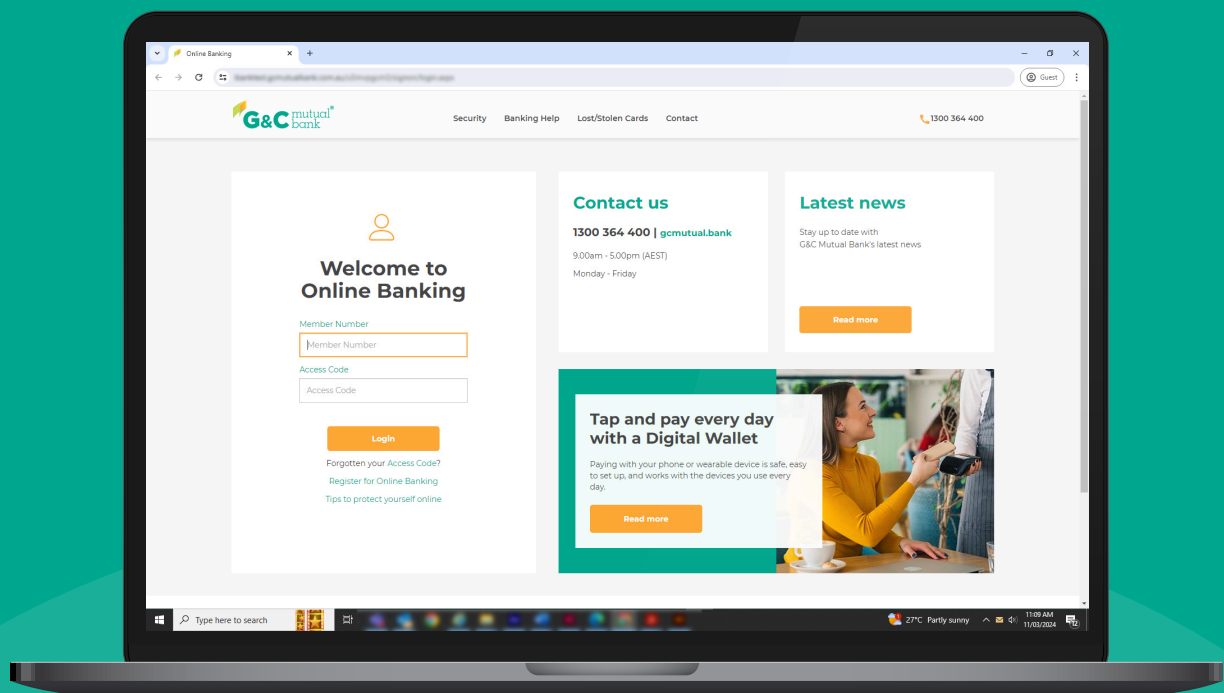# How to **manage your PayID**

We're ready to help you
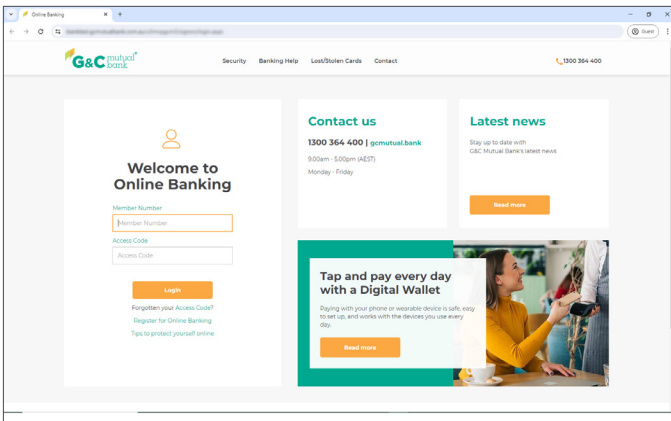
1300 364 400 | www.gcmutual.bank

It's your bank, because you own it.

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BANKING ON YOUR COMMUNITY

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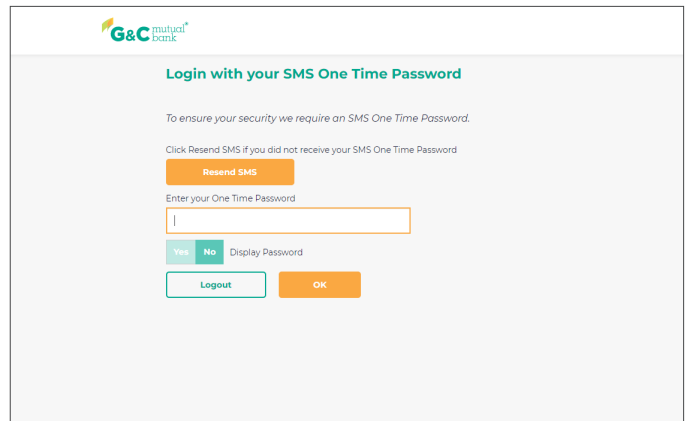# Manage your PayID in Online Banking
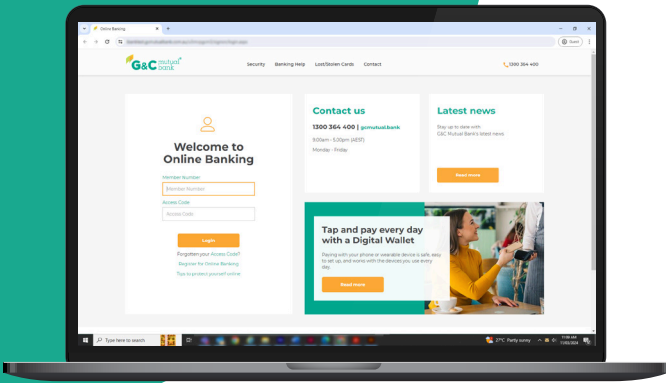
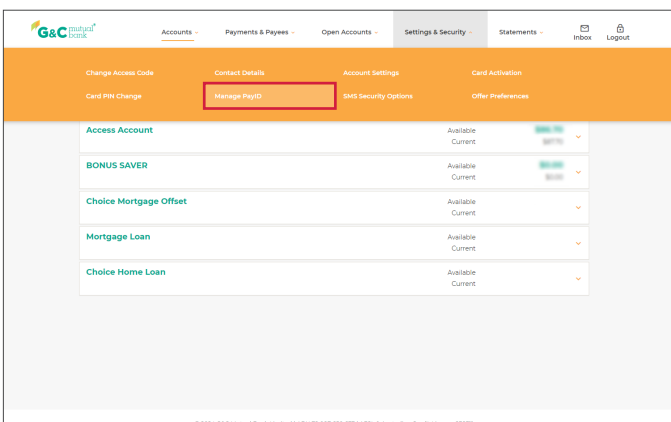## Create a new PayID in Online Banking
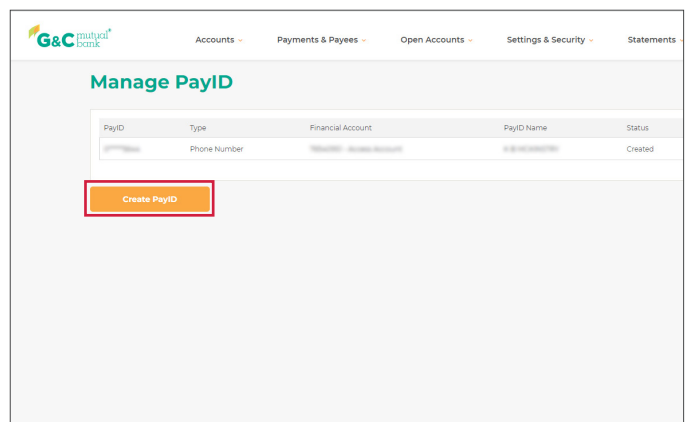
1 Log into Online Banking.

2 An SMS One Time Password will be sent to your mobile device. Enter the One Time Password and select 'OK'.

3 Select 'Manage PayID' from 'Settings & Security' in the top drop down menu.

4 Select 'Create PayID' to create a new PayID. If you don't have any existing PayIDs set up, skip to Step 5.

5 On the 'Create PayID' screen, select the contact from the drop down menu.*

6 Select the financial account using the drop down menu.

7 Select 'Get Email' to send an email containing a Verification Code to your email address and enter the Verification Code in the field.

8 Select 'Yes' to acknowledge you have read and accept the Terms & Conditions, then select 'Create'.

9 Your new PayID will now display in your list of registered PayIDs.

*If the contact you want to use doesn't show in the drop down menu, you will need to select 'Add or Update Contact Details'. Refer to our 'How to update your contact details' guide for help.

Manage an existing PayID in Online Banking

a. Transfer your PayID to another G&C Mutual Bank account

10 From the 'Manage PayID' screen, select the PayID you want to transfer to another G&C Mutual Bank account.

11 Select 'Transfer your PayID to another Account with us' from the drop down menu.

12 Select the new Financial Account from the drop down menu. If prompted, select 'Get SMS', enter your One Time Password, then select the 'Update' button.

13 Your updated PayID will now display in your list of registered PayIDs.

b. Transfer your PayID to another financial institution

14 From the 'Manage PayID' screen, select the PayID you want to transfer to another financial institution.

15 Select 'Transfer your PayID to use it at another financial institution' from the drop down menu.

16 If prompted, select the 'Get SMS' button, enter your One Time Password, then select the 'Transfer' button.

17 On the 'Manage PayID' screen, you will see the account status changed to 'Transferring'. You will then need to create the same PayID with your new financial institution.

18 You can cancel the transfer by selecting the PayID and selecting 'Cancel transferring your PayID to another Financial Instituition' from the drop down menu on the 'Details' screen.

c. Close your PayID

19 From the 'Manage PayID' screen, select the PayID you want to close.

20 To close your PayID, select 'Close your PayID' from the drop down menu.

21 If prompted, select the 'Get SMS' button, enter your One Time Password, then select the 'Close PayID' button.

22 The closed PayID will no longer display in your list of registered PayIDs.

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