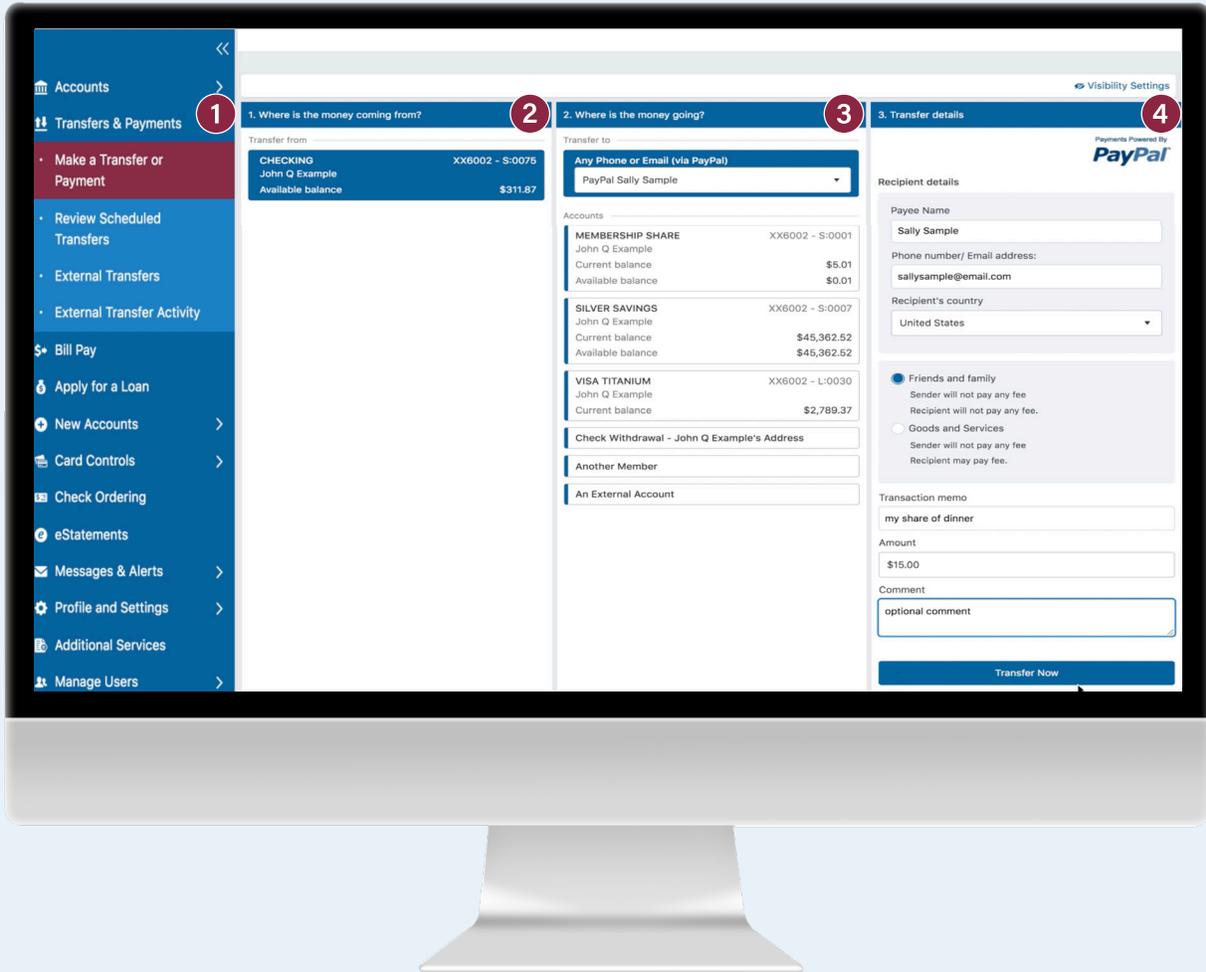


# USING MSGCU'S NEW ONLINE BANKING

## SENDING FUNDS VIA PAYPAL

### DESKTOP INSTRUCTIONS



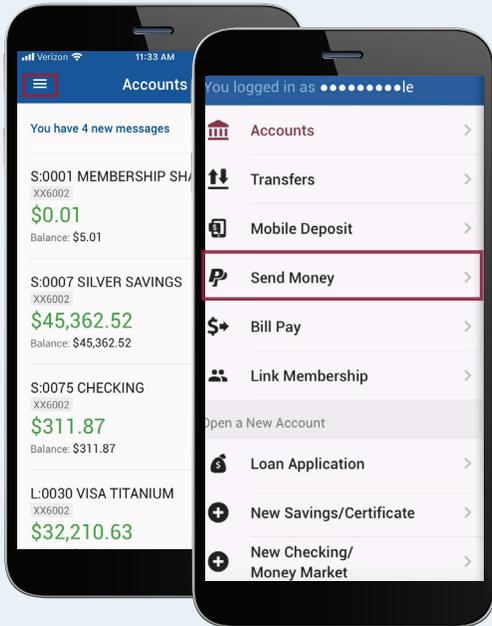
- 1 After logging in, select *Transfers & Payments*. Select *Make a Transfer or Payment* from the drop down.
- 2 Select the account you're transferring from.
- 3 Select where the money is going. Choose *Any Phone or Email via PayPal*. Select *New PayPal Recipient*.
- 4 Enter the transfer details including the name and contact information (phone or email) of the person you're paying. Add in the amount and a memo for the recipient if you'd like. Select if the recipient is a friend or family member. Then select *Transfer Now*.  
The recipient will get an email or text letting them know the funds are available. They'll log into their PayPal account or create one to collect their payment.

View instructional videos and learn more at [msgcu.org/newonlinebanking](https://msgcu.org/newonlinebanking).

# SENDING FUNDS VIA PAYPAL

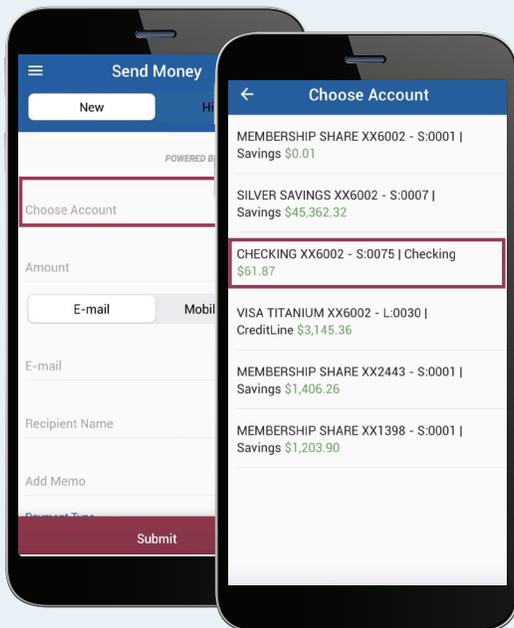
## MOBILE INSTRUCTIONS

1



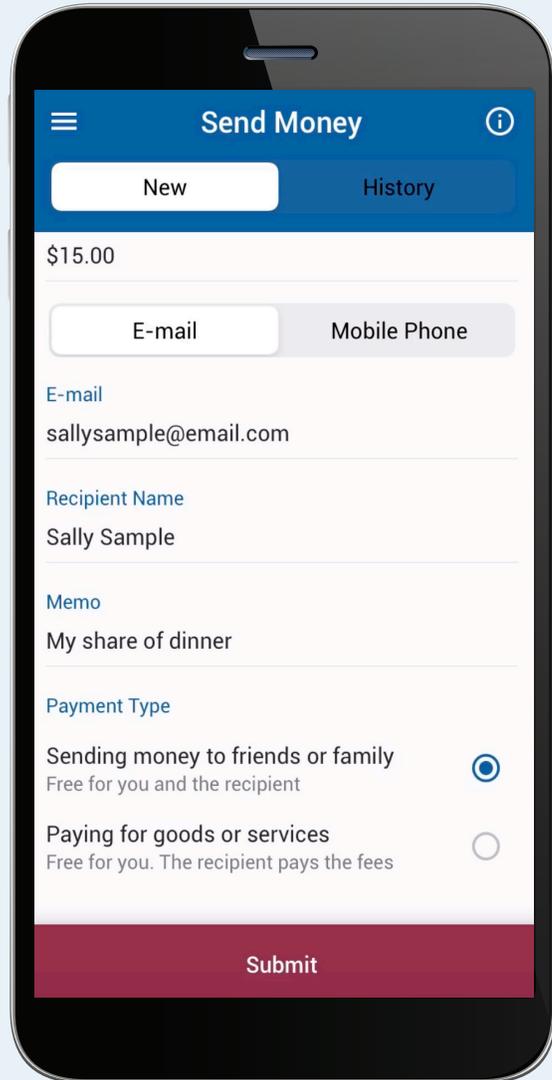
After logging in, open the menu, and select *Send Money*.

2



Select the account you're transferring from.

3



Enter the transfer details including the amount, the phone number or email address of the person you'd like to pay, and their name.

You can also add a memo for the recipient if you'd like.

Select if the recipient is a friend or family member or if the payment is for goods and services.

Then select *Submit*.

The recipient will get an email or text letting them know the funds are available. They'll log into their PayPal account or create one to collect their payment.

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