

Make *ONLINE* Zelle Payments to EAS PTO

9.24.2024

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
- Please type in a brief description of your payment, including your student’s name. ie: “John Doe session 1 elective fee”
- You are done!

You can still pay by check if you choose, but we encourage and **strongly prefer payment by Zelle**. If you have 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, Yearbooks, etc. Payments due directly to the school for camps, classroom fees, and April Adventures/spring trips must still be submitted 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)

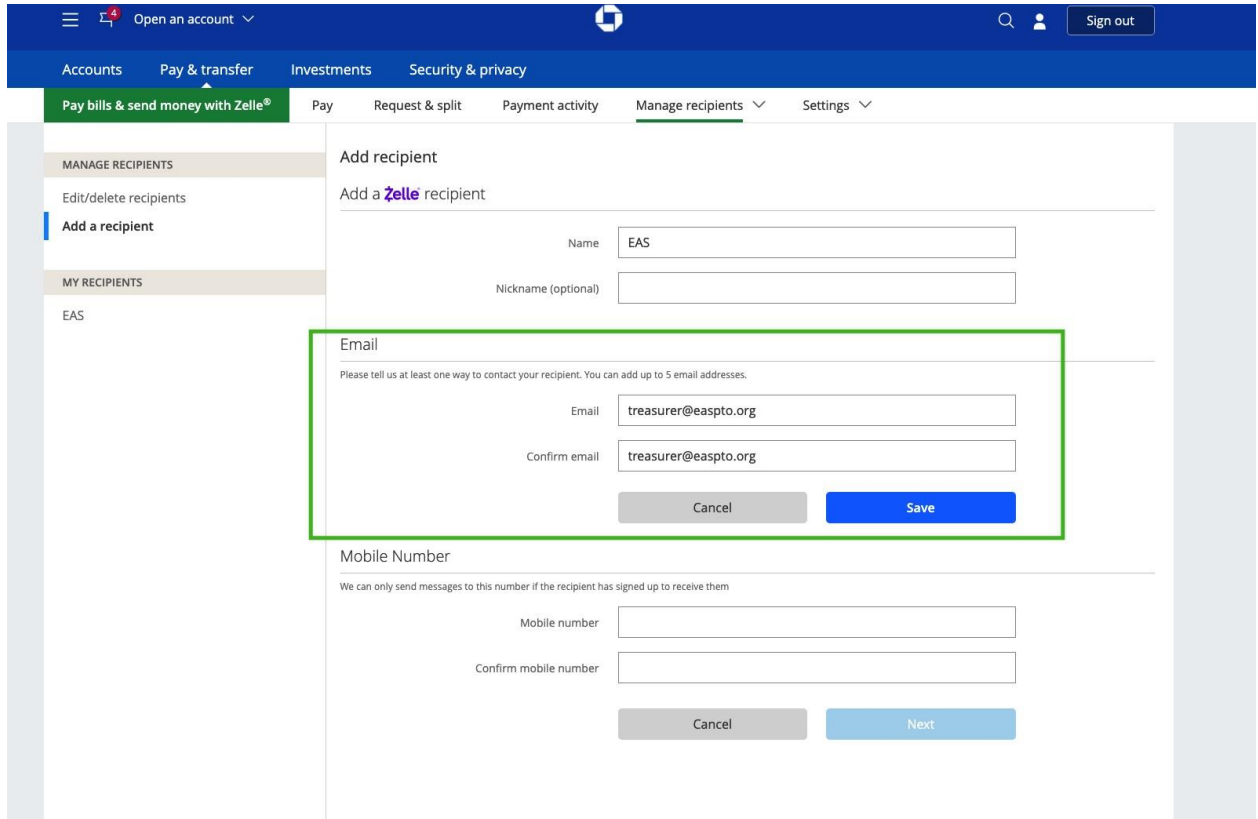
Your preferred name

Send by

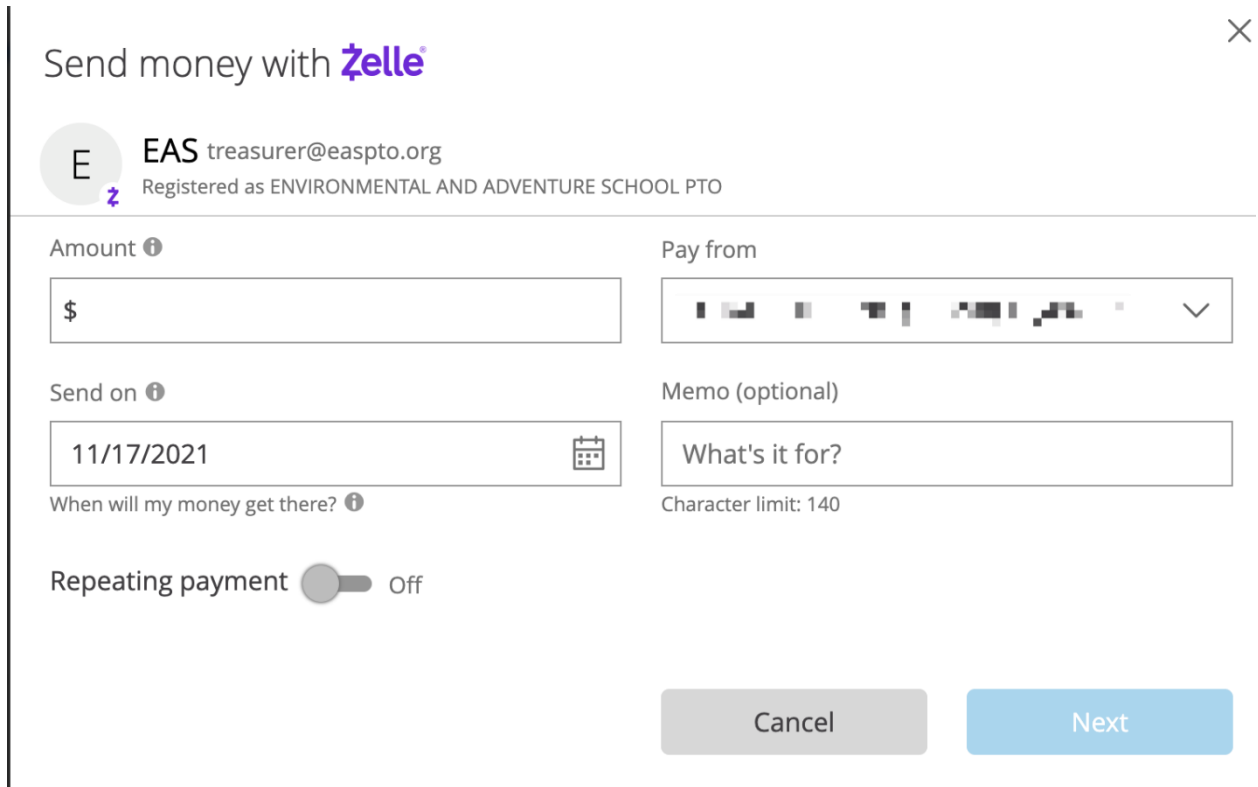
Email address

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

CHASE SCREENSHOTS



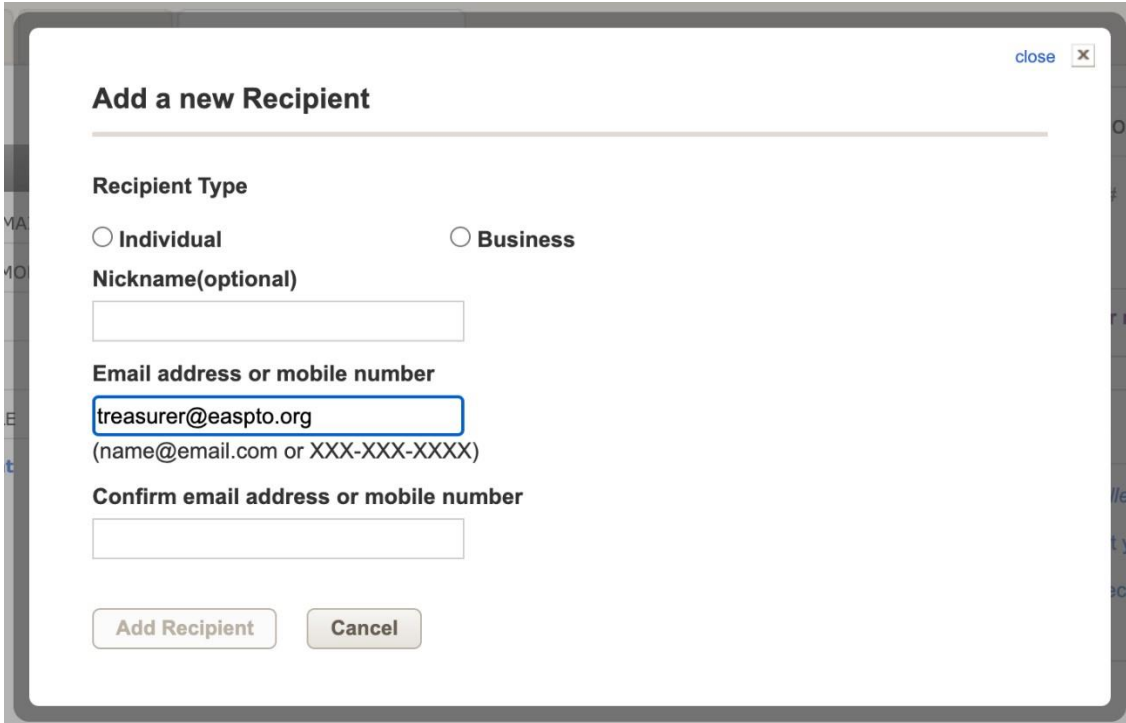
The screenshot shows the Chase website interface for managing recipients. The top navigation bar includes 'Accounts', 'Pay & transfer', 'Investments', and 'Security & privacy'. The 'Pay & transfer' section is active, with 'Manage recipients' selected. The left sidebar shows 'MANAGE RECIPIENTS' with options to 'Edit/delete recipients' and 'Add a recipient'. Below this, 'MY RECIPIENTS' lists 'EAS'. The main content area is titled 'Add recipient' and 'Add a Zelle recipient'. It contains several input fields: 'Name' (filled with 'EAS'), 'Nickname (optional)', 'Email' (filled with 'treasurer@easpto.org'), 'Confirm email' (filled with 'treasurer@easpto.org'), 'Mobile number', and 'Confirm mobile number'. A green box highlights the email and confirm email fields. At the bottom, there are 'Cancel' and 'Save' buttons.



The screenshot shows a 'Send money with Zelle' modal window. It features a close button (X) in the top right corner. The recipient information is displayed as 'EAS treasurer@easpto.org' with a Zelle logo and the text 'Registered as ENVIRONMENTAL AND ADVENTURE SCHOOL PTO'. Below this, there are four main sections: 'Amount' with a '\$' input field, 'Pay from' with a dropdown menu, 'Send on' with a date input field showing '11/17/2021' and a calendar icon, and 'Memo (optional)' with a text input field containing 'What's it for?'. A 'Repeating payment' toggle switch is currently turned 'Off'. At the bottom, there are 'Cancel' and 'Next' buttons.

BANK OF AMERICA SCREENSHOTS

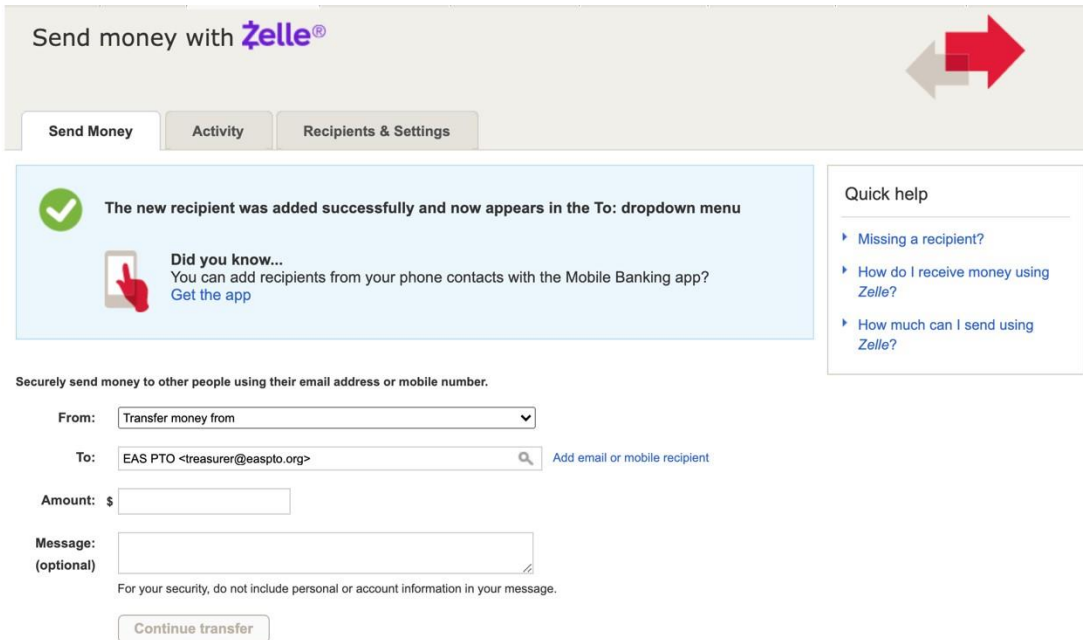
Go to Zelle then add a recipient:



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

- Recipient Type:** Two radio buttons are present: "Individual" (selected) 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 the instruction "(name@email.com or XXX-XXX-XXXX)".
- Confirm email address or mobile number:** An empty text input field.
- Buttons:** "Add Recipient" and "Cancel" buttons are located at the bottom.

Then you can send money like this:



The screenshot displays the Zelle interface for sending money. At the top, it says "Send money with Zelle®" with a red arrow pointing right. Below this are three tabs: "Send Money" (active), "Activity", and "Recipients & Settings".

A success message is shown in a light blue box: "The new recipient was added successfully and now appears in the To: dropdown menu". Below this is a "Did you know..." section with a hand icon pointing to a phone, stating "You can add recipients from your phone contacts with the Mobile Banking app" and a link to "Get the app".

On the right side, there is a "Quick help" section with three links: "Missing a recipient?", "How do I receive money using Zelle?", and "How much can I send using Zelle?".

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

- From:** A dropdown menu currently showing "Transfer money from".
- To:** A text input field containing "EAS PTO <treasurer@easpto.org>". To the right of the field is a magnifying glass icon and the text "Add email or mobile recipient".
- Amount:** A text input field starting with a dollar sign "\$".
- Message: (optional):** A text input field.
- Footer:** A note: "For your security, do not include personal or account information in your message." and a "Continue transfer" button.

BECU SCREENSHOTS

First go to the payments tab to add Zelle:

The screenshot shows the BECU online banking interface. At the top, there is a navigation bar with the BECU logo, search, locations, and support icons, and a 'LOG OUT' button. Below this is a user welcome message: 'Welcome, Jamie (Edit Profile)'. A menu bar contains 'Money Manager', 'BECU Accounts & Loans', 'Online Deposits', 'Transfers', 'Payments' (highlighted), 'Account Services', and 'Alerts'. The main content area is titled 'Payments' and includes three tabs: 'Make Payments Online', 'Bill Payment Enrollment', and 'Send Money'. A 'Print this Page' link is visible. Below the tabs, there is a paragraph explaining online payments and a list of services under three categories: '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 category 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

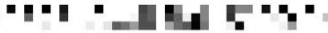
Next send payment:

Send	Enter Amount
Request	Send
Split	
Activity	
Settings	

 **EAS PTO**
Enrolled as ENVIRONMENTAL AND ADVENTURE SCHOOL PTO

Amount
\$0
Limits [?](#)

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

From My
Checking, #####  [▼](#)

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