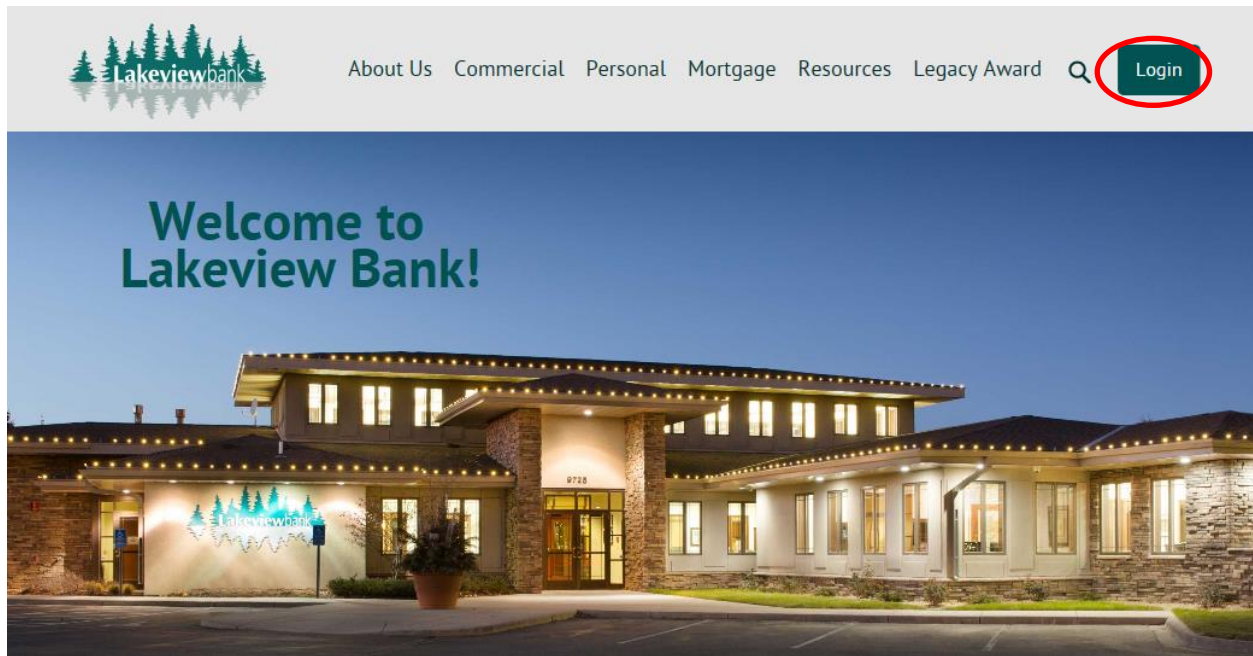




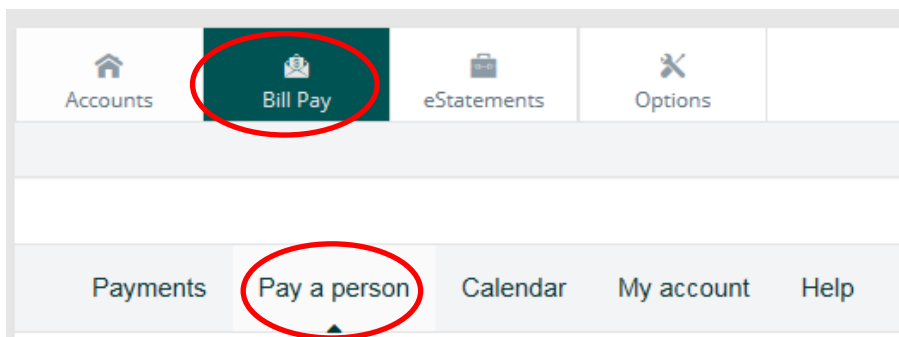
## How to set up Person to Person Transfer

Follow the following instructions to set up Person to Person Transfer.

Navigate to our Web Site [www.lakeview-bank.com](http://www.lakeview-bank.com) and login to your Online Banking.



Select "Bill Pay" / "Pay a Person"



Select Email or text message (Electronic), Direct deposit (Electronic), or Check and click "Next"

## Pay a person

Send the money by:

- Email or text message (Electronic)**  
Recipient provides routing and account number, paid within 1-2 business days.
- Direct deposit (Electronic)**  
Requires routing and account number, paid within 1-2 business days.
- Check**  
Mailed and paid within 5-7 business days.

**Next**

Fill in the required fields and click "Next"

### Who are you paying?

\* Required field

Payee first name \*   
(Visible in all correspondence with the payee.)

Payee last name \*   
(Visible in all correspondence with the payee.)

Send notification to payee by \*  Text (  )  -

Email

Payee phone number (  )  -

Payee nickname \*

Default pay from \*

Category   
[Add new category](#)

**Next**

Add and confirm a Keyword. A Keyword is a password you create for your payee. They will use this password when accessing our secure website to submit account information. *Be sure to share the keyword with your payee right away.*

Create a keyword for [redacted]

The Keyword is a password you create for information. Be sure to share the keyword with [redacted]. They will use this password when accessing our secure website to submit account right away.

\* Required field

Keyword \*

Confirm keyword \*

access will be locked after 3 failed login attempts

Select delivery method and click “Next”

First time payee activation for [redacted]

\* Required field

For security purposes, a one-time activation code is required before being able to schedule payments to this payee.

Delivery method for activation code \*  Home phone:  Mobile phone:

Enter Activation Code and click “Next”

First time payee activation for [redacted]

\* Required field

Your activation code is being sent to [redacted]

Enter activation code \*

[Click here to resend code](#)

Once the activation code has been verified, the main Payments page will load. **No further action is required from you.**

## Payee Steps

The payee must complete the following steps to successfully complete the transfer.

An email or text message sent to the Payee will provide a link to the following page.

Payee will enter the keyword and click "Submit."

**PERSONALPAYMENTS**  
Lakeview Bank

Menu Home Contact

### Receive payments from

Welcome [redacted]

[redacted] wants to send you money from Lakeview Bank.  
Here is how to get started:

1. Enter the keyword below that [redacted] has provided.
2. Provide your checking or savings account number and routing information.

Keyword

Submit

[I do not wish to receive payments from \[redacted\] at this time.](#)

Payee will fill in their account information and click "Submit."

**PERSONALPAYMENTS**  
Lakeview Bank

Menu Home Contact

Home / Deposit information

### Deposit information needed

Enter account and routing number

This information will only be used to complete the transaction. Your financial account number and routing number will not be shared with [redacted]

Account type  
Choose Account

Routing number

Account number

Confirm account number  
Confirm account number

Cancel Submit

A message will inform the payee that payment setup is complete.

## PERSONALPAYMENTS

Lakeview Bank

Menu Home Contact

Home / Deposit information / Setup complete

### Payment setup complete

Your deposit account information has been received

You will now be able to receive payments from  using the account below. A notification will be sent to you the next time  sends you money.

Institution name

Account type

Routing number

Account number

You will receive an email once the payee has submitted their information. You can then begin sending Person to Person transfers. To send money, select Bill Pay and the name of the individual will be listed under payees.