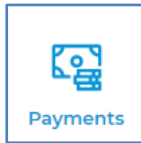


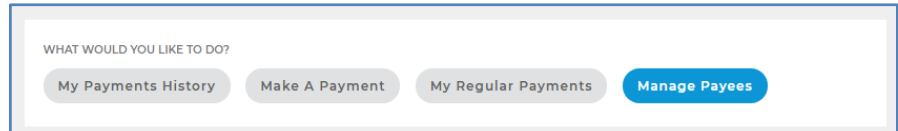


How to set up a new Payee Online:



Sign in to your online account and select the “**Payments**” logo on the left of the screen

Click **Manage Payees** on right



SET UP A NEW PAYEE

Enter Payee Details Step 1 of 3

IMPORTANT INFORMATION REGARDING PAYMENT REQUESTS

Please note that all payments put through this facility are treated as requests to the Credit Union and are subject to approval and to the following conditions:

- Your Credit Union has a maximum permitted daily payment amount. If unsure please contact the credit union before submitting your request.
- Your Credit Union may not permit Share to Loan transfers using this facility. Check with your Credit Union if unsure.
- Only cleared funds will be available for payment. If you have recently lodged a cheque or if a direct debit has recently been posted to your account, your available amount will be affected.
- Funds held as security for a loan will not be available for payment.

Note that acceptance of your request by cuOnline is NOT confirmation of the transfer or payment having been completed.

On the Set Up A New Payee field on the left

Click **Next**

This opens up the screen where you enter the new destination details

SET UP A NEW PAYEE

Choose Category Of Payment

Enter Payee Banking Details

Payee Name :

Account Name :

Payment Reference :

IBAN :

BIC :

Choose **Personal Payment**

Complete the Payee Banking Details fields

Note: IBAN must be entered with CAPITAL letters

Click **Next** Button

On the next screen enter your **Password**

Follow the instructions to Generate the One Time Password (OTP), when you receive the OTP on your phone enter it in the space provided

Click **I approve this activity**

The new account has now been added to your Payees and can be selected as the destination for online transfers and your loan funds during an online loan application