

The way you send funds via cell phone app are:

1. Log into your personal bank account
2. Click on Zelle
3. Click on - "Recipient" in "send or receive money with Zelle" field
4. Click on "Add new recipient"
5. Enter email address [ingrid@srilankafoundation.org](mailto:ingrid@srilankafoundation.org)
6. Enter Business name: Sri Lanka Foundation
7. Click on "Add recipient"
8. Confirm contact info
9. Click on Sri Lanka Foundation in Recipient list
10. Click on "Send Money"
11. Enter \$ amount to send and click "Continue"
12. Click "Send"

Desktop are:

1. Log into your personal bank account
2. Click on "Transfer/Zelle"
3. Click on " To someone else or business"
4. Click on "In the US"
5. Click on "Add email or mobile recipient"
6. Select "Business"
7. Enter business name - "Sri Lanka Foundation"
8. Enter email address: [ingrid@srilankafoundation.org](mailto:ingrid@srilankafoundation.org)
9. Confirm email, type again- [ingrid@srilankafoundation.org](mailto:ingrid@srilankafoundation.org)
10. Click "Add Recipient"
11. Enter \$ amount to send and click "Continue"
12. Click "Continue Transfer"
13. If Authorization code is required, follow prompts.
14. Click "Make Transfer"