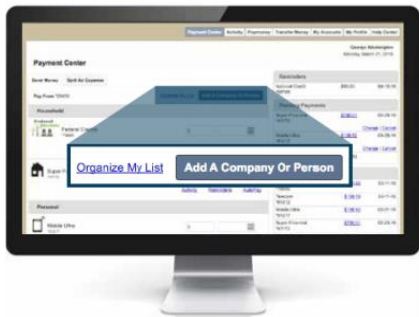
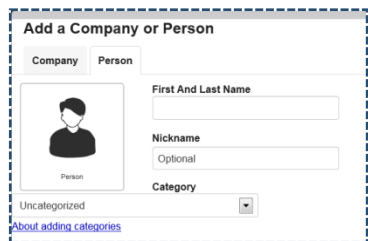


# Popmoney® Cheat Sheet

Paying people has never been easier or more convenient!

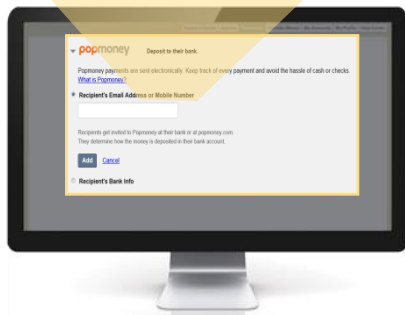
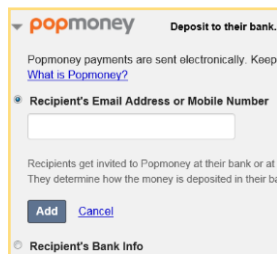
## Step 1

From the Person tab, enter their first and last name, add a nickname if you like—mom, rent, dog walker, and then select a category for payment.



## Step 2

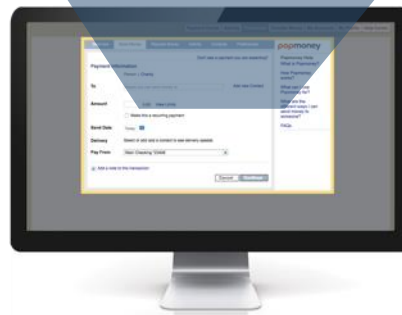
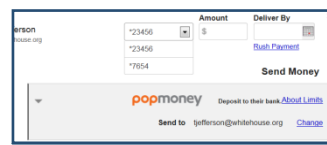
You choose whether to use their email, mobile or even their bank account information.



## Step 3

Next, from the Payment Center, select the person you want to pay, enter the amount, select a date, choose which account to pay from, and you can even add a personal message.

**\*You can also set up reminders and automatic payments!**



## Step 4

Verify your information and click **Send Payment**. You will receive confirmation and the recipient will get a note with information on Popmoney and how to receive the payment.

*Next: Splitting Expenses – Need to split the rent with a roommate? It is easy and fast with Popmoney!*

