

Make *ONLINE* Zelle Payments to EAS PTO

11.19.2021

EAS PTO has enrolled in the Zelle program to be able to receive funds from parents electronically. Zelle is offered by most banks and does not charge the users any transaction fees. If your bank offers Zelle, save yourself the headache of sending in checks for your payments to PTO. Follow the steps below:

- Using on-line banking or mobile app, go to the tab for Zelle
- Add the EAS PTO payee by using the email (treasurer@easpto.org)
- The “type” will be “personal” and you can state the first name of EAS and second name of PTO. The email is the most important aspect of the setup.
- After you’ve added the payee you can then make a payment to that payee
- Type in the amount
- Feel free to enter something in the comment box but note that this is ONLY for your tracking. Comments DO NOT come through for the Treasurer to see.
- You are done!

You can still pay by check if you choose, but we encourage and **strongly prefer payment by Zelle**. If any questions, please contact the EAS PTO Treasurer at treasurer@easpto.org. Note that if your bank account is not set up as one of the parent names on file, it can be difficult to reconcile who payment is for. If you know that is the case (nickname or different formal name), please feel free to send an email to treasurer@easpto.org with a screenshot of the transaction and a quick description as to what student you are paying for.

*Additional Note: This payment method can only be used for payments **due to EAS PTO**, which includes PTO Membership and Family Contribution, Wednesday Electives payments, Bingo, and Student Socials. Payments due directly to the school for camps, classroom fees, and April Adventures/spring trips must still be submitted by check or cash to the EAS office.*

WELLS FARGO SCREENSHOTS

Add a New Recipient ✕

Only use Zelle® to pay people you know.

First name **Last name**

You can use *Zelle* to send money to a business, as long as it is enrolled in *Zelle*. Enter the full name of the business in the **First name** field.

Nickname (Optional)

Your preferred name

Send by

Email address

Then click “Save & Send Money” and you will be able to add it to Zelle.

CHASE SCREENSHOTS

Open an account

Accounts Pay & transfer Investments Security & privacy

Pay bills & send money with Zelle® Pay Request & split Payment activity Manage recipients Settings

MANAGE RECIPIENTS

Edit/delete recipients

Add a recipient

MY RECIPIENTS

EAS

Add recipient

Add a Zelle recipient

Name: EAS

Nickname (optional):

Email

Please tell us at least one way to contact your recipient. You can add up to 5 email addresses.

Email: treasurer@easpto.org

Confirm email: treasurer@easpto.org

Cancel Save

Mobile Number

We can only send messages to this number if the recipient has signed up to receive them

Mobile number:

Confirm mobile number:

Cancel Next

Send money with Zelle

EAS treasurer@easpto.org
Registered as ENVIRONMENTAL AND ADVENTURE SCHOOL PTO

Amount ⓘ

\$

Pay from

▾

Send on ⓘ

11/17/2021

When will my money get there? ⓘ

Memo (optional)

What's it for?

Character limit: 140

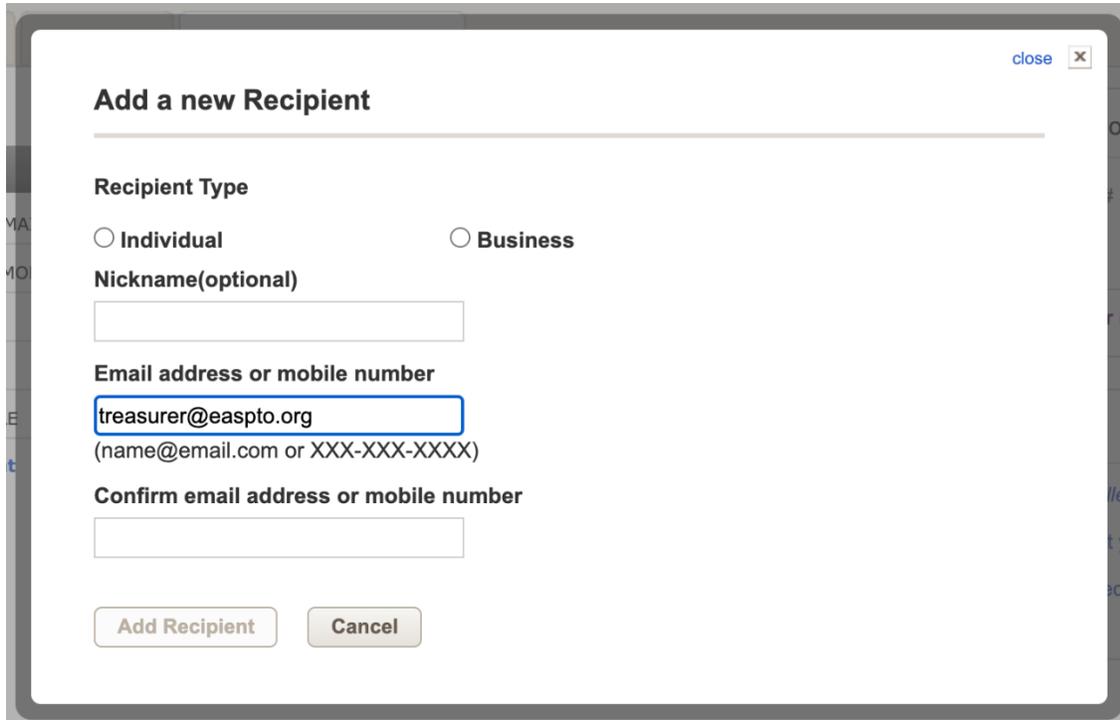
Repeating payment Off

Cancel

Next

BANK OF AMERICA SCREENSHOTS

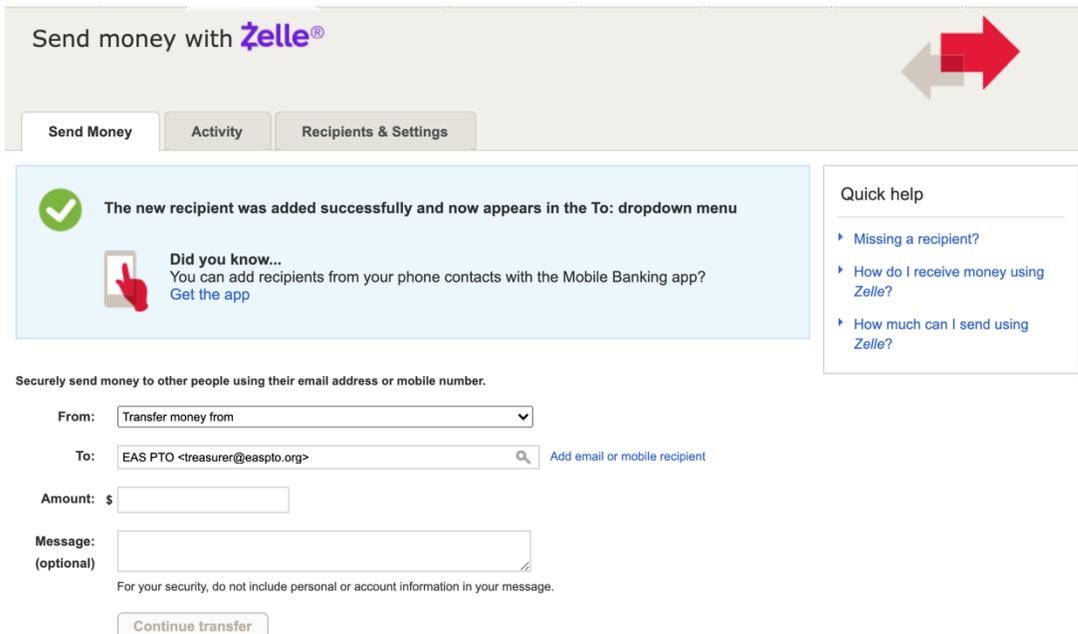
Go to Zelle then add a recipient:



The screenshot shows a modal dialog box titled "Add a new Recipient" with a "close" button in the top right corner. The form includes the following fields and options:

- Recipient Type:** Two radio buttons for "Individual" and "Business".
- Nickname(optional):** An empty text input field.
- Email address or mobile number:** A text input field containing "treasurer@easpto.org". Below it is a placeholder "(name@email.com or XXX-XXX-XXXX)".
- Confirm email address or mobile number:** An empty text input field.
- Buttons:** "Add Recipient" and "Cancel" buttons at the bottom.

Then you can send money like this:



The screenshot displays the "Send money with Zelle" interface. At the top, there are navigation tabs for "Send Money", "Activity", and "Recipients & Settings". A red arrow points to the right. Below the tabs, a blue notification box states: "The new recipient was added successfully and now appears in the To: dropdown menu". To the right, a "Quick help" section lists links for "Missing a recipient?", "How do I receive money using Zelle?", and "How much can I send using Zelle?".

The main form area is titled "Securely send money to other people using their email address or mobile number." and contains the following fields:

- From:** A dropdown menu showing "Transfer money from".
- To:** A text input field with "EAS PTO <treasurer@easpto.org>" and a search icon. A link "Add email or mobile recipient" is next to it.
- Amount:** A text input field with a dollar sign "\$" and a cursor.
- Message (optional):** A text input field with a placeholder and a "For your security, do not include personal or account information in your message." warning below it.
- Continue transfer:** A button at the bottom.

BECU SCREENSHOTS

First go to the payments tab to add Zelle:

The screenshot shows the BECU online banking interface. At the top is the BECU logo and navigation links for SEARCH, LOCATIONS, and SUPPORT. A user is logged in as Jamie. The main navigation bar includes links for Money Manager, BECU Accounts & Loans, Online Deposits, Transfers, Payments (highlighted), Account Services, and Alerts. The 'Payments' section is active, showing options for 'Make Payments Online', 'Bill Payment Enrollment', and 'Send Money'. Below this, there is a 'Print this Page' link and a brief explanation of online payments. Three columns of services are listed: BECU Payments (Auto Loans, Lines of Credit, Credit Cards, Home Loans), Bill Payment (Utility bills, Cell phone bills, Non-BECU credit cards and loans, Even your landscaper or newspaper subscription), and Send Money with Zelle (Send and receive money from friends and family by using your U.S. mobile phone number or email address). Each column has a 'Go' button.

After signing up, add the contact:

Add New Contact

Personal Business

First Name

EAS

Last Name

PTO

Nickname (Optional)

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

Email

Mobile

Account #

Email

treasurer@easpto.org

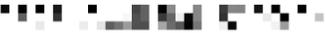
Back

Save

Next send payment:

Send	Enter Amount
Request	Send
Split	 EAS PTO Enrolled as ENVIRONMENTAL AND ADVENTURE SCHOOL PTO
Activity	Amount
Settings	\$0 Limits ?

 Send Today (one time) [Change \[?\]\(#\)](#)

From My
Checking, #####  [▼](#)

[Back](#) [Review](#)

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