

How do I add and edit a payee using Westpac One® online banking?

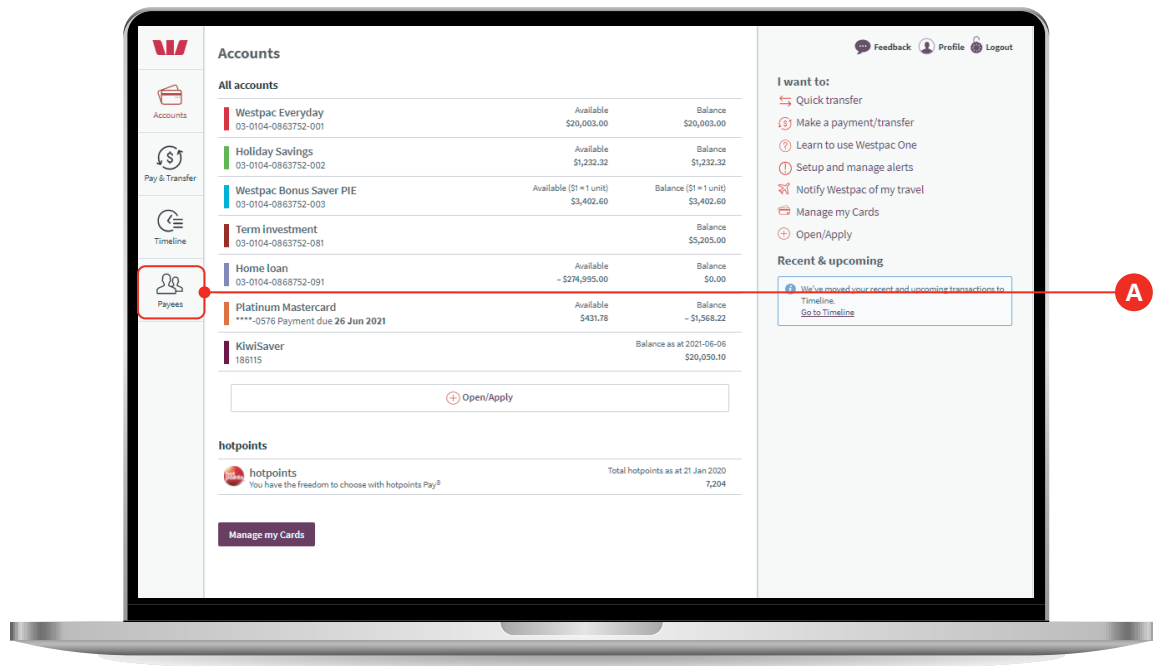


If there are people or companies you pay regularly, it can be more convenient to add them as payees. This makes it easier to pay them next time. From the payees tab, you can add, view and search your saved payees.

How to add a person as a payee.

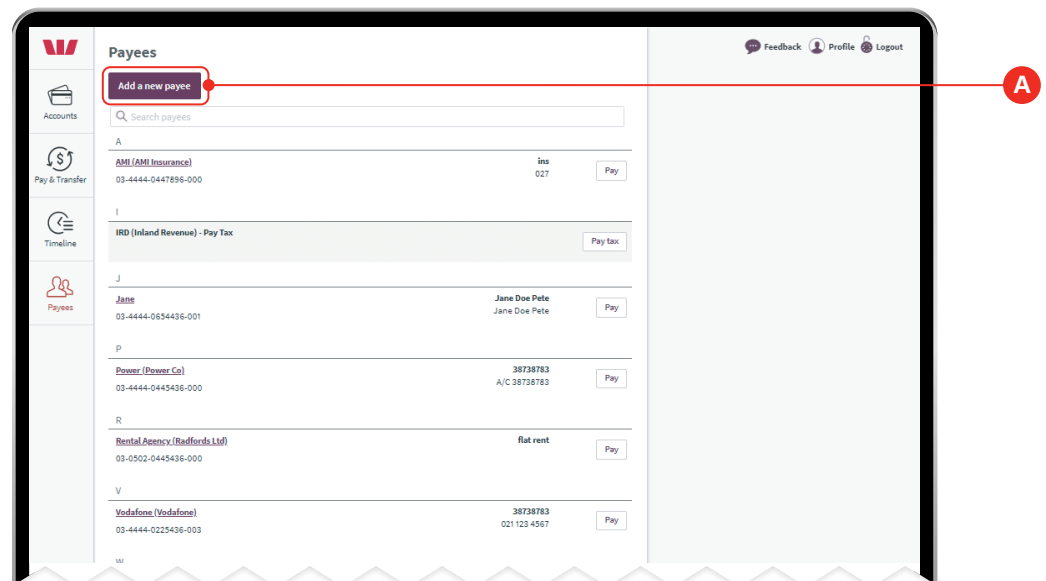
Step 1.

Once logged in, select **Payees** **A**.



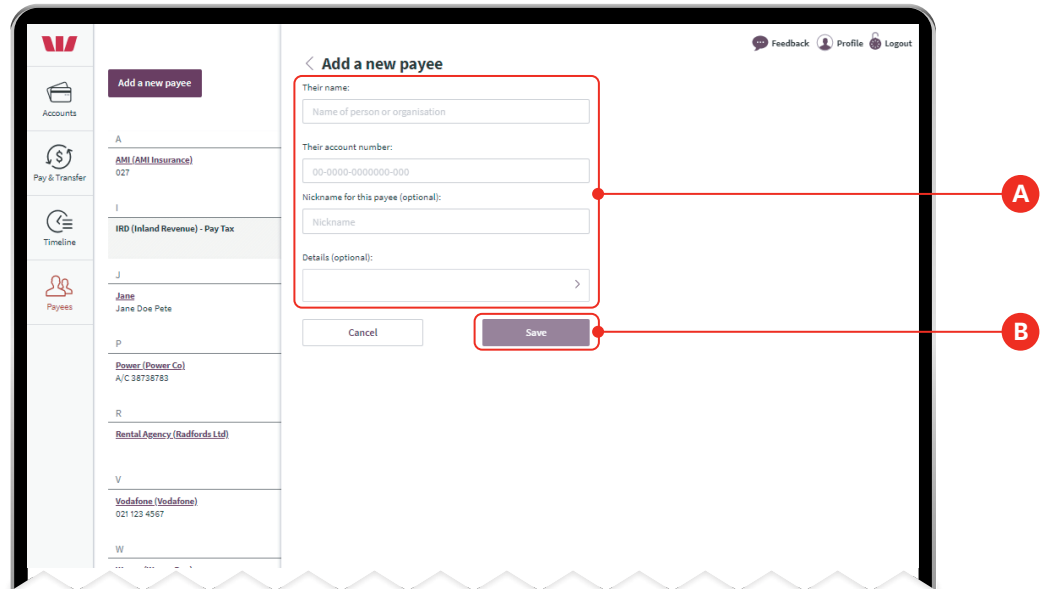
Step 2.

Click **Add a new payee** **A**.



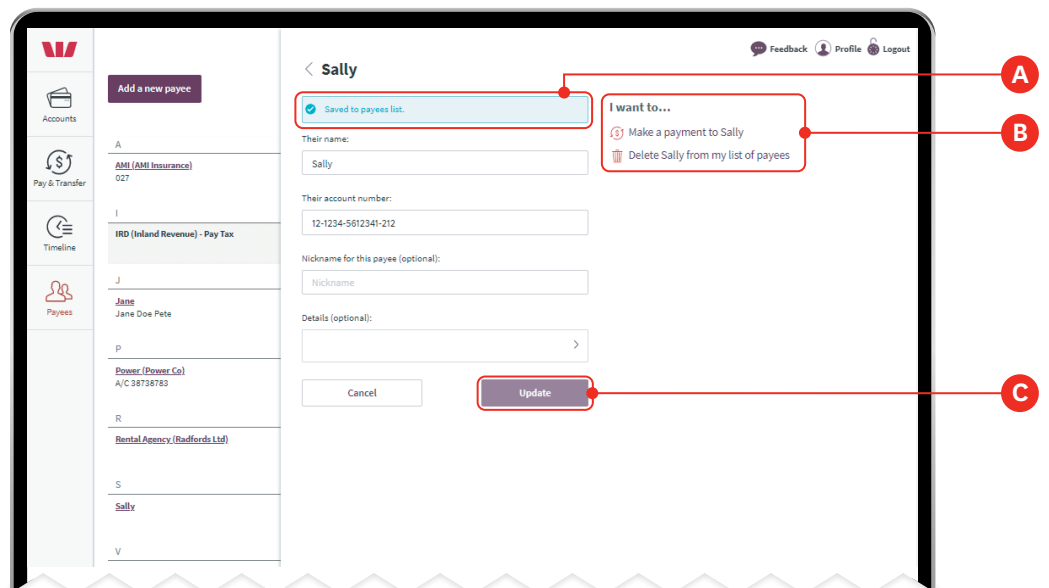
Step 3.

Enter the name, account number, optional nickname, and optional details for the payee **A**. Then, click **Save** **B**.



Step 4.

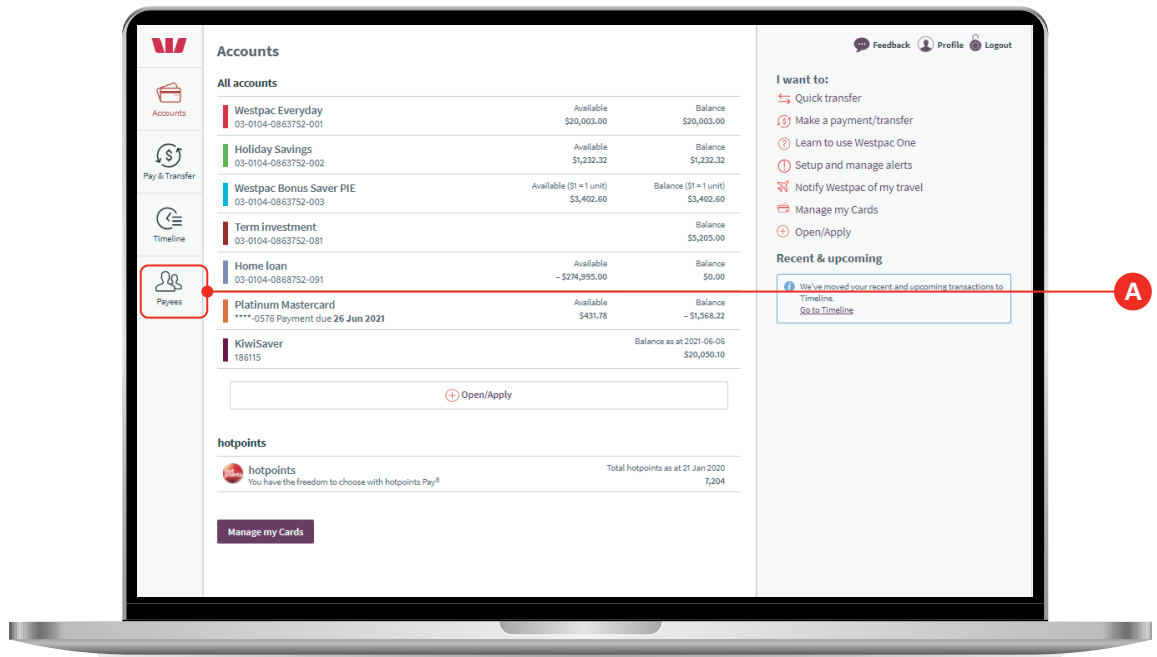
Confirmation of the new saved payee will show **A**. You will now have the option to make a payment to, delete **B** or update the information of your payee **C**.



How to add a company as a payee.

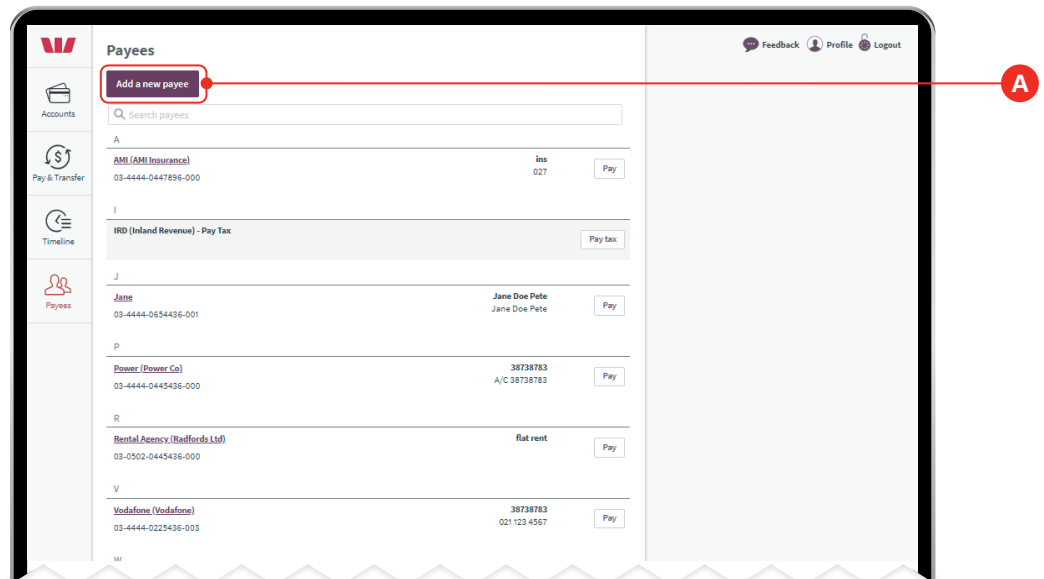
Step 1.

Once logged in, select **Payees** **A**.



Step 2.

Click **Add a new payee** **A**.



Step 3.

Enter the company name in the **Their name** search field. Select **Show matching payees** **A** and select the payee from the dropdown list.

If we don't have the company's details, you can still add it by typing the company name and account number.

The screenshot shows the 'Add a new payee' form. On the left is a sidebar with navigation options: Accounts, Pay & Transfer, Timeline, and Payees. The main form has a header 'Add a new payee' and a search field for 'Their name' containing 'Meridian'. A dropdown menu below the search field is open, showing 'Show 1 matching registered payees'. A red box labeled 'A' highlights this dropdown. Below the search field are input fields for 'Their account number' (00-0000-0000000-000), 'Nickname for this payee (optional):', and 'Details (optional):'. At the bottom are 'Cancel' and 'Save' buttons.

Step 4.

Fill in the payment **Details** **A**. It will be indicated here if specific details are required from the company. Then, select **Done** **B**.

The screenshot shows the 'Add a new payee' form with the search field filled with 'Meridian Energy Limited'. The 'Details (required):' section is expanded, showing a dropdown menu with 'Example Example Example'. A red box labeled 'A' highlights this section. Below the dropdown are 'Cancel' and 'Save' buttons. At the bottom right, there is a 'Done' button (labeled 'B') and a 'Clear' button.

Step 5.

Click **Save** **A**.

The screenshot shows the 'Add a new payee' form. The left sidebar contains navigation options: Accounts, Pay & Transfer, Timeline, and Payees. The main form area is titled 'Add a new payee' and includes the following fields: 'Their name:' (Meridian Energy Limited), 'Their account number:' (03-0502-0233680-007), 'Nickname for this payee (optional):' (Nickname), and 'Details (required):' (Example Example Example). At the bottom of the form are 'Cancel' and 'Save' buttons. A red circle labeled 'A' points to the 'Save' button.

Step 6.

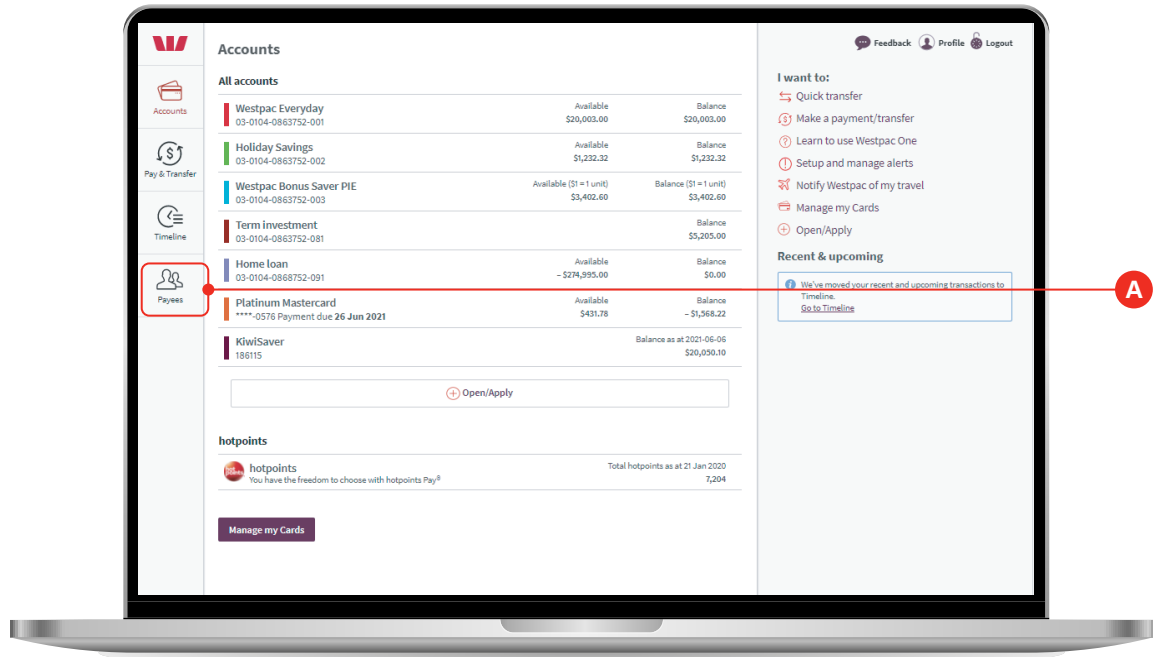
Confirmation of the new saved payee will show **A**. You will now have the option to make a payment to, delete **B** or update the information of your payee **C**.

The screenshot shows the 'Meridian Energy Limited' payee details page. The left sidebar is the same as in Step 5. The main form area is titled 'Meridian Energy Limited' and includes a confirmation message: 'Saved to payees list.' Below this are the same fields as in Step 5. At the bottom are 'Cancel' and 'Update' buttons. A red circle labeled 'A' points to the 'Saved to payees list.' message. A red circle labeled 'B' points to the 'I want to...' section, which contains two options: 'Make a payment to Meridian Energy Limited' and 'Delete Meridian Energy Limited from my list of payees'. A red circle labeled 'C' points to the 'Update' button.

How to update existing payee details.

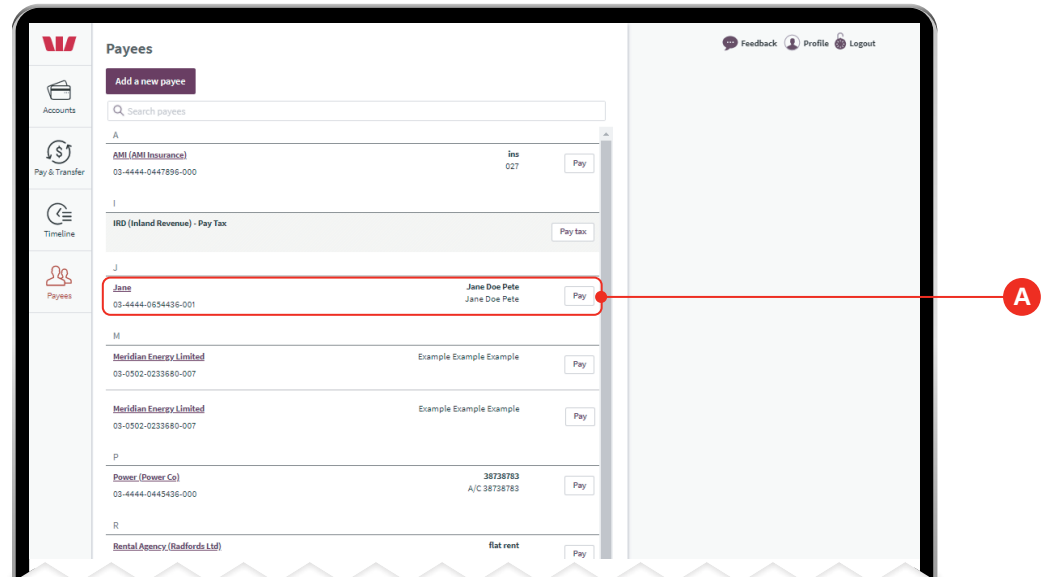
Step 1.

Once logged in, select **Payees** **A**.



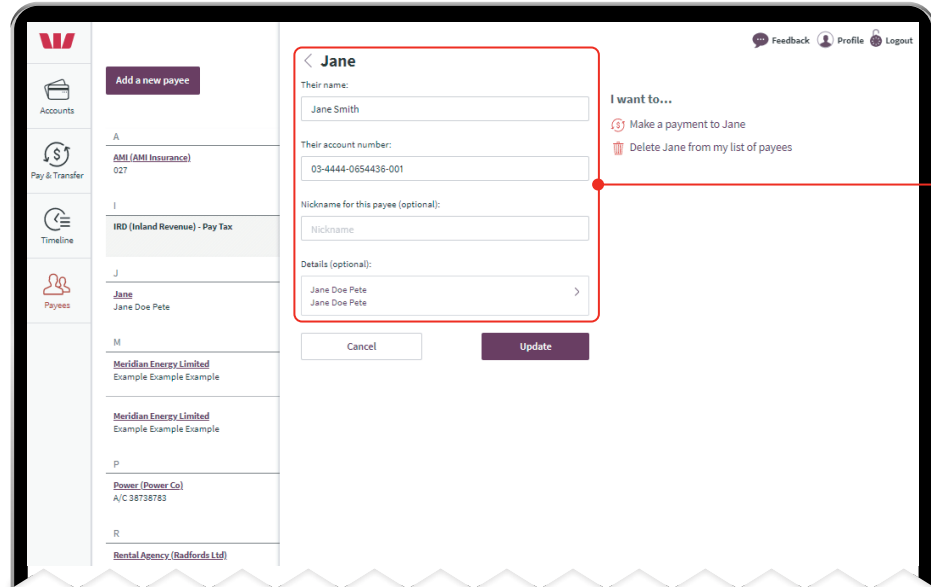
Step 2.

Click the name of the payee **A** you want to edit.



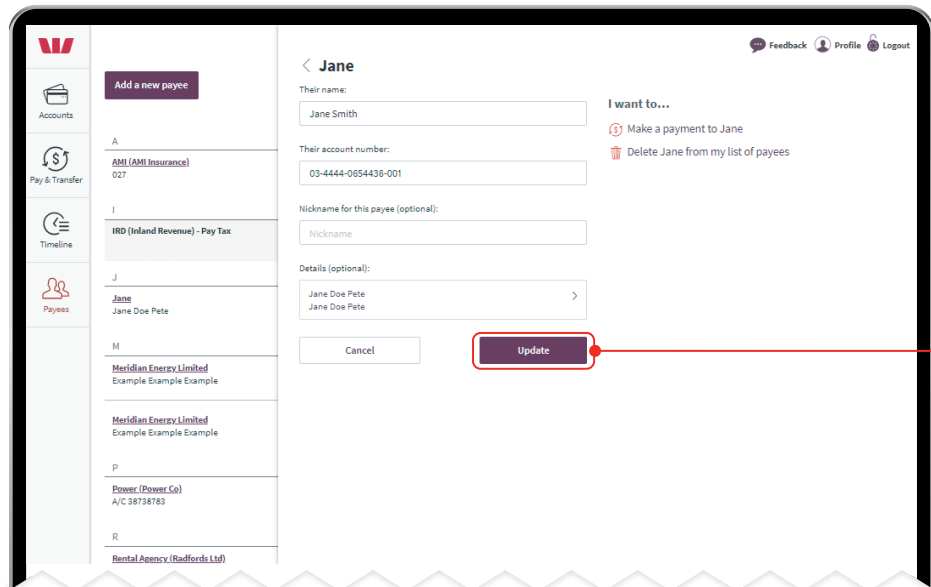
Step 3.

Select the field you want to update **A** and enter the new payee information.



Step 4.

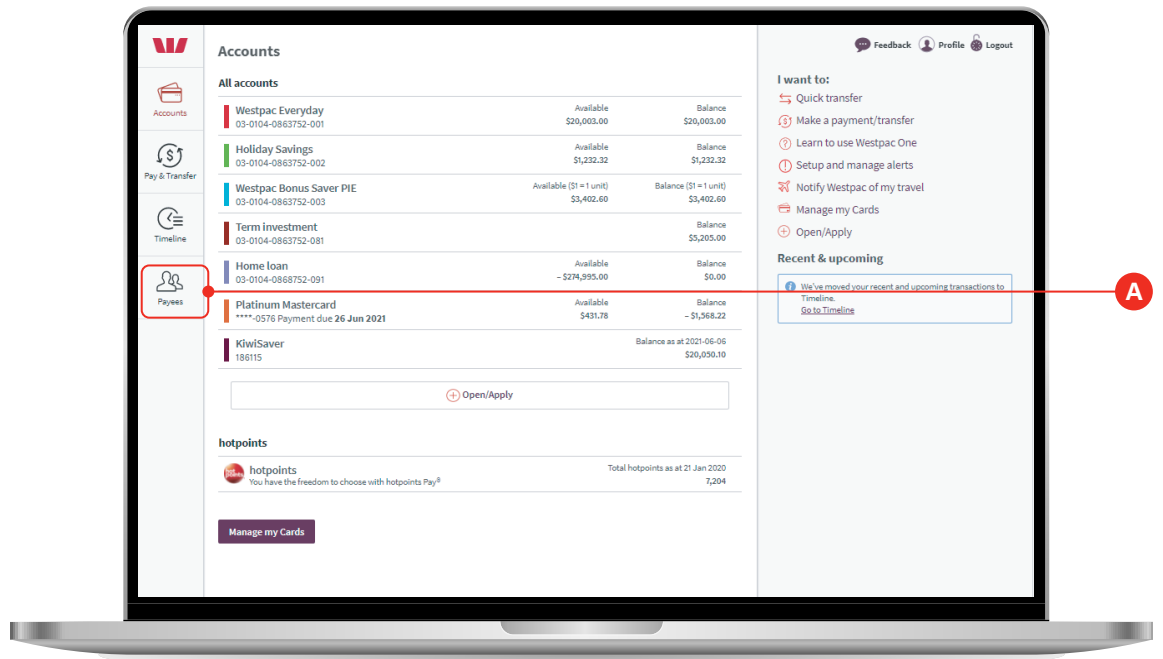
Click **Update** **A**.



How to delete a payee.

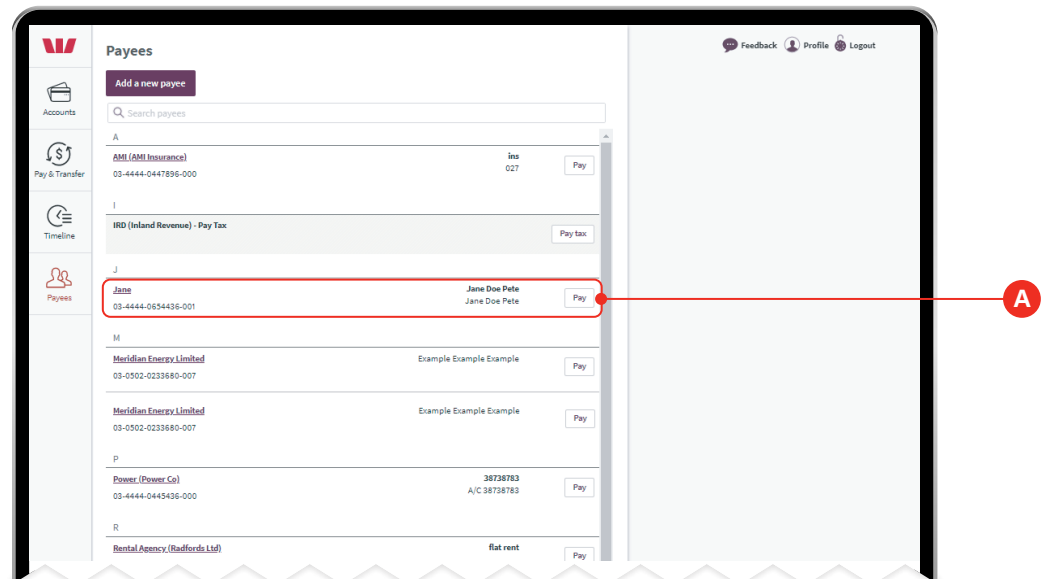
Step 1.

Once logged in, select **Payees** **A**.



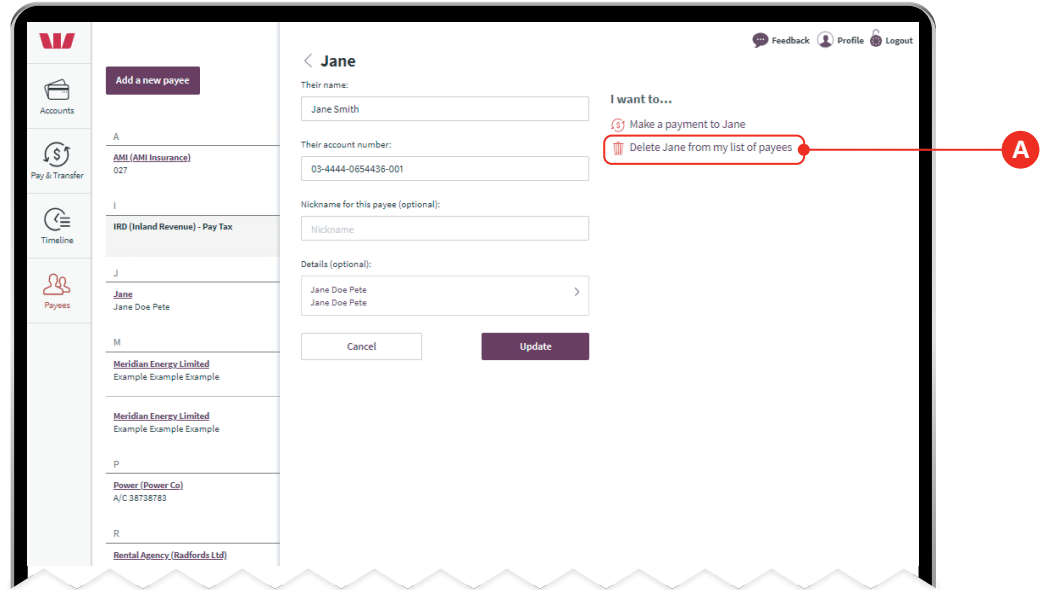
Step 2.

Click the name of the payee **A** you want to delete.



Step 3.

Select **Delete <name>** from my list of payees **A**.



Step 4.

A pop up will appear asking you to confirm if you want the payee to be deleted. Select **Delete A**, if you want to confirm.

