Finabank Online Banking Manual (Retail)

Pay your bills easily with Predefined Payees

FinaBank

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Pay bills easily with Predefined Payees

What are Predefined Payees?

For your convenience, Finabank has added the most common utilities and other companies that send bills as Predefined Payees in Online Banking. When paying one of their bills, you do not need to enter the account number and other payee details anymore, just select the correct payee for your payment. And: since we have added their Finabank accounts, your payments will be received by them instantly!

This manual explains how to use the new functionality.

Important tips

Before using predefined payees, please take the following important tips into account:

- When using a predefined payee for the first time, always verify the account number. Cross-check this with the account number on their invoice or bill. Some institutions have several bank accounts, you need to be sure you are using the correct one.
- Make sure you use the correct currency. The currency of the payee account is shown in the description of the account.
- Ensure you enter the payment reference according to the instructions of the payee, so they can identify your payment.

How to make a payment to a predefined payee

1. Select the account to make the payment from and select 'Payments'.
2. Choose 'New Payee' and then Select 'A company within Finabank'
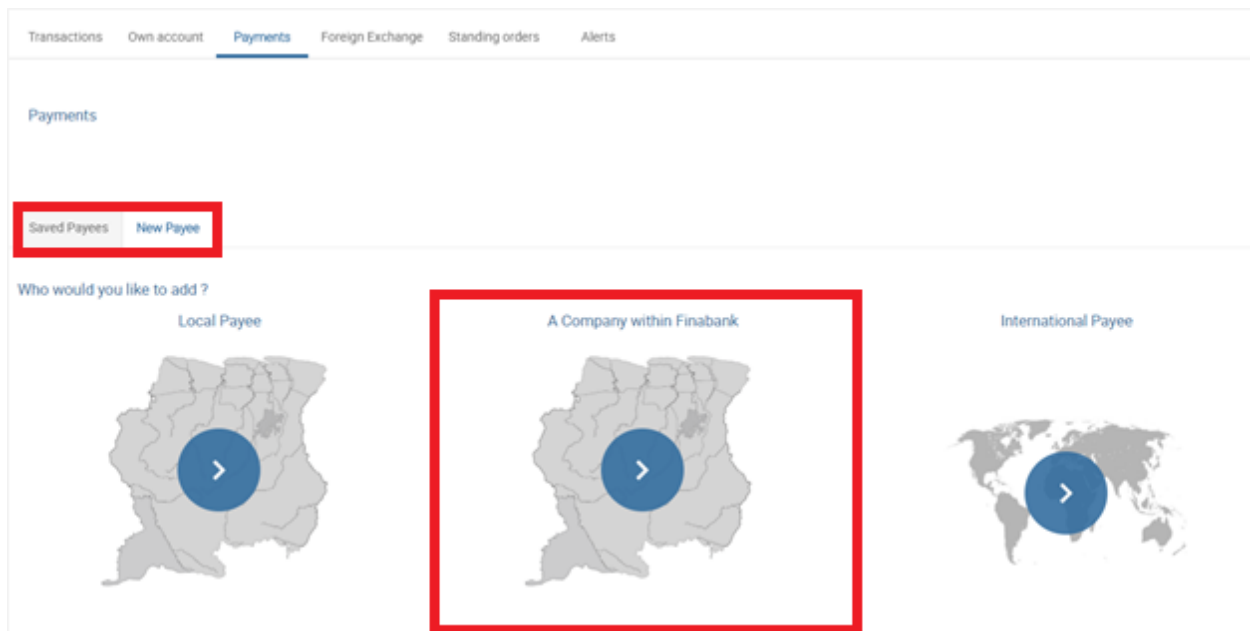
- To view the list with Predefined Payees, click on the button "Search by company"
  All the account numbers of companies with the same currency of your selected account will be displayed in this list.
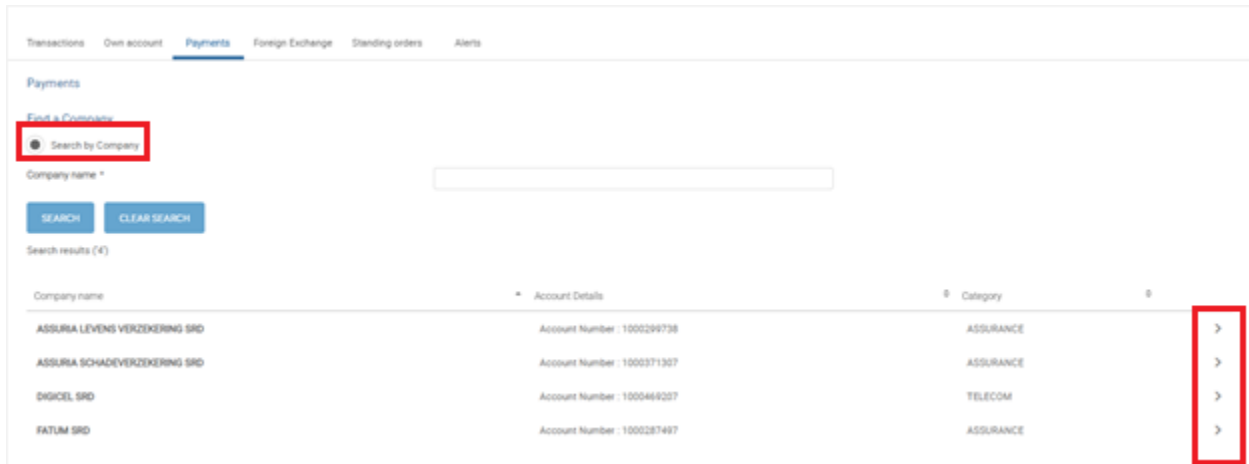
Click on the ' > 'sign for the details of that specific company.

- To search for a specific company, click 'Search' and fill in the name of the company in the field
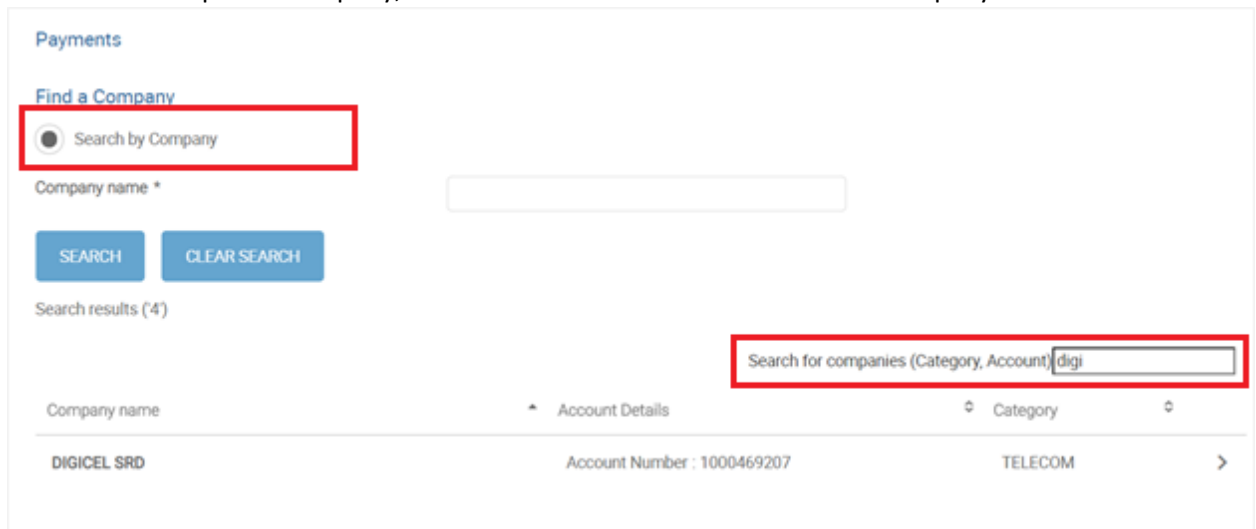
To make a payment, select the company to which you need to make the payment and fill in the payment details:

- o Amount: The amount to be paid
- o Reference Number: The Policy number/Estimate number/Invoice number/ Customer Number. With a maximum of 16 characters.
- o Payment reference: a description of the payment, for your future reference.

Click 'Continue' for an overview.

Double-check the payment details and then click 'Pay' if OK, or 'Back' to make modifications.

Questions?

If you need more information, feel free to send us a message from within Online Banking.