**Step 1**: Log on to your banking website.

**Step 2**: Click on Transfer/Zelle.

**Step 3**: Click ‘SEND’. (Diagram 1)

**Step 4**: Add Orchard Park Self Storage as a recipient using any of the following:

Name: Orchardparkselfstorage

Email address: opselfstorage@aol.com. (Diagram 2)

**Step 5**: Enter the payment amount. (Diagram 3)

**Step 6**: Click ‘continue’. (Diagram 3)

**Step 7**: Click ‘Send Money’. (Diagram 4)

**Step 8**: Money has been sent. Thank you for your payment.

Please do not hesitate to call, email or text with any questions.

A screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generatedPhone: (716) 309-2020 Email: [Opselfstorage@aol.com](mailto:Opselfstorage@aol.com)

Diagram 1 Diagram 2 Diagram 3 Diagram 4

Please note: These example pictures are from the Bank of America APP.

Each bank that offers this service may have different instructions.