WELLS FARGO

Pay vendors and employees fast with Direct Pay

Visit wellsfargo.com/biz/directpay to learn more. (Note: Direct Pay is only available through a browser[1].)

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.

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Enter your information.

Company Name/TIN: YOURCOMPANY TIN XX-XXX0218

Choose the billing account and funding account you want to use for Direct Pay, and click

Billing Account: (This is the account you will use to pay fees for the service.)
BUSINESS CHECKING XXXXXX4331

Funding Account: (This is the account you will use to pay your employees and vendors.)
BUSINESS CHECKING XXXXXX4331

Will you be making daily payments to any payee in amounts higher or lower than $5,000
○ Higher   ● Lower

Choose email address(es)
We'll only use your email address for delivering important product and payment notices
changes and also check your Wells Fargo secure inbox often.

☐ Primary Email   sample_name @email.com

Change or add more email addresses as contact points.

Cancel   Continue

> 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.

> (i) If you select higher payment amounts, and you don't have an RSA SecurID® device[2], you'll receive one in 5–7 business days.

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Main Page | Payments | **Payees** | Admin

▶ Payee List   Pay Groups

> You can create a Pay Group with multiple payees.

Add Payee

Please enter payee and account-related information for the payee you wish to add, and select **Continue**.

First Name: John   **M.I.** Q   **Last Name:** Adams

Payee ID Number (optional):

Primary Email: (for notification of payment) johnq@email.com

Secondary Email: (for notification of payment)

> (i) The name field labels change according to the payee type.

Payee Account Information

Note: Please enter the bank routing and account number of your payee after you have confirmed with your payee the appropriate routing number that may be used for electronic payments. Bank routing numbers that appear on your payee's check do not always support electronic payments.
(See illustration below)

Routing Number: 1234567890   **Account Number:** 998877665

U.S. Check Sample

Routing Number   Account Number

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.

1

Direct Pay

| Main Page | Payments | Payees | Admin |

Payment Summary ▶ Create Payment Reports

Create Payment: Step 1 of 4

To create a payment, select a Pay Group. (You'll be able to choose which Payees in the Group to make a payment to.) Then choose whether you want this to be a one-time or recurring payment.

What's the difference between paying an individual versus a business payee?

Pay Group - [Employees (Individual) ▼]

◉ This is a one-time payment.
○ This is a recurring payment.

[Continue]

> 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

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Create Payment: Step 2 of 4

Available Balance= $10,535.93
Total Payments for 08/30/20xx: $0.00   What is this?

Select the check boxes for each Payee you want to pay, enter an amount, and click **Continue**.

Pay Group - Employees (Individual)

☐	Select All Payees		
	Pay To	**Amount**	**Action**
☑	Example customer 1	575.55	View Payee
☐	Example customer 2		View Payee

[Back] [Cancel] [Continue]

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

3

Create Payment: Step 3 of 4

Complete the fields below and click **Continue**.

Pay By Date: (mm/dd/yy)
Pay By Date is the day you'd like your Payees to have access to funds

[09/08/xx] 📅

Send On Date:
Send On Date is the day funds will leave your account.
○ One business day before pay by date (cut off time - 15:00 Pacific Time)
◉ Two business days before pay by date * (cut off time - 15:00 Pacific Time)

Total Payment Amount: $575.55 (1 Payees)

Funding Account: XXXXXX1120

Description: (optional)
This will appear on your statement.
[Staff payroll]

Payee Memo: (optional)
This will appear in the payment notification email sent to each Payee with a valid email address.
[Payroll mid -month]

*   Recommended to ensure that all your payees can access funds online or by ATM on Pay By Date.

[Back]   [Cancel]   [Continue]

> ⓘ Direct Pay payments do not count towards monthly transaction limits.

4

Create Payment: Step 4 of 4 - Verify

Verify your payment information below, then select **Submit**, or select **Back** to make changes.

Send On Date:	09/06/xx 15:00 Pacific Time
Pay By Date:	09/08/xx
Frequency:	One-Time
Total Payment Amount:	$575.55
Funding Account:	XXXXXX1120 (Avail. Balance = $10,535.93)
Description:	None
Payee Memo:	DPQA SALESBIZA

Pay Group - Employees (Individual)

Pay To	Amount
Example customer 1	$575.55

Please note: All payments are final

[Back]   [Cancel]   [Submit]

> ⓘ 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.