

# PopMoney – Personal

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Popmoney will send the message you specified to the person you are paying from your Sunwest Bank checking account along with instructions on how they can receive the payment directly into their checking or savings account. If their email address is registered in the PopMoney Network, they will be sent a notification to have the money deposited into their previously registered bank account. If your recipient has not yet registered for PopMoney, they will be directed to Popmoney.com in order to enroll and receive their funds.

Popmoney is quick, easy, and fully secure for you and your recipient!

1. Log in to Online Banking.
2. Click “BillPay” then “Popmoney”.

## Sending Money

1. Select Send Money
2. Select the account you wish to use as the debiting account
3. Select the name of the person you are sending the payment to from the PopMoney contact list
  - a. If this is a new recipient, you can add them as a new contact
  - b. The add contact window will open, complete required information, and then save
4. Enter the amount you wish to send and a date to send the payment

Note: You may schedule the send date up to a year in the future, or the earliest available date

If this is a type of payment that will happen more than once, you have the option of sending it automatically as a recurring payment. Select the frequency for the recurring payment and the end date.

- a. Note: Once the frequency and duration are set, you don’t have to worry about this payment again. It will be sent according to the schedule you choose and will stop automatically according to your instructions. You can also cancel the recurring payment at any time.
5. Now select how you would like to send the money
    - a. **Email** – selecting Email allows you to compose a personalized email message to the recipient. Enter a subject line and a personal message. This message will appear in the email they receive, along with instructions for claiming the money.
      - i. For special occasions or any time you want to send special greetings you can send your payment notification as an E-greeting card. Selecting Make It Special allows you to choose from a variety of email templates celebrating birthdays, anniversaries, and other special events.
        1. Select a template to send your email message as an electronic greeting card.
    - b. **Mobile Phone** - If you select Mobile Phone you can enter a short text message here that will be sent to the recipient’s mobile phone along with instructions on how to claim the payment
    - c. Or directly to the recipient’s checking or savings account
  6. You can **Add A Note** to the transaction. Invisible to the recipient and much like the memo line on a check, your note is stored in the history for your own future reference about the payment.
  7. **Continue** opens the preview payment screen
  8. Review the details of your payment transaction to verify all the information is correct and then send the payment
  9. The confirmation screen notes all details of your payment transaction, including the estimated delivery date

**Payment Information** (\* = required)From \* To \* Amount \*  Send Date \* **Payment Recurrence**[Make this a Single Payment](#)Frequency \*  Duration \* **Method**

How would you like to send the money? \*

Instructions on how to deposit money will be included in the email to recipient.

Email Subject Line \* [See a sample email](#) (45 characters maximum)

Personal Message \*

**6**[CLICK HERE TO MAKE IT SPECIAL!](#)

Customize the email with a unique design

(200 characters maximum)

**Delivery Speed**

- 3 Day delivery (3 business days - Fee is \$0.00)
- Next Day delivery (Next business day - Fee is \$0.00)

 [Add a note to this transaction](#)You will be charged a small fee for each payment you send. [Review fees.](#)

Payment amount:	\$0.00
Fee:	\$0.00
<b>Total debit:</b>	<b>\$0.00</b>

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On the next screen, you'll have the chance to confirm all your payment details.

- Popmoney Help
- [What is Popmoney?](#)
  - [How Popmoney works?](#)
  - [What can I use Popmoney for?](#)
  - [What are the different ways I can send money to someone?](#)
  - [FAQs](#)