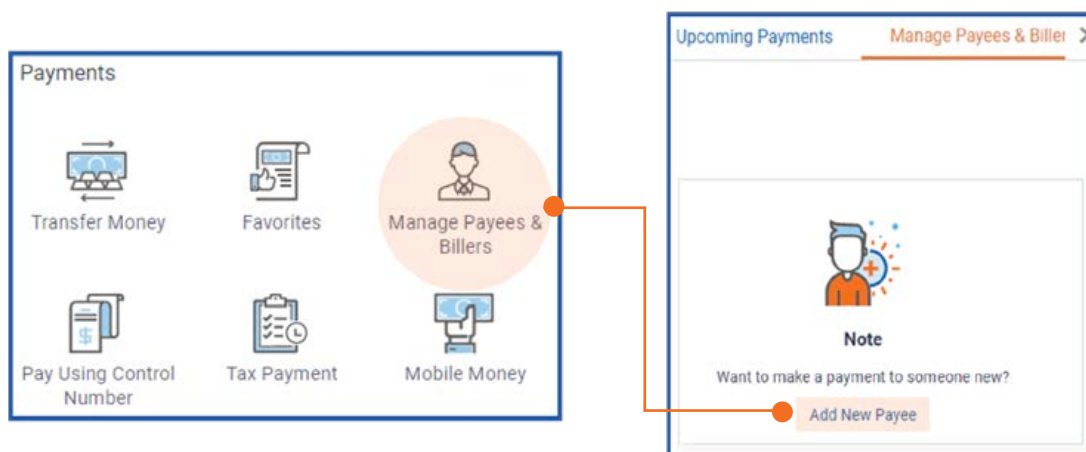# PAYEE CREATION
User Guide

Who is a payee: A payee is a person or organization that is or will receive payment.

Existing payees: These are payees that are maintained by user, they receive their payment either once or in repeated schedule i.e. monthly, weekly or yearly.
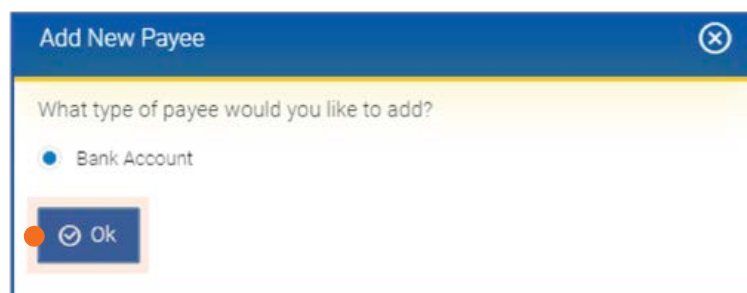
There is a number of transactions that requires existing payees in order for a transaction to proceed. These transactions include 'Multiple transfers' and 'standing instructions'.

Managing payee:

On your dashboard go to managing *payee and billers* icon.Then. click add new payee

The below will appear ,to choose the type of payee.In here you click ok om bank account as per illustrations

Below window will appear for you to put payee name,photo(optional) ,choose account type ,then put payees account number and re enter to confirm. You can also add a payee nickname.

Note:

It is only for internal payee accounts that the payees name will populate to validate the account. i.e NMB accounts.

You will create payee for every payment type in case the payee holds more than one beneficiary accounts; e.g Internal, Domestic, International accounts.

This will appear for you to review if you have captured everything right.

You will then receive a One Time Password (OTP) on both your email and phone number you once registered in the banks system

Dear Customer,

Your One time password (OTP) for Create Internal Payee is 97430. This can be used only once and is valid for 15 minutes.

Please do not share this with anyone.

Regards

Customer Service - #BankName#

One Time Verification

A verification code has been sent to your registered mobile number. Please enter that code below to complete the process

Verification Code

Resend Code

Attempts Left

4

Reference Number

329912

Submit   Cancel

Note:

The verification code can only be used once and it expires after 15 minutes. You can request for another code if it has expired before you used it by click on resend **code**.

You will receive confirmation that your payee has been successfully created with its full details. athe process is now completed.

You will also receive a text and email to notify you on the payee creation.

Add Payee

✅ CONFIRMATION
Request submitted successfully.

Reference Number
2020084054332508

Account Type
Internal

Account Number
2061

Account Name
CHRIS

Download
What would you like to do next?

Go To Dashboard   More Payment Options   Pay Now   Set up Payee Limits

Dear Customer,

T   has been added as a new Internal Transfer Payee using NMB Online Please contact the bank if you have not added this Payee.

Regards

Customer Service - NMB