Manage Payees

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

TrustBank	Search			
ACCOUNTS	PAYMENTS			
SAVINGS	FUND TRANSFER			
INVESTMENTS	CREDIT CARD PAYMENT			
LOAN	STANDING INSTRUCTION			
LEASING	BILL PAYMENT			
CARDS	REGISTERED BILLERS			
	MANAGE PAYEE			
	VIEW APPROVAL QUEUE			
	VIEW STANDING INSTRUCTIONS			

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

Nations TrustBank	Search eg	. Fund Transfer	Q 🖾 📎	YOGANATHAN V
	Payees > Manage	Payee		Share on Twit
	MY PAYEES			
	Name	Account No.	Bank	Branch
	Mr. L K P Perera	123456789	PAN ASIA BANK	DAM STREET
	R. Yogaranjitham	7349952	BANK OF CEYLON	POINT PEDRO
	Mayoori	77285730	BANK OF CEYLON	KOLLUPITIYA
	Priyanda	001217051534	NATIONS TRUST BANK	HEAD OFFICE
	Pramodya	001217041553	NATIONS TRUST BANK	HEAD OFFICE
	Сору	GO		+ ADD NEW PAYEE

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

Сору	~	GO
Copy Delete Edit		

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- 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				
'ayee 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	ВАСК

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

Delete 🗸	GO
Сору	
Delete	
Edit]

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

"Delete"	=	Nations TrustBank	Search eg. Fund Transfer	۹ 🖻		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	ВАСК

- 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.

C EDIT PAYEE					
PAYEE DETAILS					
	Within Bank	• Oth	ier Bank		
Bank Name	PAN ASIA BANK		~		
Branch Name	Select		~		
Name	Mr. L K P Perera]		
Nick Name	Perera 2				
ACCOUNT DETAILS					
Existing Account No.	123456786				
New Account No.	987654321				
Confirm New Account No.	987654321]		
				CONFIRM	ВАСК