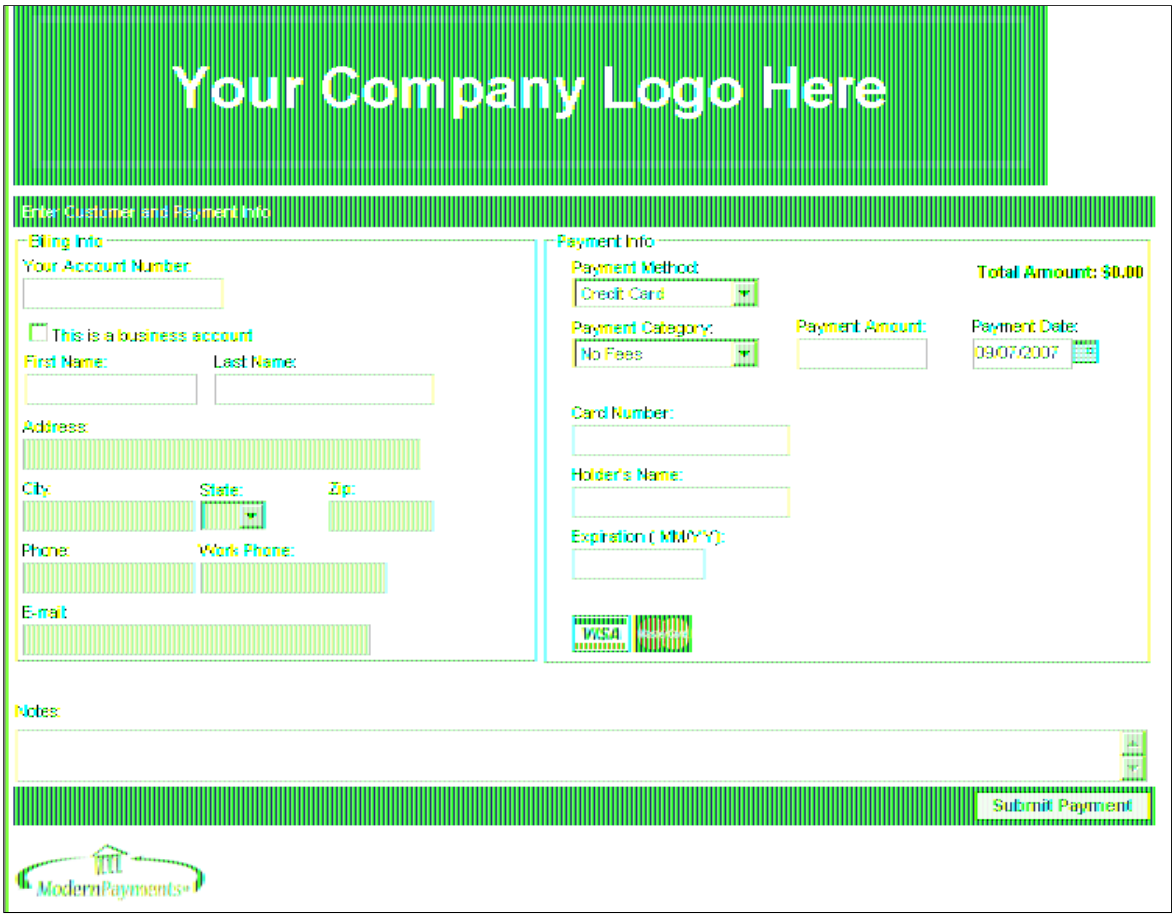
TREASURY MANAGEMENT

# PHONE PAYMENT




1. Select the appropriate (Trust or Revenue) account on your desktop by double clicking it.

2. Enter your user name and password.

3. Complete all fields with the appropriate client information (left to right). The account number will be your case number. Enter the email address if an email receipt is requested.

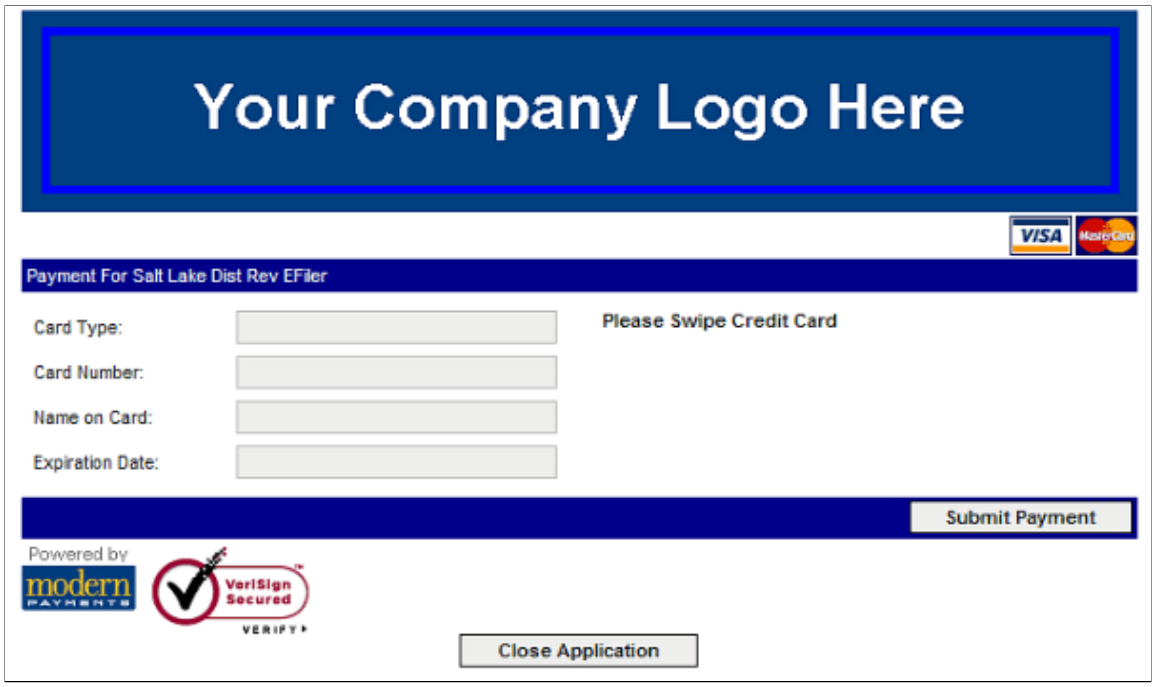
4. Click the **SUBMIT PAYMENT** button ONCE.

5. Ensure that the transaction has been authorized.

6. Print one copy of the receipt for your records.

TREASURY MANAGEMENT

# SWIPE PAYMENT




1. Select the appropriate (Trust or Revenue) account on your desktop by double clicking it.

2. Enter your user name and password.

3. Swipe the customer's card with the magnetic stripe facing the green light.

4. Fill in the amount in the **Amount** field that appears on the right.

5. Fill in the **Case Number (can include the Juvenile's Name)** in the **Account Number** field on the right.

6. Click on the **SUBMIT PAYMENT** button ONCE.

7. Ensure that the transaction has been authorized.

8. If the customer requests an emailed receipt, enter the email address for the customer.

9. Print two copies of the receipt. The card holder does not need to sign.

ZIONS BANK®

Treasury Management Customer Service: 1-800-726-7503