

# *How to Set Up and Pay Using Zelle*

***Now you can pay for events and trips electronically using "Zelle"!***

Zelle used to be called "Quick Pay" and is available from most bank. Unlike a credit card, there is no fee for paying with Zelle. Zelle can either be enabled through your online banking, or downloaded to your phone.

Go here to sign up for Zelle. <https://www.zellepay.com>

Once you enable Zelle through your online banking, note that it may take a few minutes before you can do the following steps.

Please follow these steps to send a payment to Kittyhawk Ski & Board Club:

1. Add **The Kittyhawk Ski Club, INC.** to your Zelle recipients.
  - You will be required to put in an email address for Kittyhawk. Use ***finance@skikittyhawk.com*** as the email.
  - Once you put Kittyhawk in your recipients, you will never have to set them up again.
2. Click on "SEND MONEY WITH ZELLE", and choose Kittyhawk
3. Enter the amount of money to send.
4. **IMPORTANT! Put the name of the trip or the activity in the memo box.**
5. Click send.

You will get an email confirmation that you sent the money that you can keep for your records.

It is that easy!! No more paper checks or stamps (unless you really want to...).

Set up Zelle early and make your next payment to the club a simple click away!