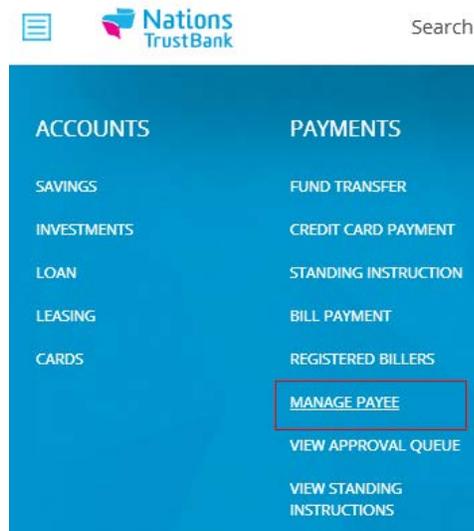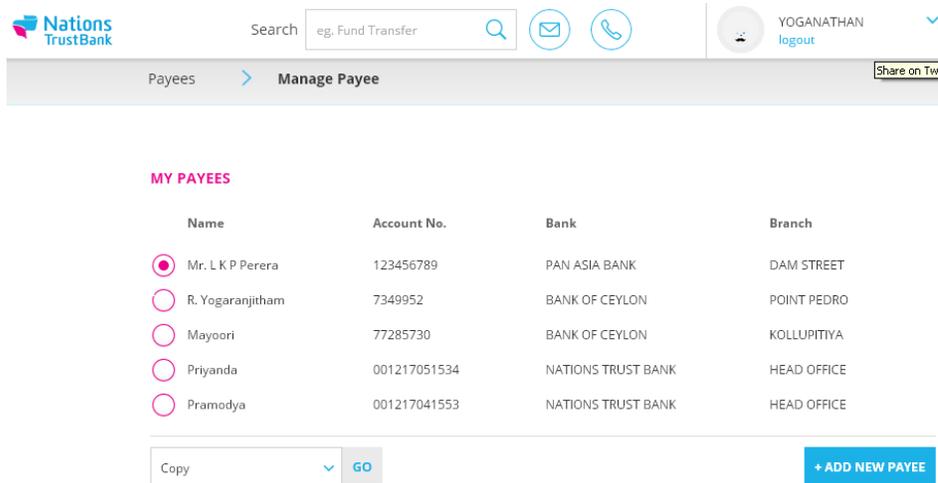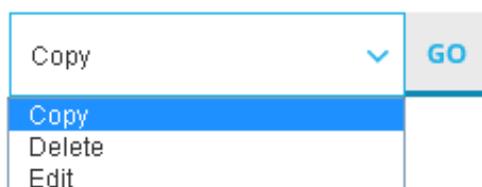# Manage Payees

1. Click on the menu option on the top right hand corner and select "Manage Payee" under Payments

2. You are now on a page where all the payees that have been saved by you will be listed with the account number, bank and the branch

3. Under the list of Payees, you will have an option to copy, Edit or Delete

4. If you select "Copy", you can add another account number of the same payee by making changes to the bank and branch name if needed, and a unique nick name must be given.
5. Click on confirm to add the payee to your list

PAYEE DETAILS

Payee Bank Type	Other Bank
Bank Name	HONG KONG AND SHANGHAI BANK
Branch Name	UNION PLACE
Name	Mr. L K P Perera
Nick Name	Perera - HSBC

ACCOUNT DETAILS

New Account No.	123456750
Confirm New Account No.	123456750

CONFIRM   BACK

6. You can select "Delete" to remove any payees from your current list
7. Click on Go

Delete   GO
Copy
Delete
Edit

8. You can now see all the details of that payee and to proceed to remove the payee, click on "Delete"

Search eg. Fund Transfer   YOGANATHAN logout

CONFIRM DELETE

PAYEE DETAILS

Name	Mr. L K P Perera
Nickname	Perera3

ACCOUNT DETAILS

Bank	HONG KONG AND SHANGHAI BANK
Branch	UNION PLACE
Account No.	123456780

CONFIRM   BACK

9. Click on "Edit" payee and select "Go" to add or modify the account number
10. Click on Confirm to proceed with the modification done to the existing payee.