How to Pay a Person Using Bill Pay

Log into online banking at
https://my.texasgulfbank.com/login

Pay a Person by either **selecting the Pay a Person tile** or by scrolling to the Bill Pay section of online banking and **select Pay a Person**.
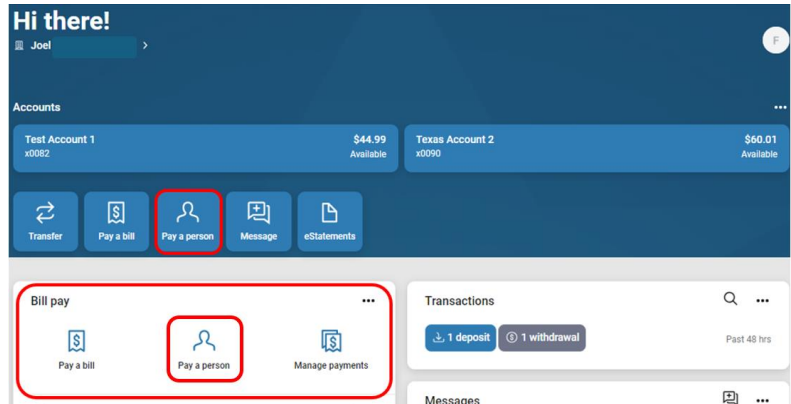
The Pay a person screen will display. This is where another person can be added. To create a new person to pay, select **+ Add another person.**
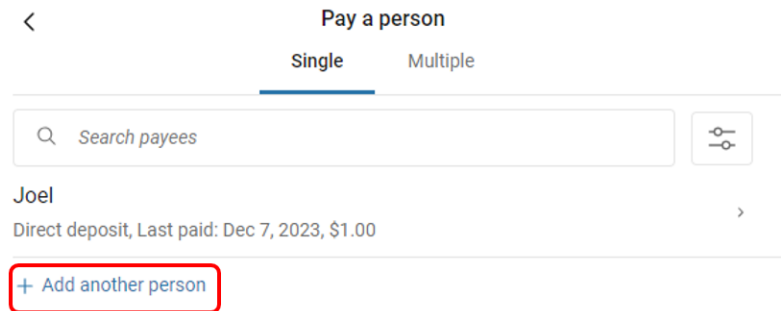
You have four options to Pay a Person:

Direct Deposit - You already have the proper account information. (Payment made electronically)

Email - Payee will provide their account info via secure link received by email. (Payment made electronically)

Text message (SMS) - Payee will provide their account info via secure link received by text. (Payment made electronically)

Check - Check will be mailed (The account will not be debited until check is cashed)
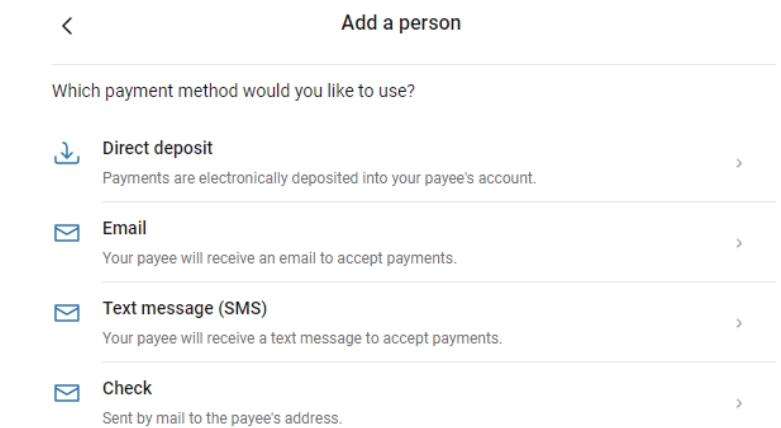
Direct Deposit

Select the **Direct Deposit** option. The Add a person screen will appear. Fill in the boxes on this page with the payee's information. Then press the **Submit** button.

Confirm adding the payee by **re-entering your credentials**.

A confirmation that your payee has been added. Now that the payee has been added, click **I'm Done**.

Return to the Pay a Person screen. **Select the payee created** to begin the payment.

The Payment screen will display. On this screen, enter the amount of the payment.

*Options to select the frequency, when to send the payment, and to add comments can be done by **clicking on the options you would like to change on the right side of the screen**.

*Payment screen (pictured above) shows all options available after clicking on **More options***
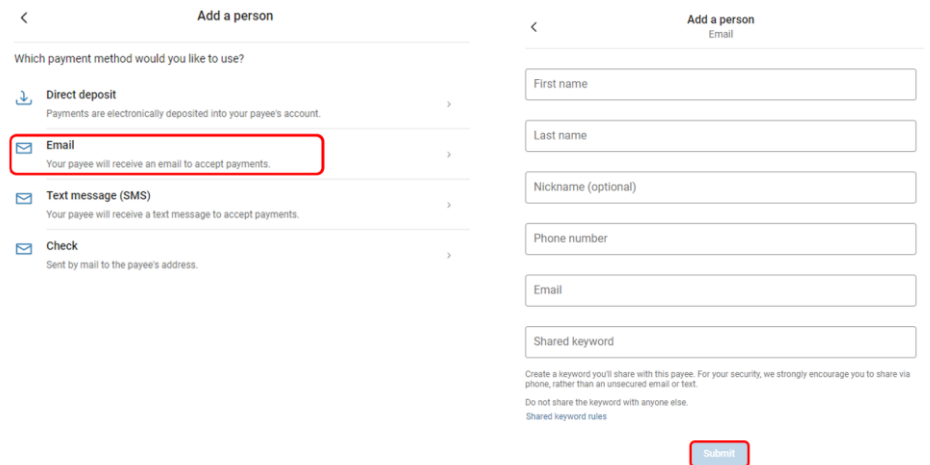
Once the payment options are selected and the payment amount is entered, click the **Submit** button to send the payment.

A confirmation that the Bill pay has been submitted will display. Click on the **Done** button to return to the list of payees.
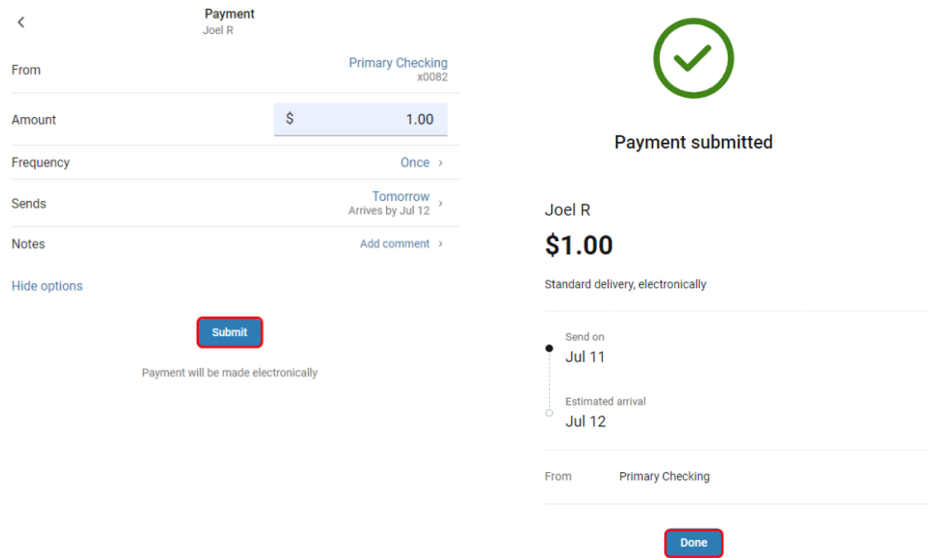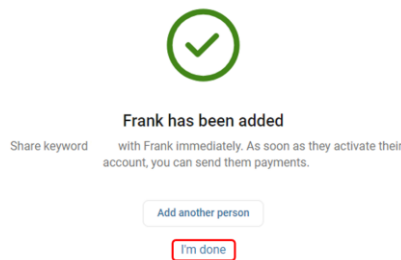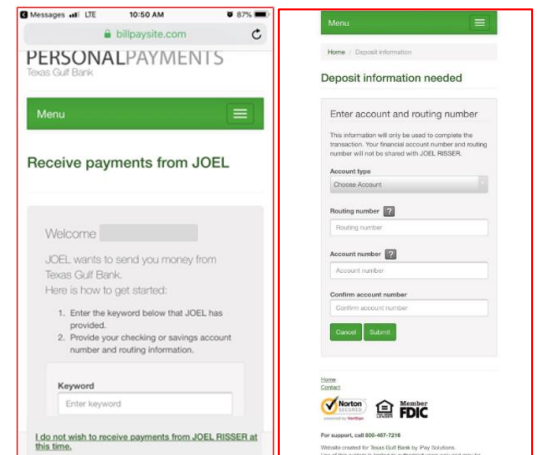

Email

Select the **Email** option.
The Add a person screen will appear. Fill in the boxes on this page with the payee's information. Make sure to verify the spelling of the **Shared keyword**. Then press the **Submit** button.

A confirmation that your payee has been added along with a reminder to **provide the payee with the shared keyword**. Now that the payee has been added, click **I'm Done**.
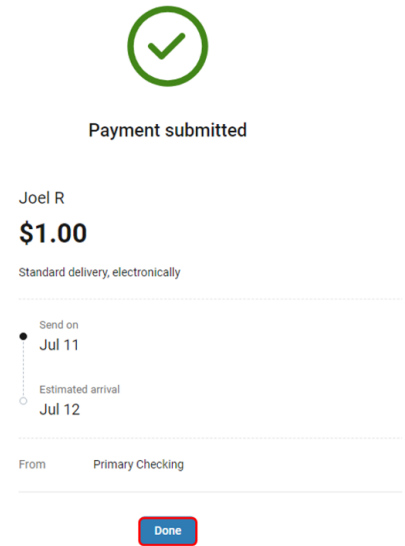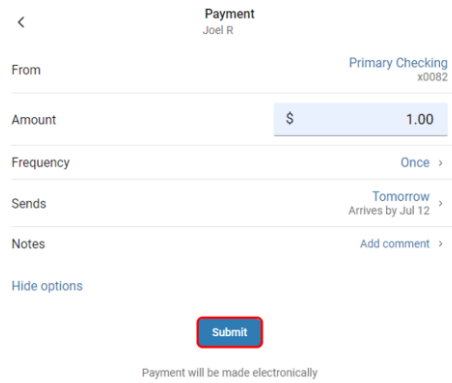
The payee will receive an email with instructions to complete the add payee process. The payee will be instructed to click the link provided within the email to open the billpaysite, prompting them to enter the required information. The payee must complete this process before a payment can be sent.

Example of required information on billpaysite from payee pictured above

Once the payment options are selected and the payment amount is entered, click the **Submit** button to send the payment.
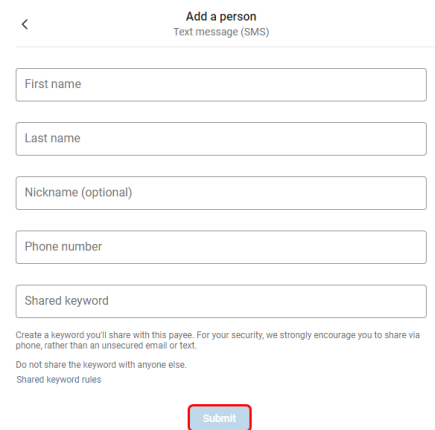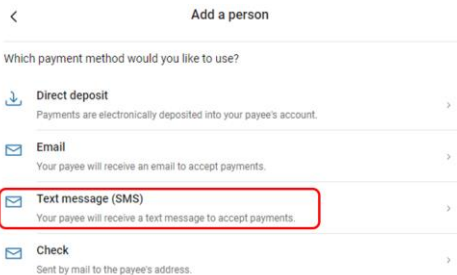
A confirmation that the Bill pay has been submitted will display. Click on the **Done** button to return to the list of payees.
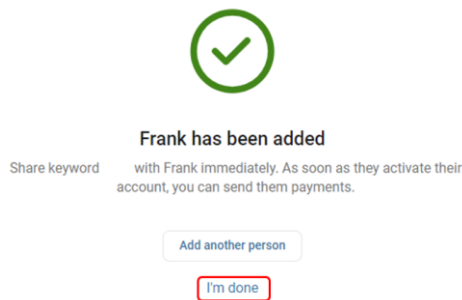

## Text Message (SMS)

Select the **Text message (SMS)** option.
The Add a person screen will appear. Fill in the boxes on this page with the payee's information. Make sure to verify the spelling of the **Shared keyword**. Then press the **Submit** button.

A confirmation that your payee has been added along with a reminder to **provide the payee with the shared keyword**. Now that the payee has been added, click **I'm Done**.

The payee will receive a Text message with instructions to complete the add payee process. The payee will be instructed to click the link provided within the Text message to open the billpaysite, prompting them to enter the required information. The payee must complete this process before a payment can be sent.

Example of required information on billpaysite from payee pictured above

Once the payment options are selected and the payment amount is entered, click the **Submit** button to send the payment.

A confirmation that the Bill pay has been submitted will display. Click on the **Done** button to return to the list of payees.

Check

Select the Check option.

The Add a person screen will appear. Fill in the boxes on this page with the payee's information. Then press the **Submit** button.

A confirmation that your payee has been added. Now that the payee has been added, click **I'm Done**.

Return to the Pay a Person screen. **Select the payee created** to begin the payment.
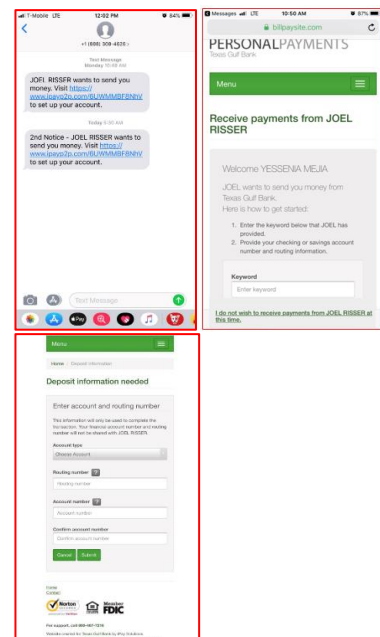
Once the payment options are selected and the payment amount is entered, click the **Submit** button to send the payment.

A confirmation that the Bill pay has been submitted will display. Click on the **Done** button to return to the list of payees.

| Payment | |
JR	
From	Primary Checking
	x0082
Amount	$ 1.00
Frequency	Once ›
Sends	Jul 15 ›
	Arrives by Jul 19
Notes	Add memo or comment ›
Hide options	

Submit

Payment will be made by check

✓

Payment submitted

JR

$1.00

Standard delivery, by check

Send on
Jul 15

Estimated arrival
Jul 19

From   Primary Checking

Done

If a payment is sent by check, the funds will not be debited from the account until the payee has negotiated the check