



# HOW TO ADD A PAYEE



## CREATING A PAYEE FOR A PERSONAL PAYMENT

1

Log into your MFCU account on our website

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 'Payee Name' and your 'Account Name' *VERIFY account name matches recipient name*

5

Enter your 'Payment Reference'

this could be MFCU or your own name

Double check account name

6

Enter your 'IBAN' and 'BIC'

both must be in capital letters

Click 'Next'

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 app

Click Confirm





# HOW TO ADD A PAYEE



## CREATING A PAYEE FOR A BILL PAYMENT

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

1

Log into your MFCU account on our website

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 app  
Click Confirm

