

Step 1

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

The screenshot displays the 'Payment Center' interface. At the top right, there are navigation links for 'Payment Center', 'Activity', 'Accounts', and 'Help Center'. A 'PAYMENTS GUARANTEED' logo is also present. The main section is titled 'Send Money' and includes a button to 'Add a Company or Person'. Below this, there are three payment entries:

- COMCAST - RIC...** (Internet bill *6038): Includes a dropdown menu set to 'CHECK NICK *4755', a dollar sign input field, and a calendar icon. Links for 'Activity', 'Reminders', and 'AutoPay' are below.
- DOMINION VIRG...** (Power company *3788): Includes a dropdown menu set to 'CHECK NICK *4755', a dollar sign input field, and a calendar icon. Links for 'Activity', 'Reminders', 'AutoPay', and 'eBills' are below.
- Fred Jones** (Individual): Includes a 'Pay From' dropdown set to 'CHECK NICK *4755', an 'Amount' input field with a dollar sign (highlighted with a red box), and a 'Deliver By' calendar icon. An 'Available Balance: \$5.00' is shown. Links for 'Activity', 'Reminders', and 'AutoPay' are below, along with a 'Rush Delivery' link.
- VIRGINIA CREDI...** (Cell Bill *ILLS): Includes a dropdown menu set to 'CHECK NICK *4755', a dollar sign input field, and a calendar icon. Links for 'Activity', 'Reminders', and 'AutoPay' are below, along with a 'Rush Delivery' link.

On the right side, there are three informational sections: 'Reminders' (helping track due payments), 'Pending Payments' (listing scheduled payments), and 'Recent Payments' (listing completed payments for 45 days). A 'Send Money' button is located at the bottom right of the main form area.

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.

The screenshot shows the 'Payment Center' interface with a 'Send Money' section. It lists two bills: 'COMCAST - RIC...' and 'DOMINION VIRG...'. A calendar overlay is open, showing the current date as Thursday, July 20, 2017. The calendar displays July and August 2017. A legend indicates that yellow highlights represent 'Rush Delivery with a fee' and grey highlights represent 'Standard Delivery'. The calendar shows that July 24 and 25 are marked for rush delivery, while other dates are standard.

Payment Center Activity Accounts Help Center

Send Money

Add a Company or Person

COMCAST - RIC...
Internet bill
*6038

CHECK NICK *4755 \$

Activity Reminders AutoPay

DOMINION VIRG...
Power company
*3788

CHECK NICK *4755 \$

Activity Reminders AutoPay eBills

Get eBills

Fred Jones
Details

Pay From Amount Deliver By

CHECK NICK *4755 \$ 40.00 07/20/2017

Today is Thursday, Jul 20

July 2017 August 2017

| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | |
| 30 | 31 | | | | | | | | | | | | |

Legend:
Rush Delivery with a fee
Standard Delivery

1:00 AM ET, 7 days a week

[View the Terms & Conditions](#) | [View Messages](#)

Step 3

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

The screenshot shows the 'Payment Center' interface with a 'Send Money' section. It lists three bills to be paid: Comcast (Internet bill), Dominion Power (Power company), and Virginia Credit Union (Cell Bill). Each bill has a 'Pay From' dropdown set to 'CHECK NICK *4755', an amount field, and a 'Deliver By' date field. The total amount is \$10.00. A 'Send Money' button is highlighted with a red box and a hand cursor.

Payment Center Activity Accounts Help Center

Send Money

Add a Company or Person

COMCAST - RIC...
Internet bill *6038

CHECK NICK *4755 \$

Activity Reminders AutoPay

DOMINION VIRG...
Power company *3788

CHECK NICK *4755 \$

Activity Reminders AutoPay eBills

Get eBills

Fred Jones
Details

Pay From: CHECK NICK *4755 Amount: \$ 10.00 Deliver By: 08/01/2017
Available Balance: \$5.00 Rush Delivery

Activity Reminders AutoPay

VIRGINIA CREDI...
Cell Bill *ILLS

CHECK NICK *4755 \$

Rush Delivery

Activity Reminders AutoPay

Total: \$10.00 **Send Money**

Reminders
Reminders help you track when a payment is due.

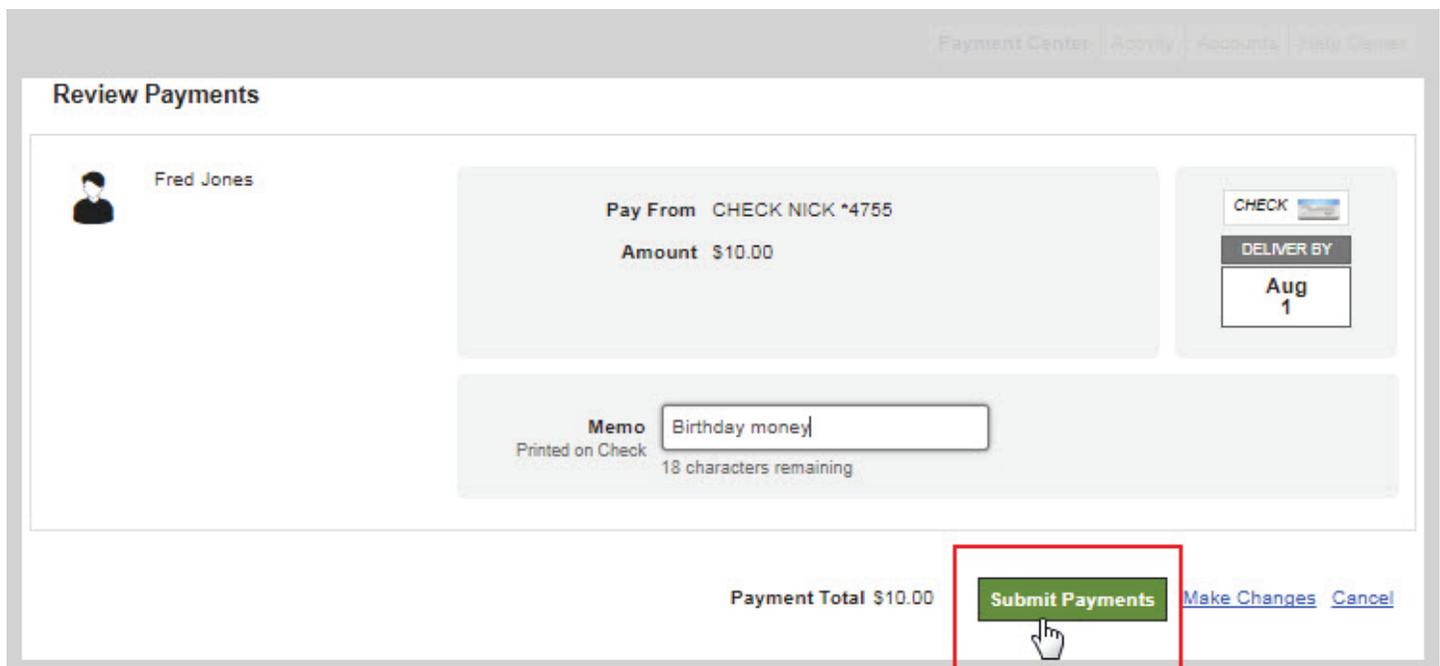
Pending Payments
Scheduled payments are listed here.

Recent Payments
Completed payments are listed here for 45 days.

PAYMENTS GUARANTEED

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.



The screenshot shows a web interface for reviewing a payment. At the top right, there are navigation links: "Payment Center", "Activity", "Accounts", and "Help Center". The main heading is "Review Payments". On the left, there is a profile icon and the name "Fred Jones". The payment details are as follows:

- Pay From:** CHECK NICK *4755
- Amount:** \$10.00
- DELIVER BY:** Aug 1
- Memo:** Birthday money (Printed on Check, 18 characters remaining)

At the bottom, the "Payment Total" is \$10.00. There are three buttons: "Submit Payments" (highlighted with a red box and a hand cursor), "Make Changes", and "Cancel".