Pay vendors and employees fast with Direct Pay

Visit wellsfargo.com/biz/directpay to learn more. (Note: Direct Pay is only available through a browser1.)

Enroll

Sign on to Wells Fargo Business Online®. Select **Transfer & Pay**, then choose **Direct Pay for Business**.

To enroll you must have a business account, and an SSN, TIN, or EIN:

1. Confirm your identity with the Advanced Access code you receive by text message.
2. Review a description of the service, then select **Enroll Now**.
3. Select billing and a business funding account, answer the payment amount questions, and select an email address where you want to receive notices. Then select **Continue**.
4. Verify your information, then **read and accept** the Terms and Conditions.

Add a new payee

Pay employees and vendors as soon the next business day. Pay them by direct deposit, including net pay, bonuses, commissions, and expense reimbursements.

1. From the Direct Pay main page, select **Payees**, and then select **Add Payee**.
2. Select the Payee Type (individual or business), then select **Continue**.
3. Enter the payee and account information, then select **Continue**.
4. Verify the payee information, then select **Save**.

   - The bank validates new payees before you can pay them. Wells Fargo accounts take two business days to validate; non-Wells Fargo accounts take three business days.

If you select higher payment amounts, and you don’t have an RSA SecurID® device2, you’ll receive one in 5–7 business days.

Select **Higher** (now or later) to pay individuals up to $50,000, or businesses up to $250,000, not exceeding a total of $500,000, a day.

Select **Lower** to make payments up to $5,000, not exceeding $25,000 a day total.

1. Direct Pay access costs $10 per monthly billing cycle. Direct Pay payments to non-Wells Fargo personal bank accounts are $0.50 per payment. There are no per-payment charges for Direct Pay payments made to Wells Fargo personal bank accounts. All payments made to business bank accounts are $3 each.
2. RSA Security LLC is not affiliated with Wells Fargo Bank, N.A. or any of its affiliates and is not a sponsor of this program.

RSA SecurID® Access is a registered trademark of RSA Security LLC and other parties.

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Create a payment in Direct Pay

Select the Transfer & Pay menu, then choose Direct Pay for Business.

1. Select Payments, then select Create Payment. Select if the payment is one-time or recurring, then select Continue.

2. Select the payees you want to pay, enter payment amounts, then select Continue.

3. Enter a Pay by Date, choose a Send On date, and then select Continue.

4. Verify the information is correct, then select Submit. You’ll see a confirmation page.

Go to the Admin tab to:

- Add users
- Modify user access
- Change user limits
- Change the funding account
- Change the billing account
- Increase to higher limits

When paying a business, you’ll see a remittance field where you can enter details, such as an invoice number.

Direct Pay payments do not count towards monthly transaction limits.

Payments scheduled on a business day by 3:00 p.m. Pacific Time can be received as soon as the following business day provided you have sufficient funds in your account.