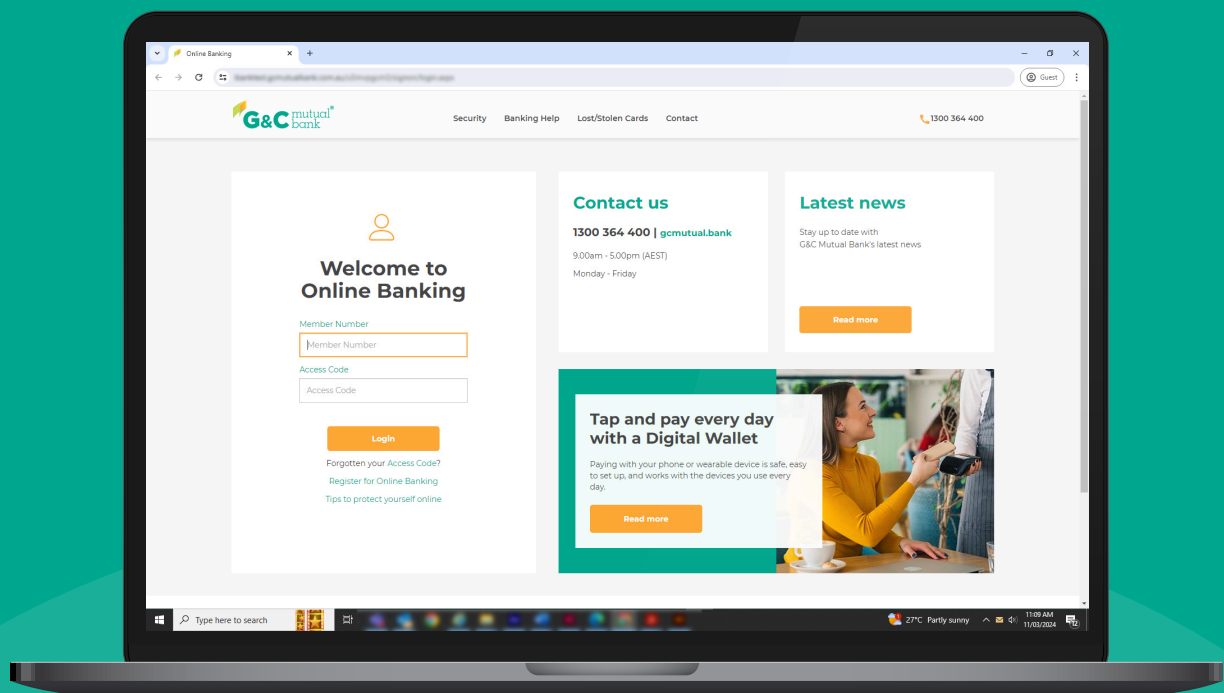


How to manage your PayID

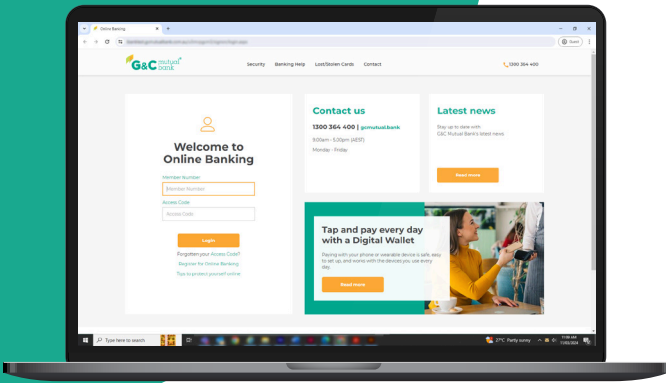


We're ready to help you

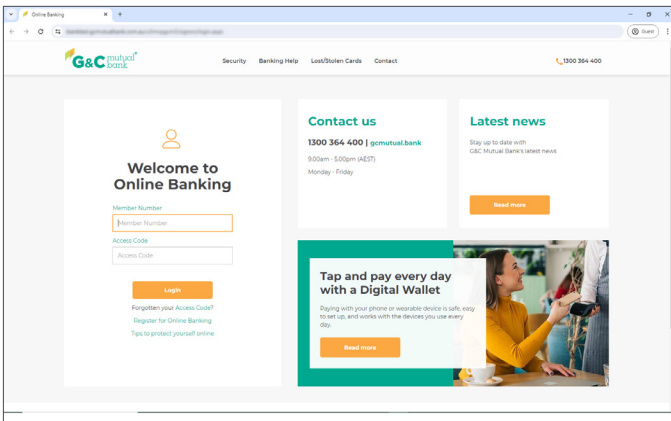
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It's your bank, because you own it.

Manage your PayID in Online Banking

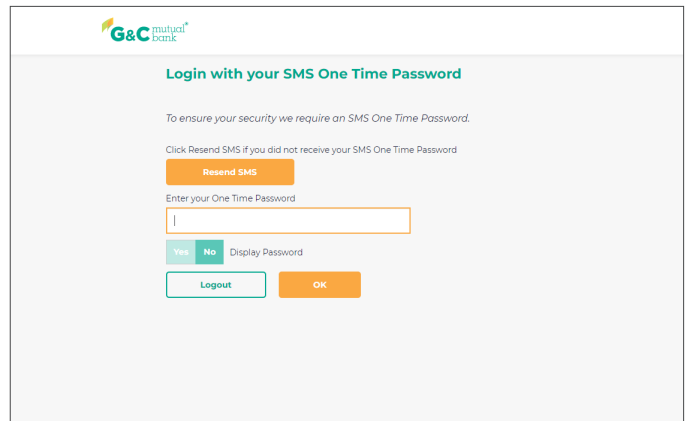


Create a new PayID in Online Banking



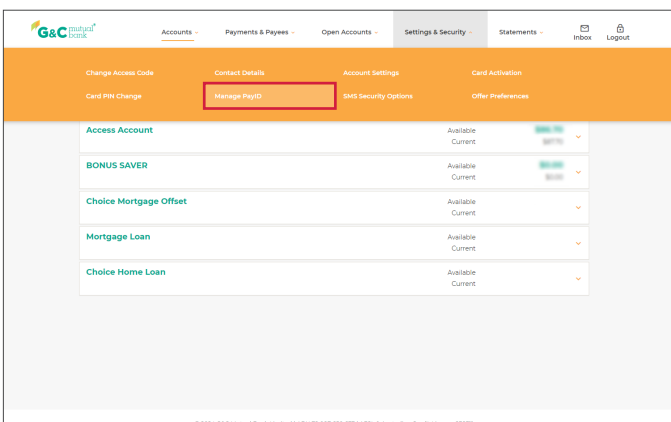
1

Log into Online Banking.



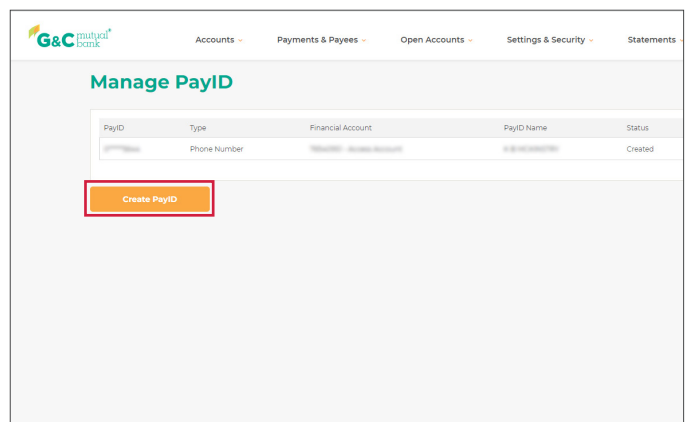
2

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.

Manage PayID

Create PayID

By registering a PayID, you will be able to use your mobile number or email address to receive payments. Please complete the following details.

Select Contact

Please Select

Add or update Contact Details

5

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

Manage PayID

Create PayID

By registering a PayID, you will be able to use your mobile number or email address to receive payments. Please complete the following details.

Select Contact

Status

Available

Link PayID To Financial Account

Please Select...

Access Account

Verify Contact

To ensure your security we require a Verification Code.

Get your Email Verification Code

Get Email

Enter your Verification Code

6

Select the financial account using the drop down menu.

Create PayID

By registering a PayID, you will be able to use your mobile number or email address to receive payments. Please complete the following details.

Select Contact

Status

Available

Link PayID To Financial Account

Please Select...

Verify Contact

To ensure your security we require a Verification Code.

Get your Email Verification Code

Get Email

Enter your Verification Code

Yes No I have read and accepted the Terms & Conditions of use.

7

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

PayID Name

Verify Contact

To ensure your security we require a Verification Code.

Get your Email Verification Code

Get Email

Enter your Verification Code

Yes No I have read and accepted the Terms & Conditions of use.

Cancel Create

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8

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

Manage PayID

PayID	Type	Financial Account	PayID Name	Status
0800000000	Phone Number	0800000000	0800000000	Created
0800000000	Email Address	0800000000	0800000000	Created

Create PayID

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

PayID	Type	Financial Account	PayID Name	Status
0000000000000000	Phone Number	0000000000000000	0000000000000000	Created
0000000000000000	Email Address	0000000000000000	0000000000000000	Created

Create PayID

Manage PayID

Details

PayID

Status

Created

What would you like to do?

Transfer your PayID to another Account with us

Transfer your PayID to another Account with us

Select the new Financial Account

Access Account

Access 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.

Status

Created

What would you like to do?

Transfer your PayID to another Account with us

Transfer your PayID to another Account with us

Select the new Financial Account

Access Account

Access Account

PayID Name

Get your SMS One Time Password

Get SMS

Enter your One Time Password

Back

Update

PayID	Type	Financial Account	PayID Name	Status
0000000000000000	Phone Number	0000000000000000	0000000000000000	Created
0000000000000000	Email Address	0000000000000000	0000000000000000	Created

Create PayID

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

PayID	Type	Financial Account	PayID Name	Status
0000000000000000	Phone Number	0000000000000000	0000000000000000	Created
0000000000000000	Email Address	0000000000000000	0000000000000000	Created

Create PayID

Manage PayID

Details

PayID

Status

Created

What would you like to do?

Please Select

Transfer your PayID to use it at another Financial Institution

Close your PayID

Transfer your PayID to another Account with us

Update your PayID Name

Back

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.

Manage PayID

Details

PayID: [Redacted]

Status: Created

What would you like to do?

Transfer your PayID to use it at another Financial Institution

Transfer your PayID to use it at another Financial Institution

If you are opening a new financial account with another institution and want to link a PayID that is currently in use to it, you can transfer that PayID. Transfer it from your account and then you can create the same PayID with your new financial institution.

Get your SMS One Time Password

Get SMS

Enter your One Time Password

Back **Transfer**

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

PayID

Type	Financial Account	PayID Name	Status
Phone Number	9876543210 - Account Account	9876543210	Created
Email Address	9876543210 - Account Account	9876543210	Transferring

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.

Manage PayID

Details

PayID: [Redacted]

Status: Transferring

What would you like to do?

Please Select

Cancel transferring your PayID to another Financial Institution

Back

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

c. Close your PayID

Manage PayID

PayID	Type	Financial Account	PayID Name	Status
9876543210	Phone Number	9876543210 - Account Account	9876543210	Created
9876543210	Email Address	9876543210 - Account Account	9876543210	Created

Create PayID

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

Manage PayID

Details

PayID: [Redacted]

Status: Created

What would you like to do?

Close your PayID

Close your PayID

PayID: [Redacted]

If you no longer want to use PayID or no longer own that specific PayID, you can close your PayID. Doing so means create the PayID again if you want to use this PayID in the future.

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

Status
Created

What would you like to do?
Close your PayID

Close your PayID

PayID

If you no longer want to use PayID or no longer own that specific PayID, you can close your PayID. Doing so means you will need to create the PayID again if you want to use this PayID in the future.

Get your SMS One Time Password

Get SMS

Enter your One Time Password

Back Close PayID

21

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

G&C mutual bank

Accounts Payments & Payees Open Accounts Settings & Security Statements Inbox Logout

Manage PayID

PayID	Type	Financial Account	PayID Name	Status
0000000000000000	Phone Number	0000000000000000	0000000000000000	Created
0000000000000000	Email Address	0000000000000000	0000000000000000	Created

Create PayID

22

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

It's **your** bank,
because **you own it.**

G&C Mutual Bank

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