

► Accessing Transfer Money

1. Log on to Bill Pay, through your Internet Banking site
2. Click on Transfer Money

ADDING AN ACCOUNT

1. Within your Bill Pay site, click on Transfer Money
2. Click on Add an Account
3. Complete the Information as necessary
4. Click on Add an Account at the bottom

VERIFYING AN ACCOUNT

1. Wait two (2) business days--Bill Pay will make two test deposits and one withdrawal to the added account.
2. Find the two deposits and the one withdrawal and log on to Bill Pay.
3. Click on the Transfer Money tab and you will see a Verify Accounts box at the top.
4. Click on Verify (your name)'s account
5. Click on Yes, I'm ready to verify (your name)'s account
6. Enter in the two deposits and click on Verify Account

SCHEDULING A SINGLE TRANSFER

1. Log in to Bill Pay and click on Transfer Money
2. Under the Make a Transfer section complete the necessary information

3. After the entering the Amount, select One-Time Transfer
4. Enter the Transfer Date and then Preview Transfer
5. If everything is correct, click on Make Transfer

SCHEDULING A RECURRING TRANSFER

1. Log in to Bill Pay and Click on Transfer Money
2. Under the Make a Transfer section, complete the necessary information
3. After entering the Amount, select Repeating Transfer
4. Enter in the Start Date, the Frequency, the Send Transfer Until date
5. Elect to receive email notifications if you wish
6. Click on Preview Transfer and then if everything is correct click on Make Transfer

VIEWING PAYMENT HISTORY

1. Click on Transfer Money
2. Click on History

You can view up to 7 years of transactions

CHECKING THE STATUS OF YOUR TRANSACTION

1. Click on Transfer Money
2. Click on History
3. To the right of the screen you will see a Status Box

WHAT EACH STATUS MEANS:

- **Pending:** The transfer is scheduled, but has not been processed yet
- **Processing:** The transfer has started processing
- **Processed:** The transfer has been processed
- **Canceled:** The originator has canceled the transfer
- **Failed:** The transfer was returned due to a problem in withdrawing the funds from the From account or because they couldn't deposit the money into to To account.

► Accessing Popmoney

1. Log on to Bill Pay, through your Internet Banking site
2. Click on Popmoney

WAYS TO SEND MONEY

1. Email*
2. Mobile Phone*
3. Direct Deposit

*Does not require financial institution information

ADDING AN ACCOUNT/CONTACT

1. Click on the Popmoney Tab
 2. Under the Contacts Section, click on Add a Contact
 3. Complete the necessary information.
- **Note:** By entering in a Mobile Number, you are sending the message via Text. Please make sure your receiver can accept text messages
4. Click on Save

SENDING MONEY

1. Click on the Popmoney Tab
2. Under the Send Money section, select the From Account & To Account
3. Complete the necessary information, preview the payments and then click on Send Money

GETTING MONEY

1. After receiving the text or email, following the instruction sent through the email or text
 2. If you are an existing Bill Pay User, transfers will automatically be deposited into your Primary Bill Pay Account.*
 3. If you are not enrolled in Bill Pay and are a PVB customer you will need to sign up for Internet Banking and/or Bill Pay.**
 4. If money is sent to a non PVB Customer, they will log in to www.popmoney.com and Sign up for an account.
- **Note:** First time users can login as guest, if payments are under \$100.
 - After creating the account, they'll receive their money.
 - The first time sending money to a person/entity may take longer than 1-3 business days.

*You can verify which account is your Primary Bill Pay account by going to your preferences under the Popmoney Tab located within your Bill Pay website.

** To avoid an inactivity fee you must send one (1) Bill Payment per month. Transfer Money and Popmoney do not qualify as a Bill Payment.