

# Pay employees and vendors securely with Direct Pay

Learn more at wellsfargo.com/biz/directpay. Direct Pay use requires a desktop browser.

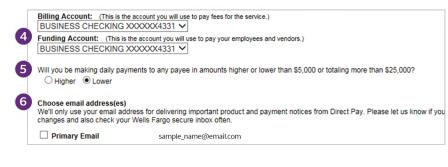
## Enroll

To enroll in Direct Pay<sup>1</sup> you must have an eligible business account, and an SSN, TIN, or EIN:

- Sign on to Wells Fargo Business Online<sup>®</sup> from a desktop browser; select Transfer & Pay; choose Direct Pay for Business.
- 2. Confirm your identity with the Advanced Access code you receive by text message<sup>2</sup>, or with your RSA SecurID<sup>®</sup> device<sup>3</sup> if you have one.
- 3. Review a description of the service; select **Enroll Now**.
- 4.
  - Select a billing and a business funding account.

5. Answer the payment amount questions (update your limit choice anytime):

- Select Higher 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.
- If you select higher payment amounts, and you don't have an RSA
  SecurID<sup>®</sup> device, you'll receive one in 5–7 business days. While you wait for it, you can pay lower amounts using an Advanced Access code.
- 6. Select an email address where you want to receive notices. Select Continue.
- 7. Verify your information; read and accept the Terms and Conditions.



RSA SecurID  $^{\otimes}$  Access is a registered trademark of RSA Security LLC and other parties.

# Add a new payee

Securely pay net pay, bonuses, commissions, and expense reimbursements by direct deposit as soon as the next business day.

- 1. From the Direct Pay main page, select Payees tab; select Add Payee.
- 2. Select the Payee Type (individual or business); select **Continue**.
- Enter the payee and account information (image below); select Continue.

Main Page Paymen		dmin	You can add multip	le payees to a	
Add Payee	Payee List		Pay Group.		
Please enter payee and acc	ount-related information	tion for the payee you wish to	add, and select Continue.		
First Name: John Payee ID Number	м.і. Q	Last Name: Adams Primary Email: (for	i The name field	i The name field labels change according to the payee type.	
(optional):		notification of payment) johnq@email.com Secondary Email: (for		пе рауее туре.	
		notification of payment)			
Payee Account Information	1				
	that may be used for s support electronic p	or electronic payments. Bank	you have confirmed with your payee the routing numbers that appear on your		
Routing Number:	ing Number: Account Number:				
1234567890	]	998877665			
U.S. Check Sample	101				

- 4. Verify the payee information; 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 can take up to three business days.

#### 5. Confirm payee is added; select Continue.

- 1. Direct Pay access costs \$10 per monthly billing cycle for each business enrolled. There is no fee for Direct Pay payments made to Wells Fargo personal bank accounts. Direct Pay payments to non-Wells Fargo personal bank accounts are \$0.50 per payment. Direct Pay payments made to business bank accounts are \$3 each.
- 2. Enrollment is required. Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.
- 3. 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.

### Create a secure payment in Direct Pay

