



6. Click Continue to the next step.



7. Create a secret word that you will give the recipient to ensure the money is being sent to the intended recipient. Then click Create Secret Word & Continue.

**Create A Secret Word**

Please create a unique secret word for Wesley.

Please provide a secret word

Agility ✓

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

Create Secret Word & Continue

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

[Cancel Current Payment](#)

8. Go through the authentication process.

**Authenticate User**

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

Send authentication code by email  
agilitycustomer@gmail.com

Send authentication code by phone call  
XXX -5555

**Authenticate User**

We have sent the authentication code to:  
agilitycustomer@gmail.com

Please Enter the 4 digit authentication code

0 0 0 0

Authenticate User & Send Payment Request

[Send A New Authentication Code](#)

9. A reminder to send the recipient the secret word will pop up. Click continue.

**Secret Word Reminder**

**Don't Forget To Send The Secret Word**

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

Secret word for this recipient is:

Agility  
Tap to copy secret word

Continue

Shut off this reminder notification

10. You will receive a confirmation screen that your payment has been sent.

**Payment Request Sent**

We have received your request to create this payment.  
[What Does This Mean?](#)

Activity Summary

Recipient	Sarah
Amount	\$1.00
From Account	Checking - 1111
Date	Pending
Note	Demo
Secret Word	Agility
Contact Info	(555) 555-5555

Send More Money

[Don't forget the secret word](#)

11. To check the status of the payment, click on View Payments at the top of the screen.

Send Money   Recipients   **View Payments**

12. The status will say waiting on recipient if they have not accepted the payment yet. It will change to accepted once they have.

Scheduled Total: \$62.24		Recent			
To	Sent On	Amount	From Account	Status	Note
Sarah	3/25/25	\$2.24	CHECKING Account - 1111	⊙ Waiting on recipient	
Tom	7/30/24	\$60.00	CHECKING Account - 1111	✔ Accepted	