

Chase QuickPay/Zelle Payment Guide (6/17/2022)

1. Click “Add new recipient”。
2. Select “Send money with Zelle”。
3. Type **ACSGD** at Name
4. Type **finance.cashier@acsgd.org** at Email
5. Click “Save”
6. At Recipient list, choose ASCGD, click “Pay”.

Request & split Payment activity **Manage recipients** Settings

Add recipient

Add a Zelle recipient

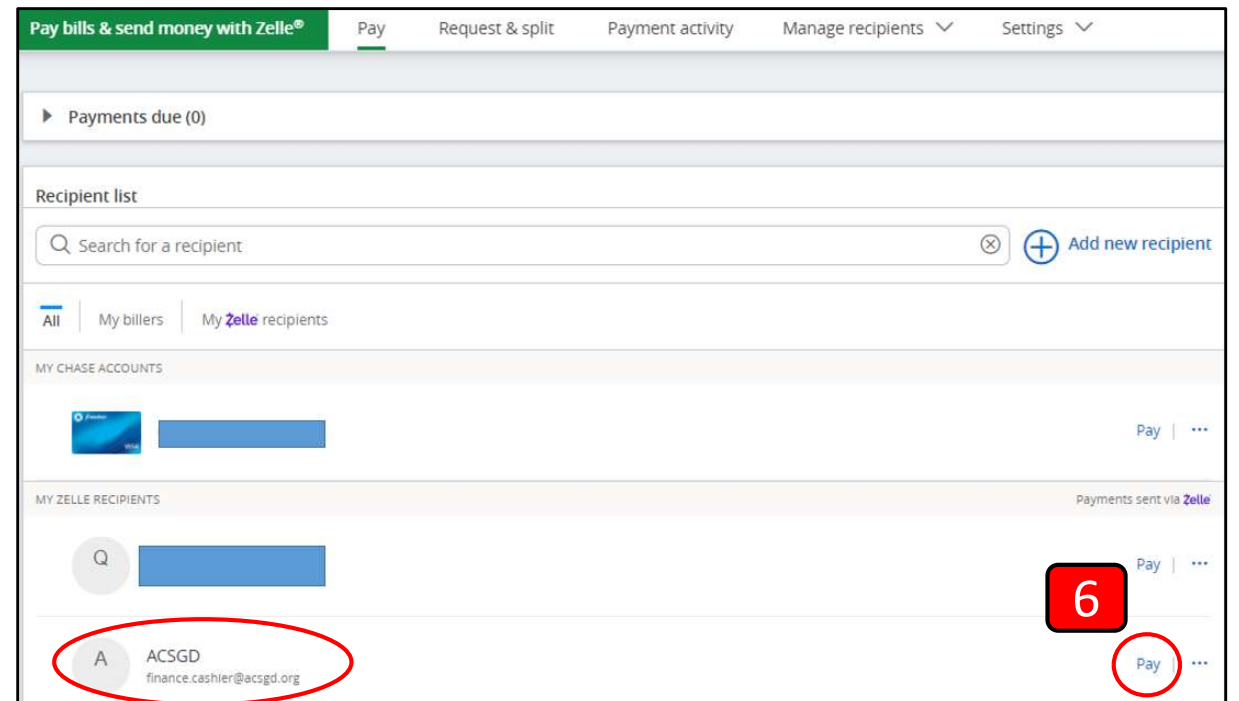
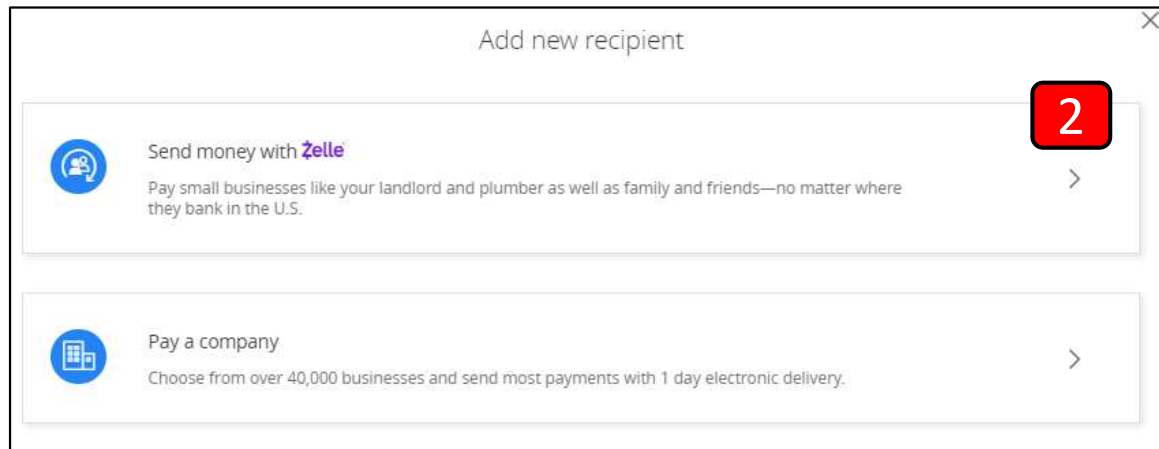
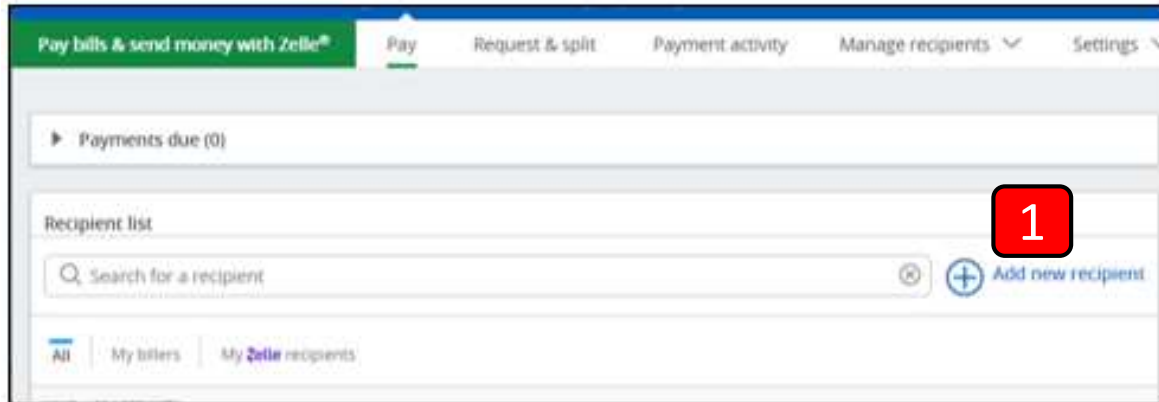
Name: ACSGD

Nickname (optional):

Email: finance.cashier@acsgd.org

Confirm email: finance.cashier@acsgd.org

Cancel Save



Chase QuickPay/Zelle Payment Guide (Continue)

- 7. At Memo, write **(1) Order #, (2) Student name, (3) Registered Class**.
 - 8. Click “Next”.
 - 9. A new window tells you **ACSGD** is registered as *THE AMERICAN CHINESE SCHOOL OF GREATER, BIRMINGHAM, MI*. Click “Next”.
 - 10. A new window tells you the money will be sent to ACSGD. Review and make sure information is right. Click “**Send Money**”.
 - 11. A new window tells you the money has been sent to ACSGD. You can save this page as record. **DONE**.
- Note: You will receive an email after the payment status is changed in the system. In the email, the Payment Method is “Check” – you can ignore it.*

