

How to Pay a Person.

Step One: Log in to your Dime Bank account.

Step Two: Click on the hamburger icon on the top left side of your screen.

Step Three: Click on “Pay A Person”.

Step Four: You will then add your payment recipient by clicking either the “Add Person” button on your screen.

Step Five: Fill out the “Add Person” form, then click “Save”. This step will save your recipient for future payments. ****Please note that mobile numbers require recipient consent****

Step Six: Click “Save”.

Step Seven: Your recipient will fill in to the Send Money form. Now select which account you would like to pay them from by click the down facing arrow next to “From”.

Step Eight: Additional questions will appear asking the amount of the payment and for a Security Question. Using a question that only people who know you would be able to answer is a great way to add additional protection.

Select your payment date and frequency of the payment.

You can also check a box to be alerted once the payment is delivered, or to be alerted prior to any future send dates.

Finally, add a message to your recipient and click “Send” to create your payment.

Step Nine: You will receive an email alert confirming your P2P payment was created, and will be able to view the payment under the “Scheduled” section of your Pay A Person screen.

Step Ten: You may choose to cancel your payment up until your recipient accepts the payment. To do this, first click the down facing arrow next to your scheduled payment. Then, at the bottom of the drop-down screen that appears, please click “Delete Payment”.

Important Information About PayItNow™ Processing Time:

- Your payment will be initiated as soon as your recipient accepts the payment.
- If a payment is accepted by your recipient after 4:00pm, it will be processed the following business day.
- If your recipient does not accept payment within the first 5 calendar days, they will receive a reminder notification. The payment will stay in a pending status until the security question is answered. If the payment is not accepted within 10 calendar days, it will be cancelled.

- Your frequent payment recipients can enroll in auto deposit for future payments. This will allow them to receive payments without having to accept the payment manually.

Thank you for watching!