

ALDRICH SERVICES



ZELLE PAYMENT OPTION

This platform may be used with the following financial institutions:

1. Chase Bank
2. Wells Fargo Bank
3. Bank of America

STEPS:

1. Download ZELLE application.
2. Log into your bank.
3. Go to profile.
4. Select – Pay and Transfer.
5. Select – Send \$ with ZELLE.
 - A. Your contact information will appear.
 - B. Carol Ann’s mobile number is in your contact information list.
6. Enter amount of payment (**confirm that payment equals amount due on invoice**).

IMPORTANT NOTES –

To help with record keeping, please be sure to include the following notes while submitting payment (**FOR EACH STUDENT**):

- A. Music Education
- B. Invoice Number
- C. Student Name

7. Select – Review and Send.

NOTE:

Transfer will be posted same day.