How do I add and edit a payee using Westpac One® online banking?
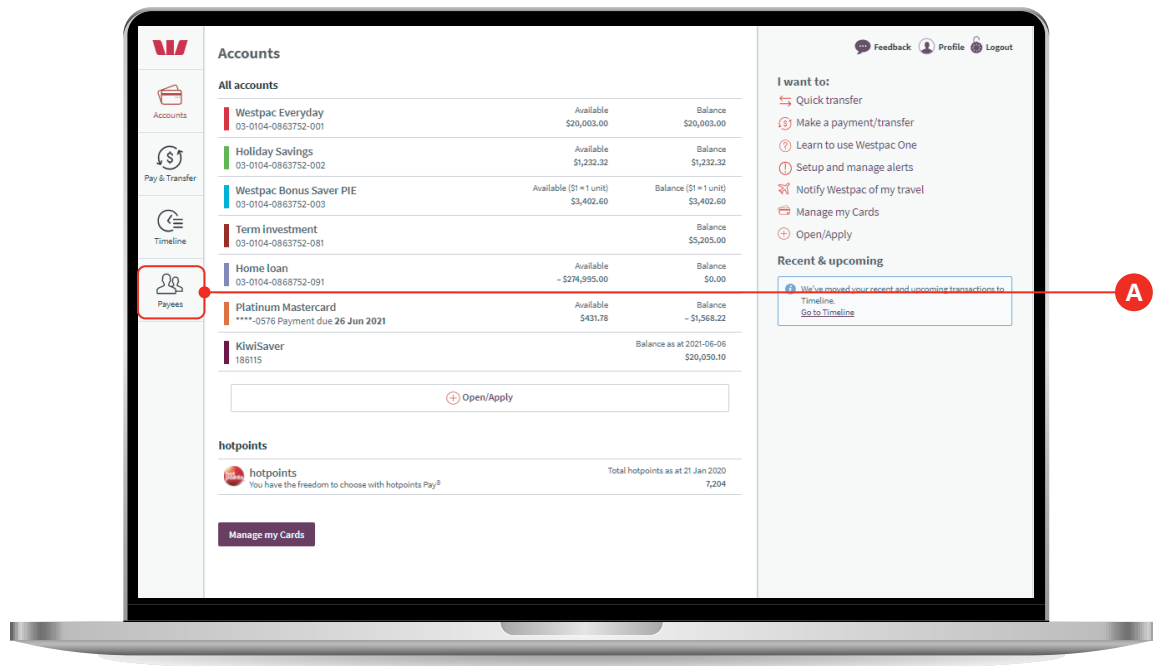
If there are people or companies you pay regularly, it can be more convenient to add them as payees. This makes it easier to pay them next time. From the payees tab, you can add, view and search your saved payees.
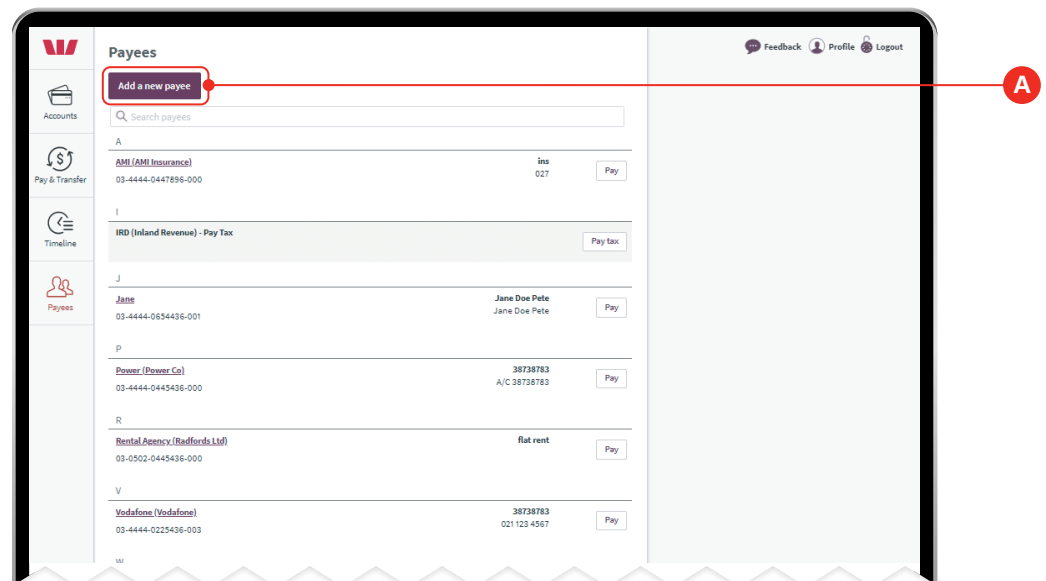
How to add a person as a payee.

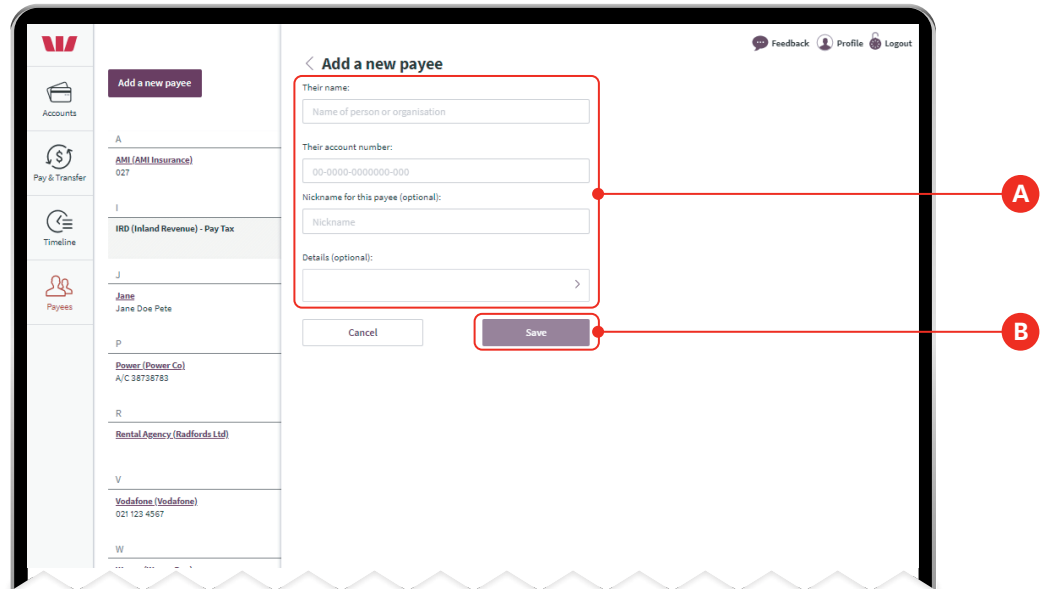### Step 1.

Once logged in, select **Payees** Ⓐ.
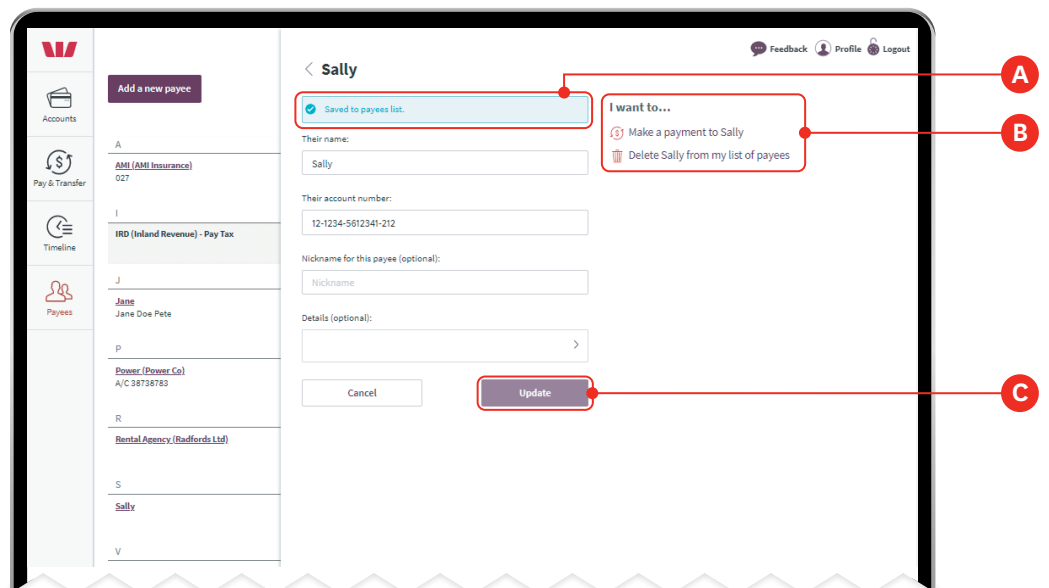

Step 2.

Click **Add a new payee** Ⓐ.

Step 3.

Enter the name, account number, optional nickname, and optional details for the payee **A**. Then, click **Save** **B**.
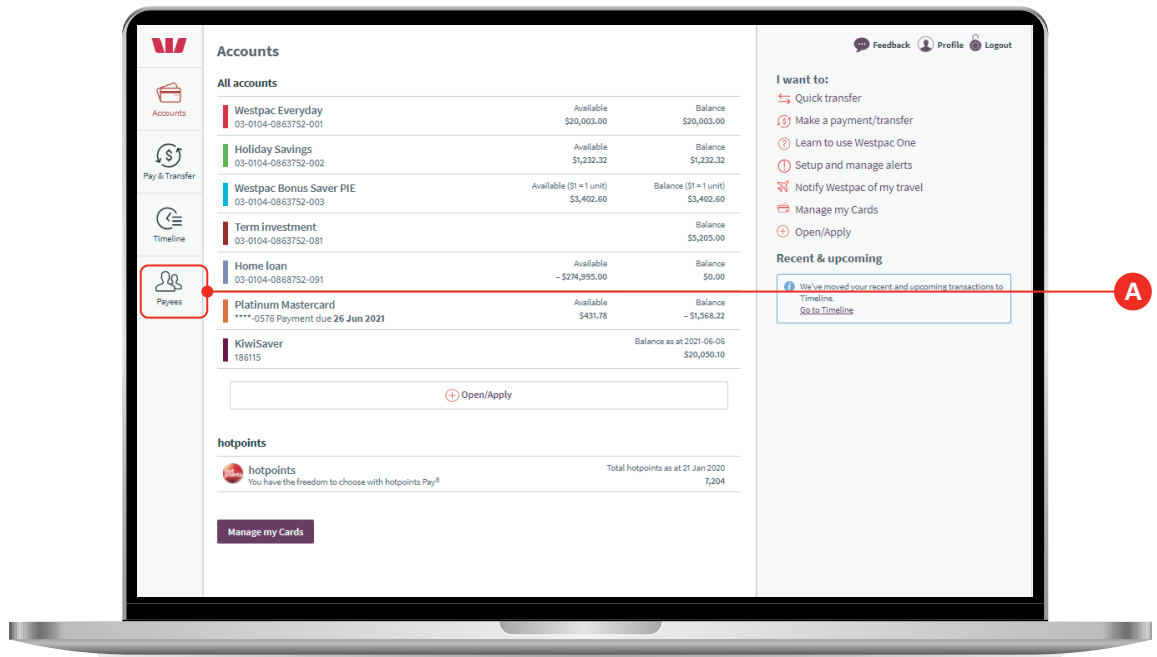
Step 4.

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**.
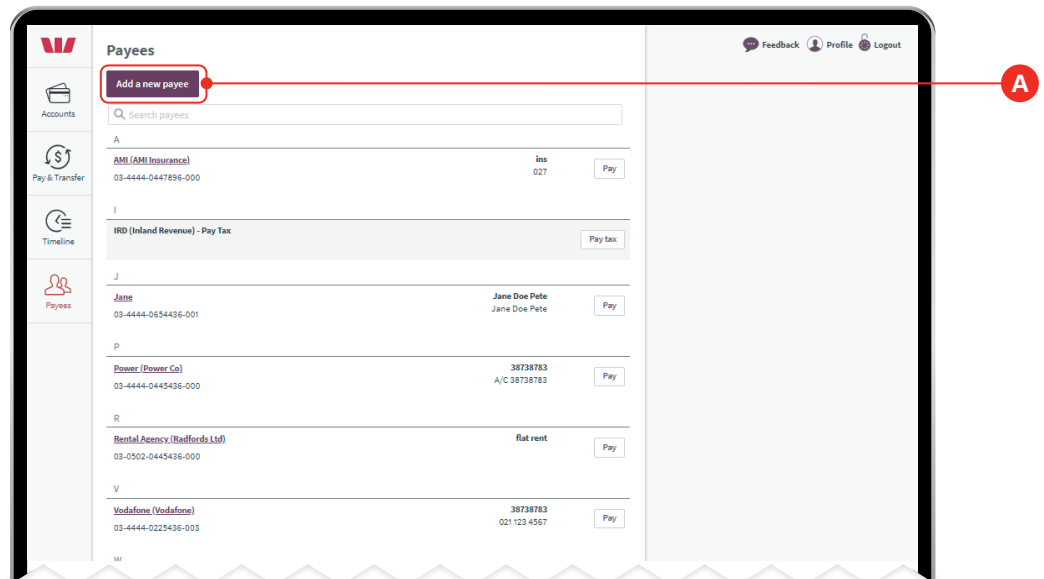
How to add a company as a payee.

Step 1.

Once logged in, select **Payees** Ⓐ.

Step 2.

Click **Add a new payee** Ⓐ.

Step 3.

Enter the company name in the **Their name** search field. Select **Show matching payees** Ⓐ 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.

Step 4.

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

Step 5.

Click **Save** (A).

Step 6.
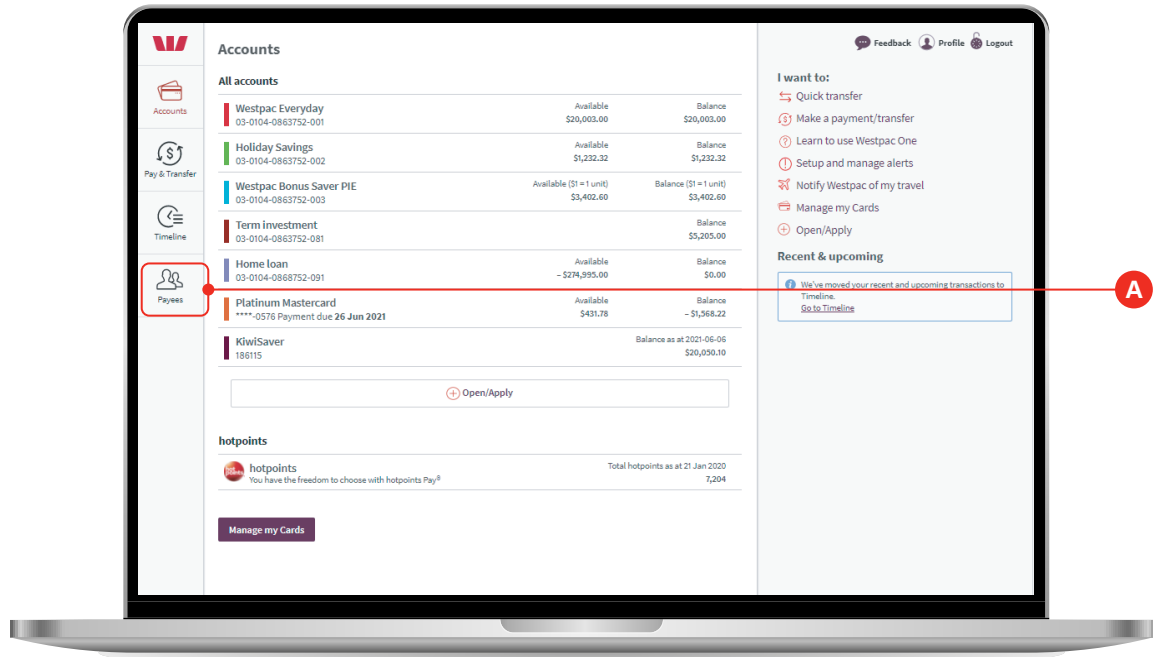
Confirmation of the new saved payee will show (A). You will now have the option to make a payment to, delete (B) or update the information of your payee (C).
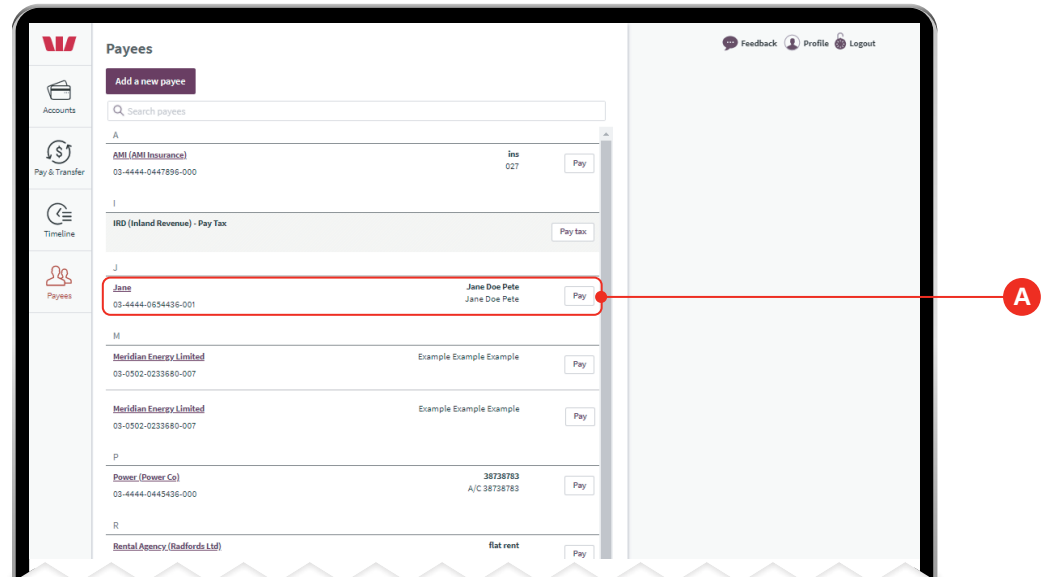
How to update existing payee details.
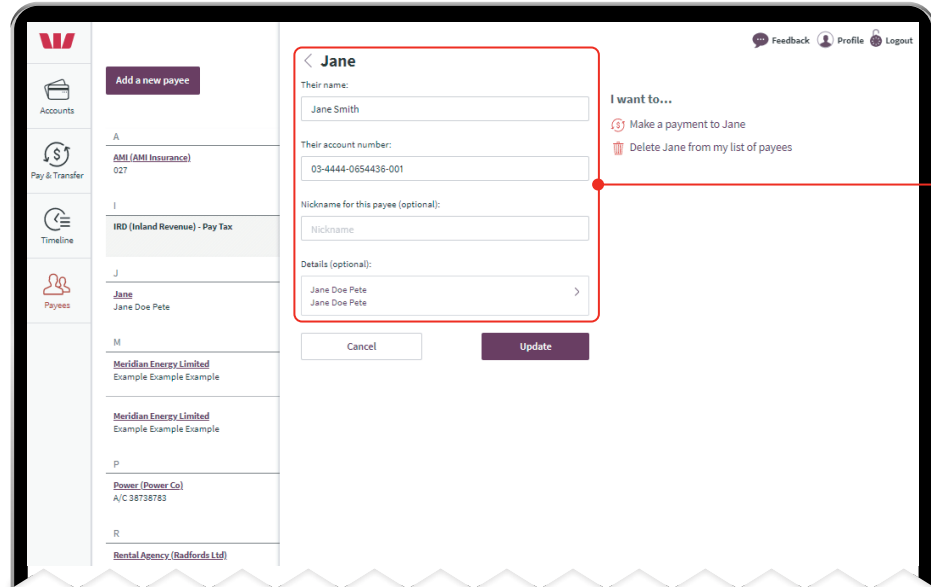
Step 1.

Once logged in, select **Payees** Ⓐ.

Step 2.
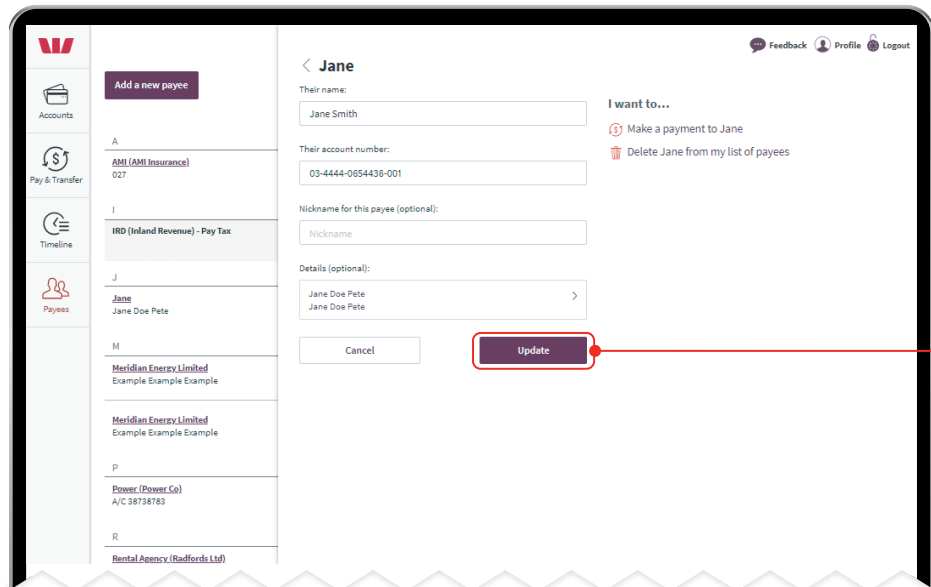
Click the name of the payee Ⓐ you want to edit.

Step 3.

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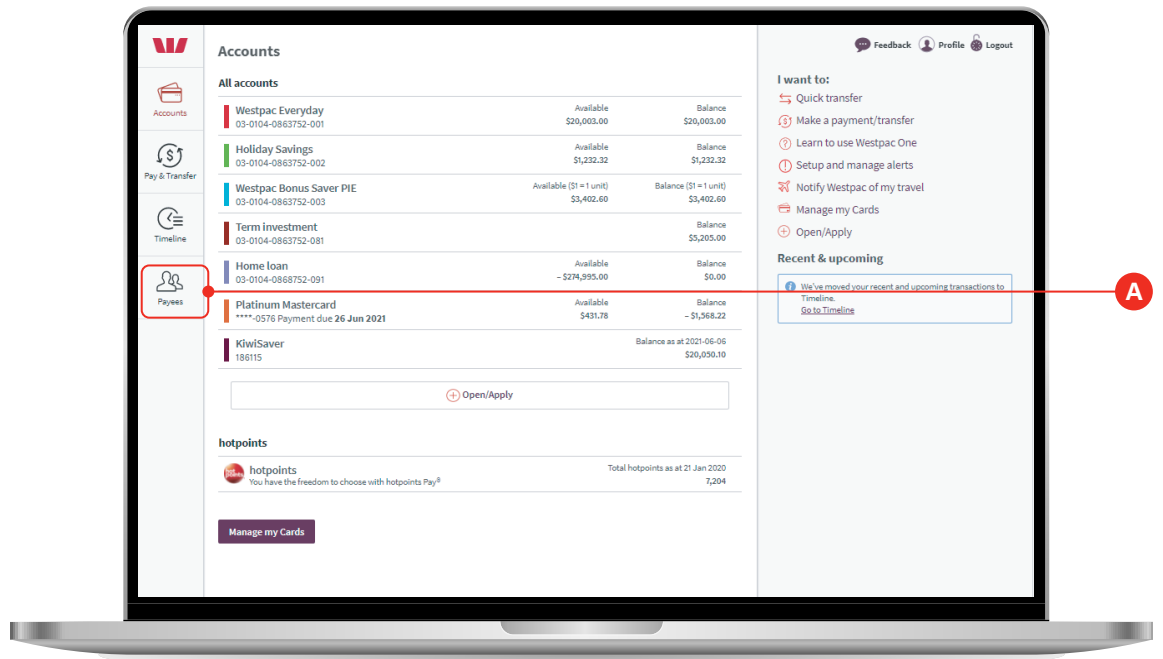

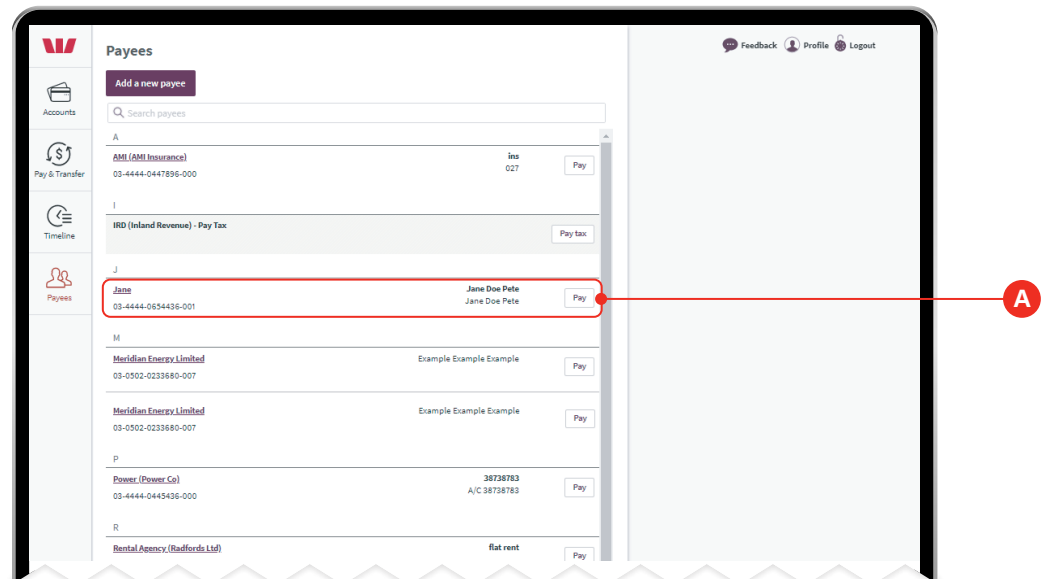## Step 4.

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

How to delete a payee.
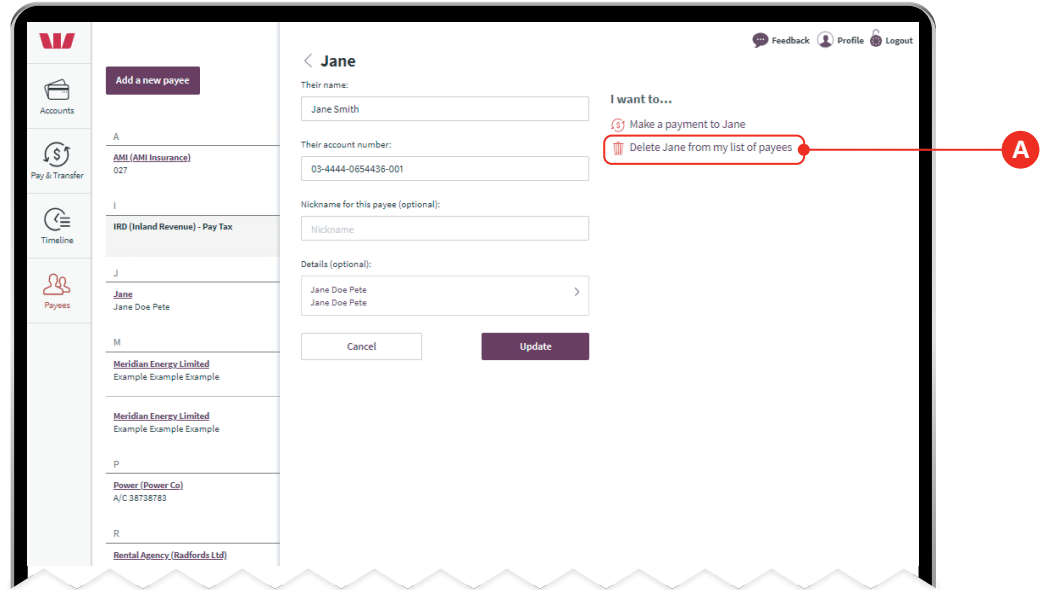
Step 1.

Once logged in, select **Payees** Ⓐ.

Ⓐ

Step 2.

Click the name of the payee Ⓐ 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.

Westpac New Zealand Limited.