

1. Find the 'Go to Send Money with Zelle®'

Go to your bank account and find ZELLE. Click on Send \$ with Zelle. **Add or select recipient** Look at your RECIPIENTS and delete anything that has Rivertowne in the name and save. This will erase Lori's setup using her phone number. **ADD** recipient. Name the new recipient Rivertowne Country Club 2026 and choose to add with A Zelle tag for business. Our tag is **rtccclga** Hit save. You will then see this new recipient in your list. Hit BACK.

2. Enter amount and select your funding account Click on send money with Zelle and the SEND or RECEIVE button is shown...hit SEND and choose the new Rivertowne Country Club 2026 recipient you just set up. It will ask you to double check your recipient and check the box that says I'm sure and hit continue. Enter your amount of payment (you will see enrolled as **RIVERTOWNE COUNTRY CLUB**). Select the account you're sending it from Add a memo Dues 2026 and hit NEXT.

3. Review and send

Carefully review the details of your payment before you send it. If it's the first time you've sent money to this recipient, we will send you an access code to help verify your identity. If your recipient's U.S. mobile number or email address is enrolled with Zelle®, we'll display the name of the recipient on record before you continue. (In some cases, this may only be a first name or business name.) After you send your payment, you'll get a confirmation screen with the details of your payment. Your recipient will be notified by email or text message with the details of your payment and instructions on how to enroll to receive the money if action is necessary.

4. Note: Recipients must enroll to receive money.

If your recipient is not enrolled with Zelle®, they'll need to enroll to receive money. They will have fourteen (14) days to complete their one-time enrollment using the same email address or U.S. mobile number you used to send them the payment. If your recipient does not enroll with Zelle® within 14 days, the money will be returned back to your account. Once your recipient enrolls with Zelle®, this and all future payments to them are typically delivered in minutes.