

P2P-Payee Guide

The Sender of the payment will contact the Payee with a **Keyword** in a secure manner. An email is sent notifying the Payee that the Sender would like to send a payment to them. The return address of the email will be the sender's email address.

An example email is below:

From: Sender First Name/Last Name [mailto:billpaysupport@billpaysite.com]
Sent: Tuesday, September 01, 2015 1:26 PM
To:
Subject: Receive payment(s) from Sender First Name/Last Name

Payee First Name/Last Name,

Sender First Name/Last Name wants to make a payment to you through Sugar River Bank. A keyword will be provided to you by Sender First Name/Last Name. Click on the link below (or copy and paste the link into your browser) to enter the keyword you were provided.

<https://www.billpaysite.com/RecipientSite/Home/Index/GjP1tZPPRVp>

Once you have entered the keyword, you will need to enter the account number where payments from Sender First Name/Last Name will be deposited. Your account information is never shared with Sender First Name/Last Name.

If you do not have or do not remember the keyword, please contact Sender First Name/Last Name.

You will be notified via email when Sender First Name/Last Name sends a payment to you.

Regards,
SRB MyPay Customer Service
Sugar River Bank

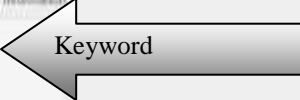
If you wish to receive payments from the Sender, enter the **Keyword** that was provided by the Sender. If you do not wish to receive payments, check the box "I do not wish to receive payments from the Sender at this time."


Receive payments from Sender Name

Welcome Payee Name

Susan wants to send you money using the Sugar River Bank bill pay system. Here is how to get started:

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

Keyword  Keyword

 Decline Payment

Like not wish to receive payments from Susan Ordway at this time.

Enter your bank account information:

- Account Type
- Routing Number
- Account Number and then confirm your account number


Then click **Submit**. It is important to note that your account information is not shared with the Sender.


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 Susan Ordway.

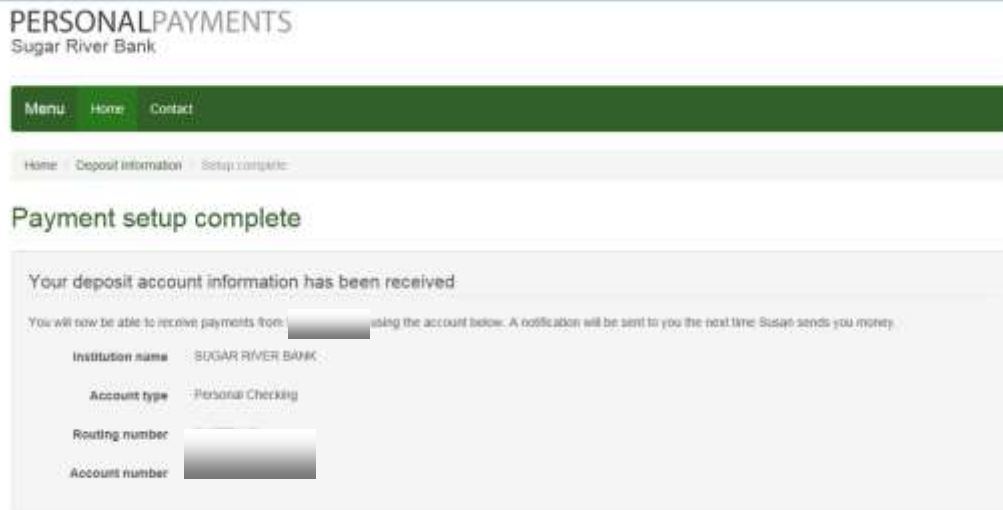
Account type

Routing number 

Account number 

Confirm account number

You will be provided with a confirmation screen that lists the information you entered and confirms that your setup was successful.



You will get a confirmation email that payment has been sent to your account by the end of the banking day. The email will be addressed from the Sender of the payment:

Payee First Name/Last Name,

A payment from Sender First Name/Last Name in the amount of 1.00 was sent to your account for deposit.

Babysitting

Regards,

SRB MyPay Customer Service
Sugar River Bank