

ABOUT ZELLE:

- Because Zelle partners directly with banks, it is the fastest, most reliable way to send payments without having to pay a transaction fee.
- Bank information is not revealed to us or others in the process, as the only identifier will be the name and phone/email you choose to enroll with.
- Transactions through Zelle are sent instantly.

ENROLL:

- Check to see if your financial institution supports Zelle by looking at this list: [Get Started With Zelle | List of Bank Partners and Credit Unions | \(zellepay.com\)](#)
- Open up your bank's mobile app on your phone (You may need to open your phone's app store to download the app for your financial institution). There will be an option to transfer money via Zelle. Click this option and follow the prompts to enroll with a phone number, email address, or both.

TEST PAYMENT:

- Open the Zelle tab in your banking app and enter 8563055274 (the UT phone number) for the recipient's information.
- Enter the minimum transaction amount (\$1 USD) and hit send.
- Email contact@unspokenthoughtsllc.com to confirm we received the payment, which we will then send back to you.

Note: After the test transaction, UT's information will remain in your Zelle history for easy access in the future.

PAYING INVOICES:

- Open the Zelle tab in your banking app.
- Choose Unspoken Thoughts as the recipient, either by selecting from your history or inputting UT's phone number (8563055274).
- Input the amount listed on your invoice.