

HOW TO ADD A PAYEE



CREATING A PAYEE FOR A PERSONAL PAYMENT

1

- Log into your MFCU app
- Click the menu in the top left hand corner

2

- Click on 'Payments' and under the drop down menu, click 'Create Payee'

3

- Read through 'Important Information regarding Payment Requests' and then click 'Next'

4

- Click on 'Personal Payment'
- Enter the 'Nickname' and your 'Account Name'
- (Account name of bank, nickname is what it will be saved as)

5

- VERIFY name of recipient matches the account name
Enter your 'Payment Reference'
- this could be MFCU or your own name

6

- Enter your 'IBAN' and 'BIC'
- both must be in capital letters
- Double check name of payee is correct

7

- On the next screen, you will be asked to create a one-time passcode
- this is a 4 digit code sent to your phone via SMS or the app

8

- Enter this number and click 'Confirm'

 Member First
CREDIT UNION



HOW TO ADD A PAYEE



CREATING A PAYEE FOR A BILL PAYMENT

- A bill payment involves making a payment from your personal MFCU account to a credit card or utility bill.

1

- Log into your MFCU app
- Click the menu in the top left hand corner

2

- Click on 'Payments' and under the drop down menu, click 'Create Payee'

3

- Read through 'Important Information regarding Payment Requests' and then click 'Next'

4

- Click on 'Bill Payment' and choose 'Category' - credit card or utility bill payment

5

- Click 'Name'
 - Choose a bank or bill payment company
 - Payment details will automatically populate

6

- Enter your 'Bill Reference'
 - account number on your utility bill or the 16 digit card number for credit card reference

7

- On the next screen, you will be asked to create a one-time passcode
 - this is a 4 digit code sent to your phone via SMS or the app

8

- Enter this number and click 'Confirm'

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