

Zelle

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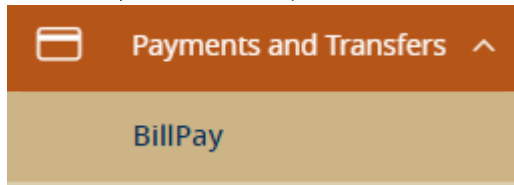
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Enrollment

1. Login to MSB Online
2. Zelle is accessed through BillPay. You must be enrolled in BillPay before you can transfer funds with Zelle. To enroll in BillPay click on Payments and Transfer located on the left-hand side of the page. From here, click on BillPay. *If already enrolled in BillPay please skip to line 6.*



3. Select one or more accounts to enroll in BillPay, this will also be the account you will use with Zelle, click Enroll in BillPay.

BillPay

Please select at least one account below to enroll in BillPay

<input checked="" type="checkbox"/>	Experienced w/ Interest XXXXXX4700 \$0.99
<input type="checkbox"/>	Exceptional XXXXXX0390 \$50.00
<input type="checkbox"/>	Exceptional XXXXXX0460 \$0.00
<input type="checkbox"/>	My MSB Checking XXXXXX3750 \$0.00

Enroll in BillPay Cancel

4. Accept the Terms and Conditions.
5. Once you have agreed to the terms and conditions click on “What Else Can I Do”, located on the lower right-hand side of the page.

Take care of your bills in **3 EASY STEPS!**

1

Pick a bill
you want
to pay.

2

Enter the
info from
your bill.

3

Choose
how much
and when.

Search Our Network

Enter the name of any company or person in the U.S.



If a company can't be paid electronically, we'll
[mail a check](#) for you.



Utilities



Phone



Insurance



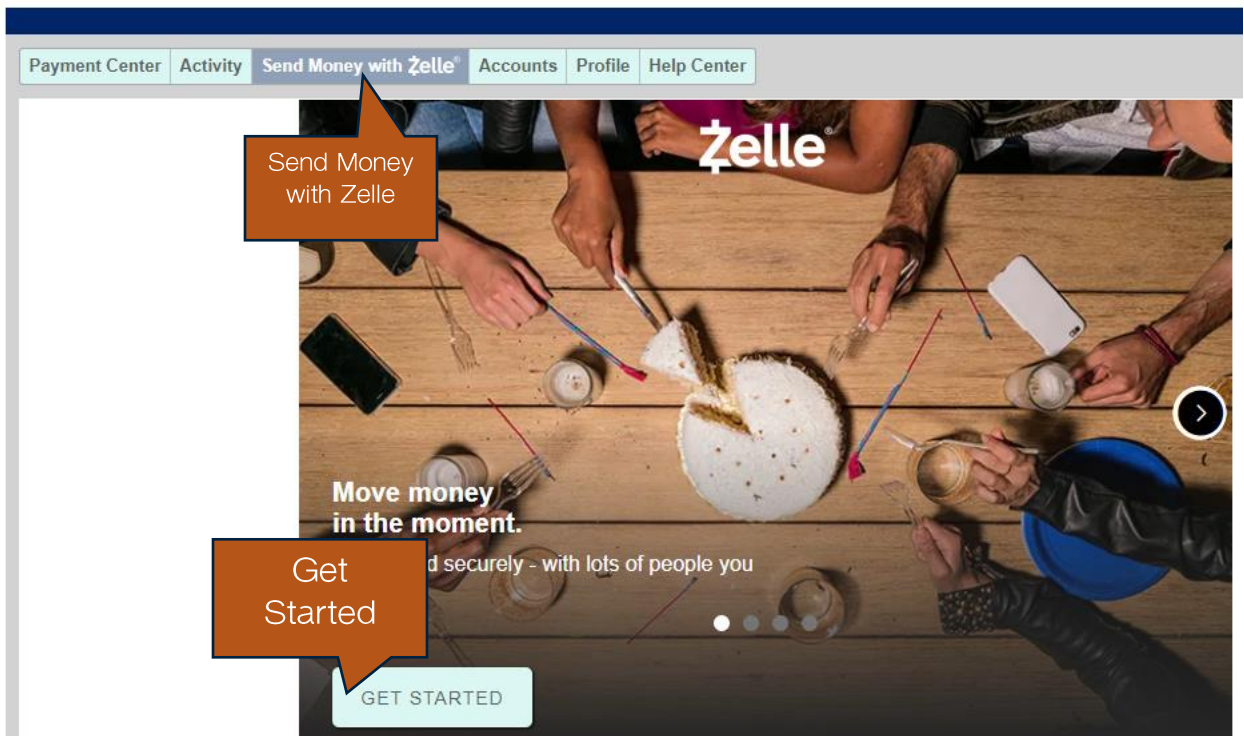
Credit Cards

More Bill
Categories

What Else
Can I Do?

[What else can I do?](#)

6. At the top of the page click Send Money with Zelle and click Get Started.



Questions? We can help!

Phone: 1-866-416-9302

Email: customerservice@machiassavings.com

Revised 07.11.2022

7. Choose your mobile number or email address to build your profile. This contact will act as the account identifier. When friends or family send you money, they will only need the contact information you choose on this screen. Click continue.

Send Money with Zelle®

You need an email or mobile number to securely send and receive money.

Choose one from your profile or add a new one.

☒ h***4@icloud.com

☐ (***) ***-5284

[+ Add new email or mobile number](#)

CONTINUE

8. A verification code will be sent to your email or phone number. Enter In the verification code and click verify.

Send Money with Zelle®

To receive payments sent to h***4@icloud.com, enter the 6-digit verification code.

[Resend Code](#)

BACK

VERIFY

Questions? We can help!

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9. Click confirm account if the correct last four numbers of your account appear on the screen.

Send Money with Zelle®

Here's the account for sending and receiving money in Zelle.

Machias Savings Bank, XXXXXX4250

CONFIRM ACCOUNT

10. Congratulations you are now enrolled! Click Send Money to send money with Zelle.

Send Money with Zelle®



Congratulations! You're all set to start sending and receiving money with h***4@icloud.com.

You have no pending transactions.

[+ Add new email or mobile number](#)

SEND MONEY

Add Recipient

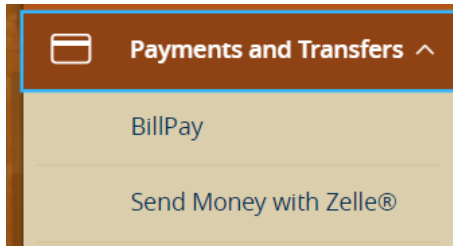
1. Login to MSB Online.
2. From the main menu options, click on Payments and Transfers then on Send Money with Zelle.

Questions? We can help!

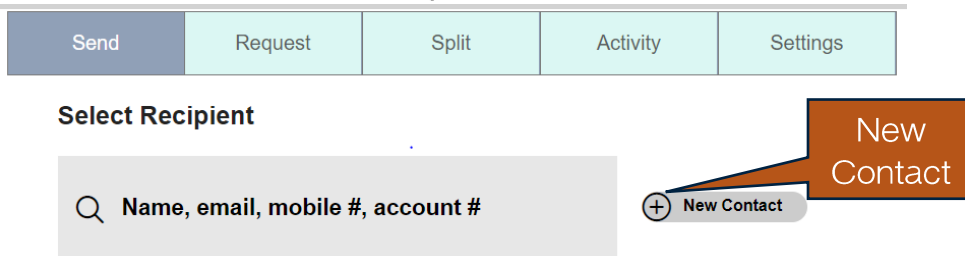
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3. A new Window will open to Zelle.
4. Create a recipient by clicking the plus next to New Contact.



5. Enter in the first name, last name, and optional nickname for the recipient. Once completed enter in the email, phone number or account number for your new recipient. Click save. **Note:** If an account number is entered funds will go standard instead of instant.

Add New Contact

☒ Personal ☐ Business

First Name
Peter

Last Name
Pan

Nickname (Optional)
Lost Boy

Tell us where to send the money.
Provide only one of these.

Email Mobile Account #

Questions? We can help!

Phone: 1-866-416-9302

Email: customerservice@machiassavings.com

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Tell us where to send the money.
Provide only one of these.

Email	Mobile	Account #
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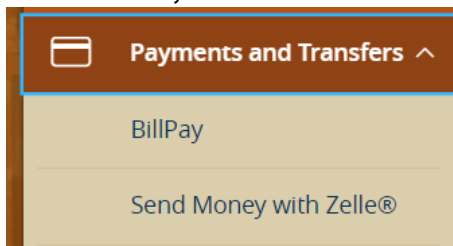
Email

peterpan@lastboy.com

BACK	SAVE
------	------

How to Send Funds

1. Login to MSB Online.
2. From the main menu options, click on Payments and Transfers then on Send Money with Zelle.



3. A new Window will open to Zelle.
4. Under the Send tab click on the recipient you want to send money to

Send	Request	Split
------	---------	-------

Select Recipient

Recent Recipients

PP

Peter Pan (Lost Boy)
peterpan@lastboy.com

List of recipients
will be located
here.

Questions? We can help!

Phone: 1-866-416-9302

Email: customerservice@machiassavings.com

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5. Enter the amount you'd like to send then click Review.

Enter Amount

Send

PP Peter Pan (Lost Boy)

Amount

5

Limits ?

You can view your available limits by clicking on the word Limits.

Send Today (one time)

From My

Checking, XXXXXX4250

BACK REVIEW

6. Review the amount you are sending. On this page you can enter in an optional reason for the transfer and can verify if the email or phone number is enrolled in Zelle. Once reviewed click Send.

Review and Send

Send \$5

PP to Peter Pan (Lost Boy)
at peterpan@lastboy.com

Reason (Optional)

Pan will need to register his email with Zelle by following the link that is sent to him.

Peter needs to enroll with Zelle® using peterpan@lastboy.com to get the money.

BACK SEND

Questions? We can help!

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Email: customerservice@machiassavings.com

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- Once the payment has been sent you will get a confirmation page. Click All Done to return to the recipient page.

Payment Sent

\$5 Sent



to Peter Pan (Lost Boy)

The money will be available as early as Tuesday, if Peter enrolls with Zelle®.

Confirmation #: 1594067734

ALL DONE

Stop a Transfer

- Click on Activity and locate the transfer you want to cancel and click Stop Payment.

Send	Request	Split	Activity	Settings
------	---------	-------	----------	----------

Pending Activity

↑ PAYMENT SENT Jul 13

Peter Pan
(Lost Boy)
test

\$5

Not yet received. Recipient must enroll.

STOP PAYMENT

Questions? We can help!

Phone: 1-866-416-9302

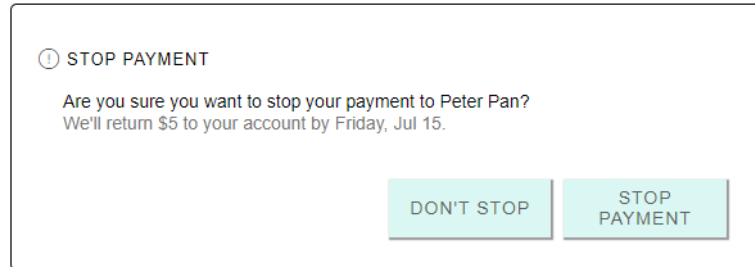
Email: customerservice@machiassavings.com

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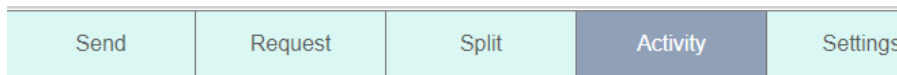
2. Confirm that you want to stop the payment by clicking Stop Payment.



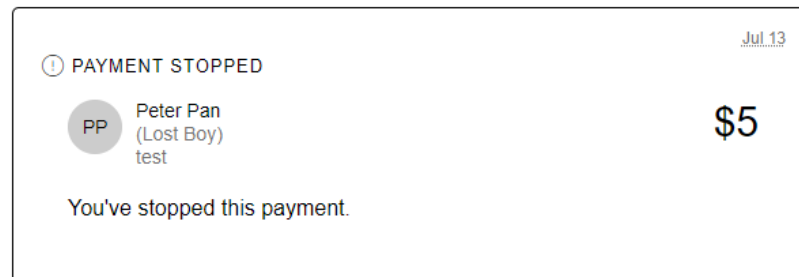
Pending Activity



3. Confirmation that the payment has been stopped will be located at the bottom of the transaction box.

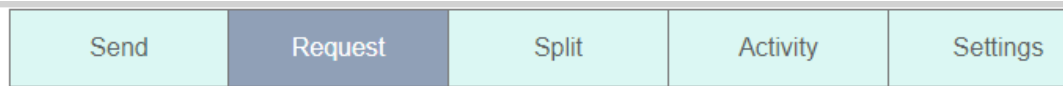


Pending Activity

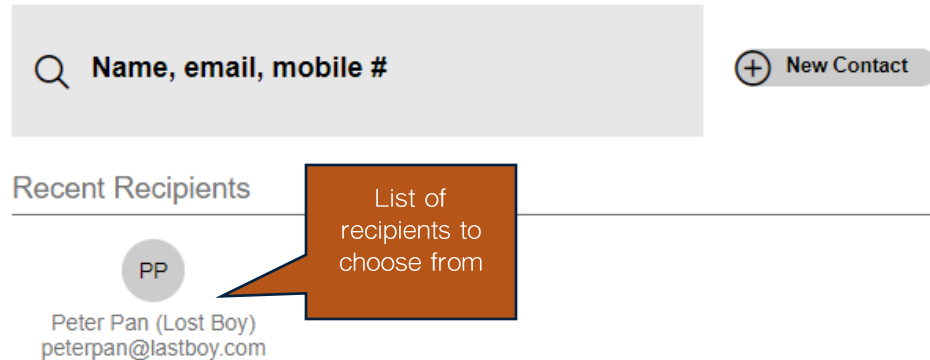


Request Funds

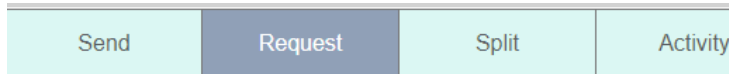
1. Click on Request and choose the recipient you're requesting funds from.



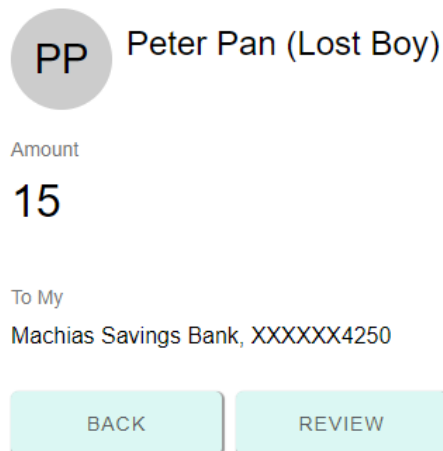
Select Recipient



2. Enter in the amount you're requesting and click Review.



Enter Amount



Questions? We can help!

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Email: customerservice@machiassavings.com

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3. On the Review and Request page there is an optional reason space. After reviewing the transfer click Request.

Send	Request	Split	Activity
------	---------	-------	----------

Review & Request

Request \$15



from Peter Pan (Lost Boy)
at peterpan@lastboy.com

Reason (Optional)

Coffee

We'll notify you when the money is available.

BACK

REQUEST

4. Click All Done once request has been sent.

Request Sent

Requested \$15



from Peter Pan (Lost Boy)
at peterpan@lastboy.com

ALL DONE

Split a Transfer

1. A Split Transfer is splitting an amount between you and your chosen recipient(s). This is a great option if you front the bill for lunch and your friends plan to pay you back. Under the Split tab choose the recipient(s) you'd like to split the transfer with. Once you click on the recipient their contact information will appear in the Name, Email, and Mobile # box. After choosing your recipients click Enter Amount.

2. Enter in the amount you'd like to split and click Review.

Enter Amount

You and 2 others

Amount

75

To My

Machias Savings Bank, XXXXXX4250

Questions? We can help!

Phone: 1-866-416-9302

Email: customerservice@machiassavings.com

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3. The review page will show the amount being split between you and the recipient(s) you chose. Click Split to submit.

Review and Split

Split \$75

HL Your Portion		\$ 25
z We won't send you a request.		
PP Peter Pan (Lost Boy)		\$ 25
CH Captain Hook		\$ 25

A request won't be sent to you.

Reason (Optional)

We'll notify you when the money is available.

BACK

SPLIT

4. Click All Done after requests have been sent.

Requests Sent

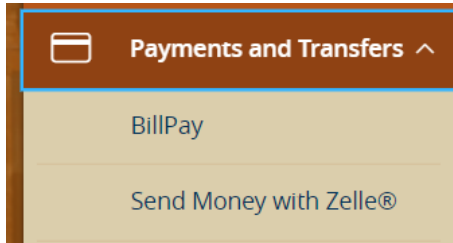
Requested \$75

PP	Peter Pan (Lost Boy)	\$25
CH	Captain Hook	\$25

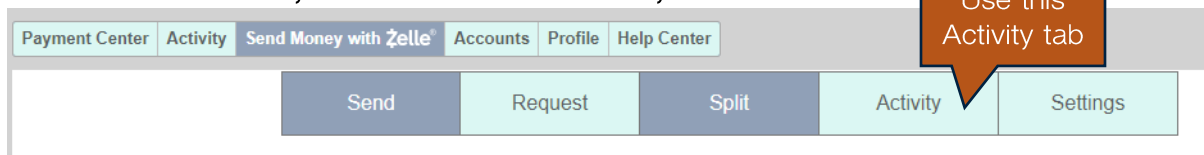
ALL DONE

View Activity

1. Login to MSB Online.
2. From the main menu options, click on Payments and Transfers then on Send Money with Zelle.



3. A new Window will open to Zelle.
4. Click on the Activity tab under Send Money with Zelle.



- This tab will show all transactions done within Zelle. Click on the date of any transaction to view the payment details.

Pending Activity

No pending tasks for you to take action on.

Past Activity

Jul 13

ⓘ SPLIT CANCELED

You and 2 others

\$75

▼

Jul 13

ⓘ REQUEST CANCELED

PP Peter Pan (Lost Boy) Coffee

\$15

Click the date to view details

- Click Back once finished viewing the payment details.

Payment Details

Stopped Payment

Money will be returned to your account in 2 business days.



Confirmation #: 1601214906

To: Peter Pan (Lost Boy) at peterpan@lastboy.com

From: Machias Savings Bank, XXXXXX4250

Amount: \$5

Sent: Today

Speed: Standard

Reason: test

Payment ID: 2T30H4IPDQXR

BACK

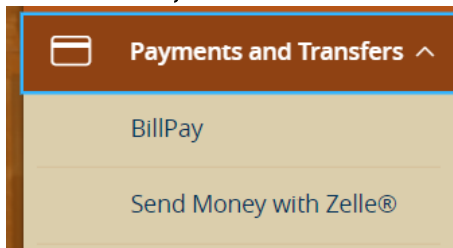
Questions? We can help!

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Email: customerservice@machiassavings.com

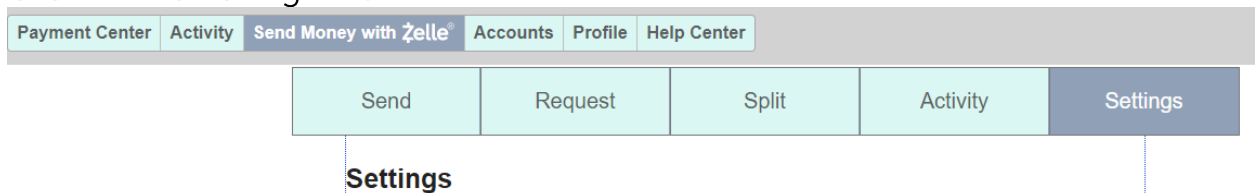
Update Information / Settings

1. Login to MSB Online.
2. From the main menu options, click on Payments and Transfers then on Send Money with Zelle.



3. A new Window will open to Zelle.

4. Click on the settings tab.



5. You can add additional contact information by clicking on Add.

Default Account for Sending

Email [+ Add Email](#)
h***4@icloud.com **Primary** [Manage](#)
Machias Savings Bank, XXXXXX

Click to add
an email

Mobile [+ Add Mobile](#)
(***) ***-5284
[Enroll to send and receive money](#)

Click to add a
mobile number

Questions? We can help!

Phone: 1-866-416-9302

Email: customerservice@machiassavings.com

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6. Once you have typed in the email or phone number you'd want to add click save.

Email

h***4@icloud.com Primary [Manage](#)

Machias Savings Bank, XXXXXX

Email Address

Peter@pan.com

[Save](#) | [Cancel](#)

Click Save

7. To edit an existing contact, scroll the page down and click on the contact you want to edit. Clicking on Edit will allow you to change the name of the contact. Clicking on the Plus icon will allow you to add additional contact information.

Contact Details

CH

First Name

Captain

[Edit](#)

Last Name

Hook

[Edit](#)

Nickname (Optional)

[Edit](#)

Email +

hook123@pan.com

Mobile +

Plus Icon to add contact information

Minus Icon to remove contact information

Edit will allow you to change the name

Questions? We can help!

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