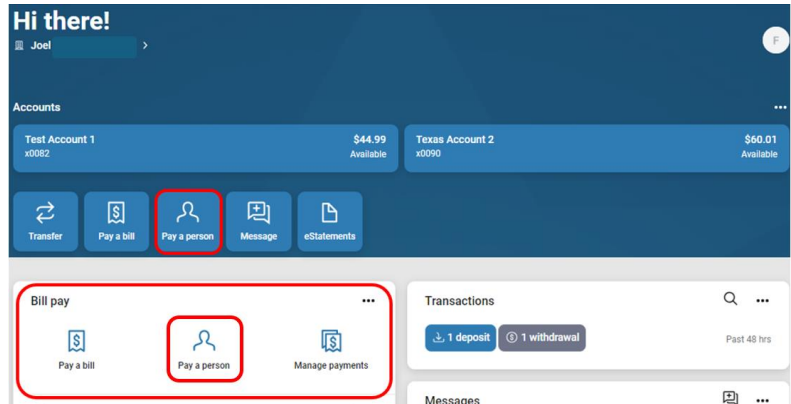


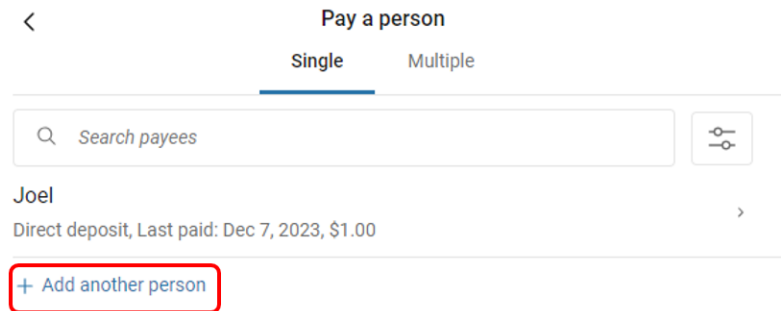
## How to Pay a Person Using Bill Pay

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**.



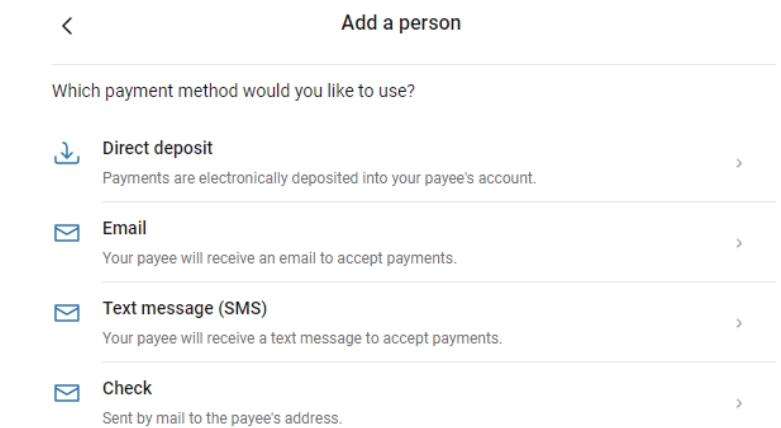
**You have four options to Pay a Person:**

**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.

Which payment method would you like to use?

- Direct deposit**  
Payments are electronically deposited into your payee's account.
- Email  
Your payee will receive an email to accept payments.
- Text message (SMS)  
Your payee will receive a text message to accept payments.
- Check  
Sent by mail to the payee's address.

First name

Last name

Nickname (optional)

Phone number

**Account information**

Account type

Routing number

Account number

Need help finding routing and account number?

Submit

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**.

**TEXAS GULF BANK**

Confirm your credentials to continue

Password

Confirm password

Joel R has been added

Add another person

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**.

Pay a person

Single Multiple

Search payees

Joel  
Direct deposit, Last paid: Dec 7, 2023, \$1.00

**Joel R**  
Direct deposit, Last paid: Never

+ Add another person

Payment  
Joel R

From Primary Checking x0082

Amount \$

Frequency **Once**

Sends **Tomorrow Arrives by Jul 12**

Notes **Add comment**

Hide options

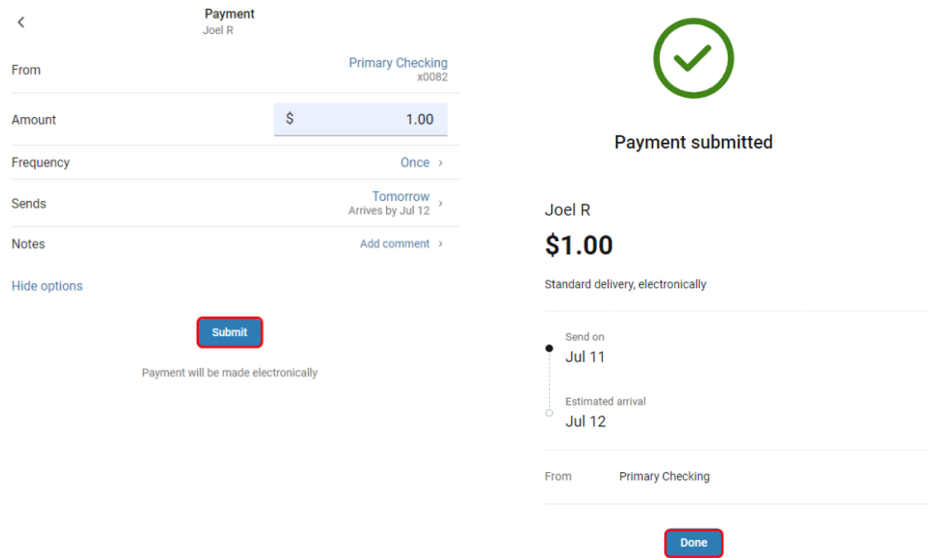
Submit

Payment will be made electronically

\*Payment screen (pictured above) shows all options available after clicking on **More options**\*

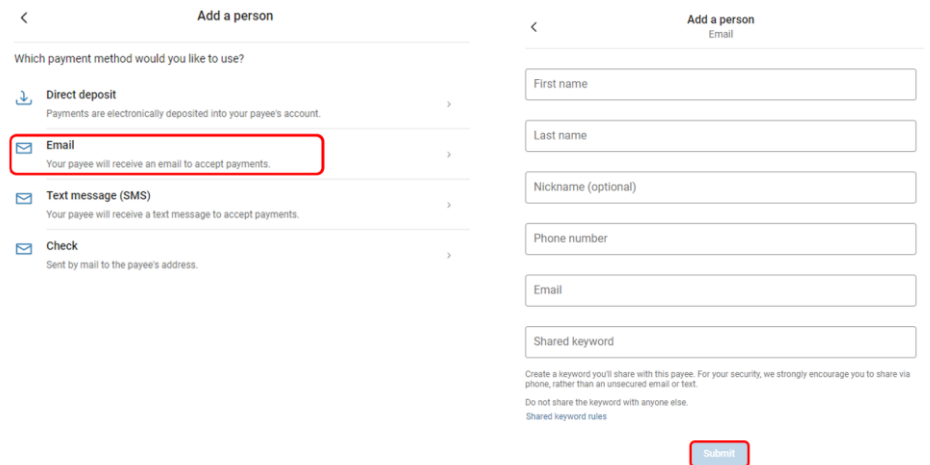
Once the payment options are selected and the payment amount is entered, click the **Submit** button to send the payment.

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

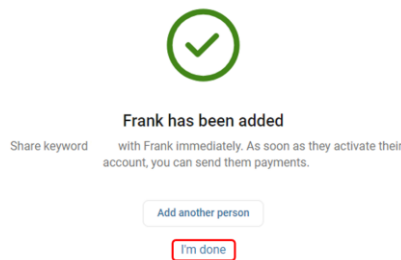


## Email

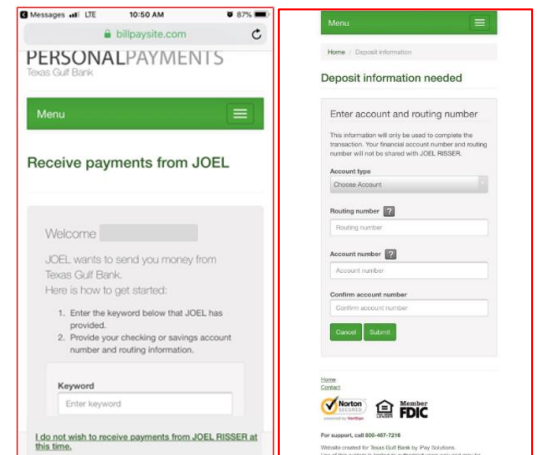
Select the **Email** option. The Add a person screen will appear. Fill in the boxes on this page with the payee's information. Make sure to verify the spelling of the **Shared keyword**. Then press the **Submit** button.



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**.



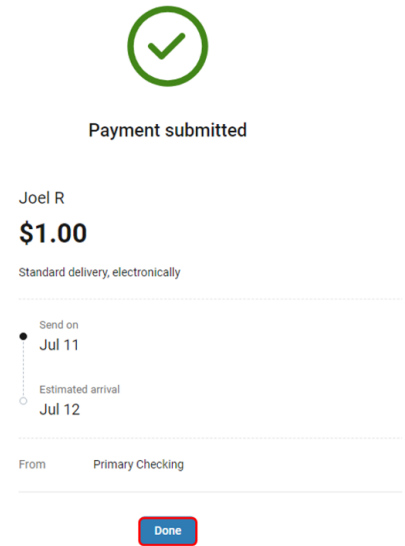
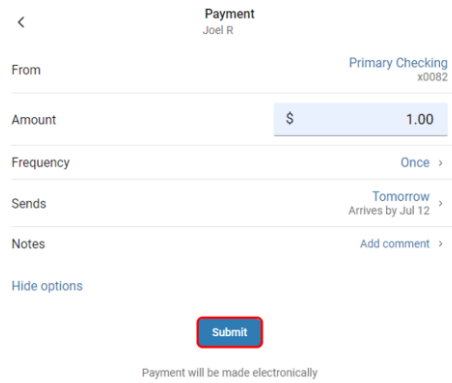
The payee will receive an email with instructions to complete the add payee process. The payee will be instructed to click the link provided within the email to open the billpaysite, prompting them to enter the required information. The payee must complete this process before a payment can be sent.



\*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.

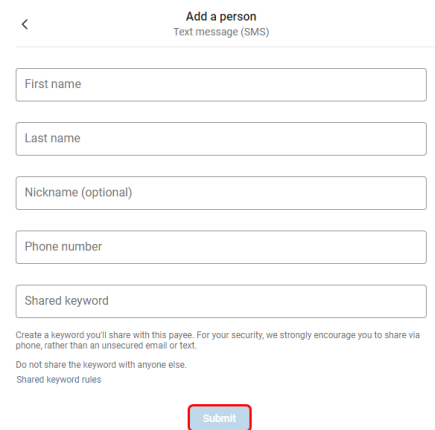
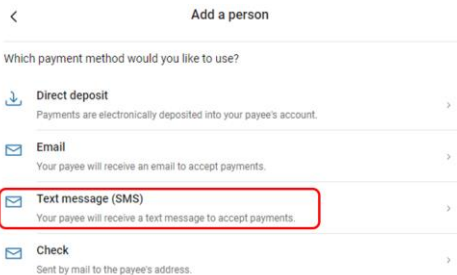
A confirmation that the Bill pay has been submitted will display. Click on the **Done** button to return to the list of payees.



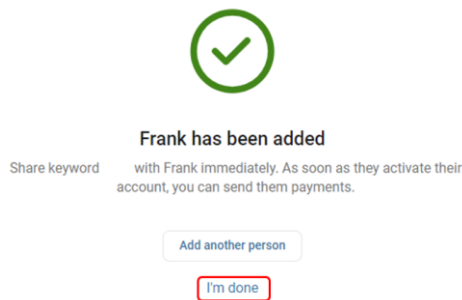
### Text Message (SMS)

Select the **Text message (SMS)** option.

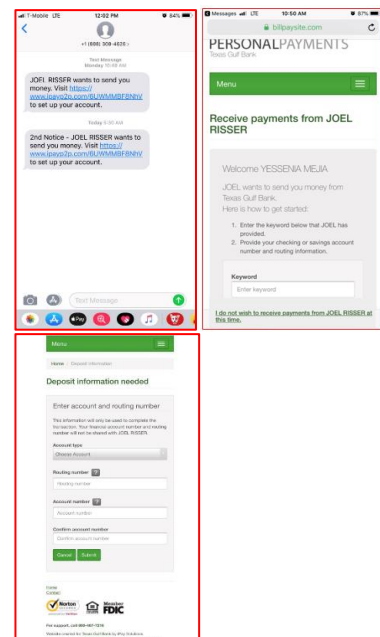
The Add a person screen will appear. Fill in the boxes on this page with the payee's information. Make sure to verify the spelling of the **Shared keyword**. Then press the **Submit** button.



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.

Payment  
Joel R

From Primary Checking  
x0082

Amount \$ 1.00

Frequency Once >

Sends Tomorrow  
Arrives by Jul 12 >

Notes Add comment >

Hide options

**Submit**

Payment will be made electronically

Payment submitted

Joel R  
**\$1.00**

Standard delivery, electronically

Send on  
Jul 11

Estimated arrival  
Jul 12

From Primary Checking

**Done**

## 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.

Add a person

Which payment method would you like to use?

- Direct deposit  
Payments are electronically deposited into your payee's account. >
- Email  
Your payee will receive an email to accept payments. >
- Text message (SMS)  
Your payee will receive a text message to accept payments. >
- Check**  
Sent by mail to the payee's address. >

Add a person  
Check

First name

Last name

Nickname (optional)

Phone number

Payee address

Street line 1

Street line 2 (optional)

City State Zip

**Submit**

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.

JR has been added

Add another person

**I'm done**

Pay a person

Single Multiple

Search payees

- Joel  
Direct deposit, Last paid: Dec 7, 2023, \$1.00 >
- Joel R  
Direct deposit, Paid: Jul 11, \$1.00 >
- JR xsr**  
Check, >
- testing  
Direct deposit, Last paid: Never >

+ Add another person

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\*