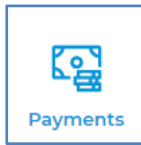
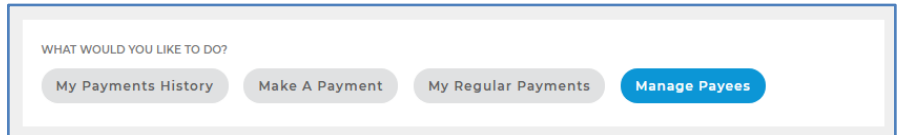


## HOW TO SET UP A NEW PAYEE ONLINE:



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** Step 1 of 3

**Enter Payee Details**

**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