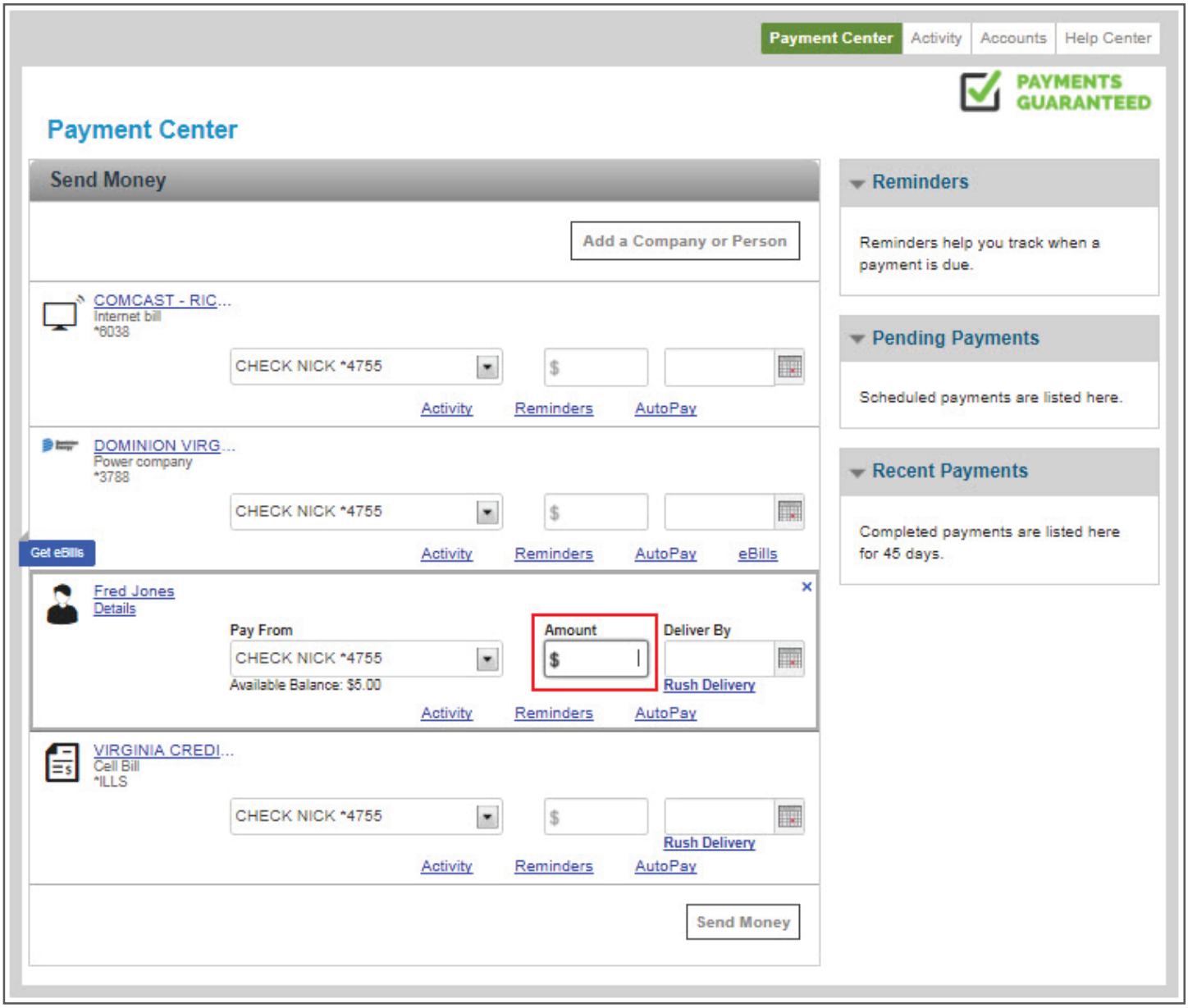
Pay an Individual

Step 1

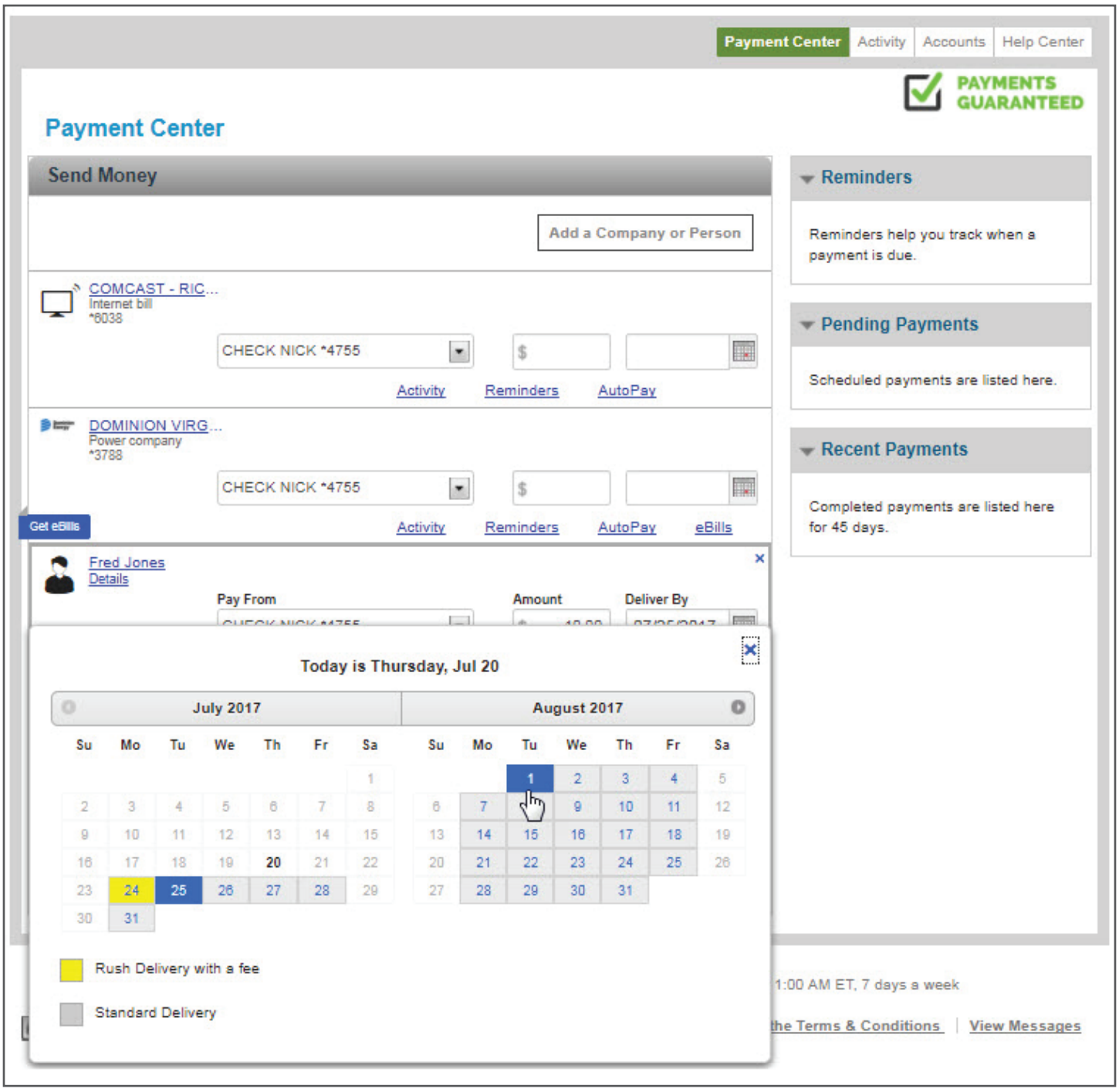
When paying an individual, select the individual you want to pay and type the amount in the box with the dollar sign.



Pay an Individual

Step 2

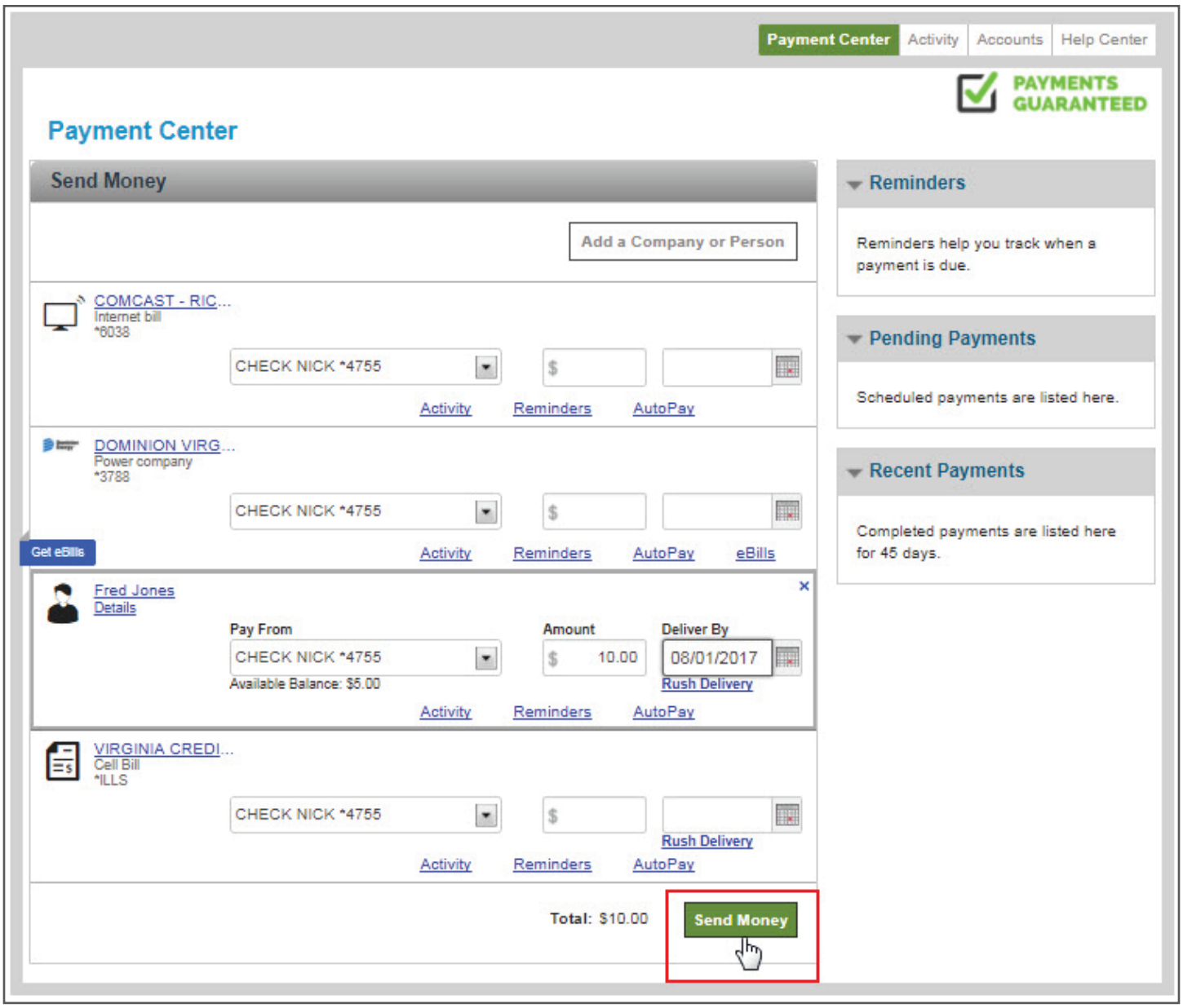
Select the date that you want the amount to be delivered. This is the date by which the check is received in the mail by the individual. You can request a "Rush Delivery" option if you need it to be received the same or next day.



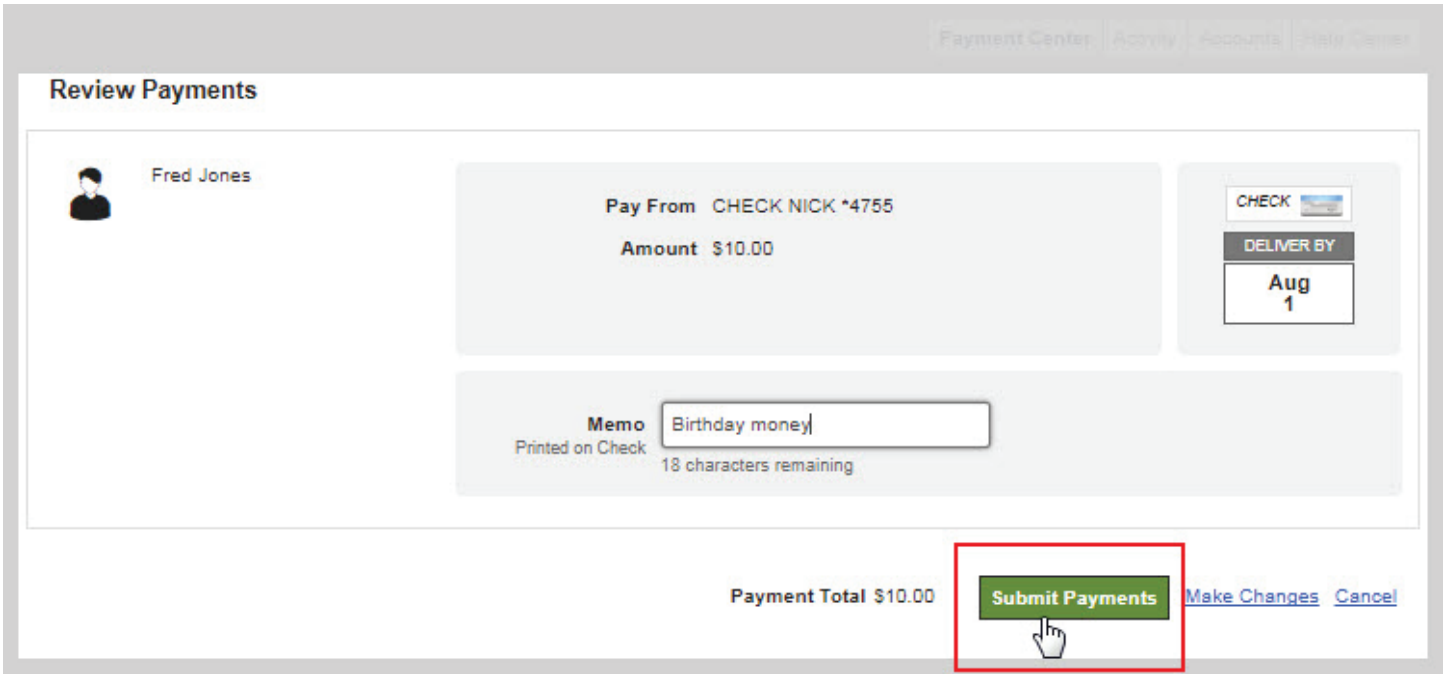
Pay an Individual

Step 3

Select “Send Money” and the individual will receive the check by the deliver by date you selected.



Pay an Individual

Step 4

On the next screen, you will need to confirm that you want to send a check to an individual. Here, you have the option to type in a memo that will be printed on the check. Once completed, select “Submit Payments.” The individual will receive the check by the deliver by date you selected. The money will be deducted from your checking account once the check is cashed and cleared by the individual.