

## How to manage your PayID



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### Manage your PayID in Online Banking

#### **Create a new PayID in Online Banking**



Select 'Manage PayID' from 'Settings & Security' in the top drop down menu.

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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 PavID	By registering a PaylD, you will be able to use your mobile number or email address to receive payments. Please complete the following
	details. Select Contact
By registering a PayID, you will be able to use your mobile number or email address to receive payments. Please comp details.	· · · · · · · · · · · · · · · · · · ·
Select Contact	Status
Please Select	Available
amming the form	Link PayID To Financial Account 🗸
⊕ Add or update Contact Details	Please Select.
	Access Account
	Verify Contact
	To ensure your security we require a Verification Code.
	Cet your Email Verification Code
	Enter your Verification Code
On the 'Create PayID' screen, select the contact from the drop down menu.*	6 Select the financial account using drop down menu.
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On the 'Create PayID' screen, select the contact from the drop down menu.'	6 Select the financial account using drop down menu.  PeyID Name  PeyID Name  Verify Contact  Cet your Email Verification Code  Cet mult  Enter your Verification Code



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

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

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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

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hat would you like to do?
Transfer your PayID to another Account with us



From the 'Manage PayID' screen, select the PayID you want to transfer to another G&C Mutual Bank account.



Select 'Transfer your PayID to another Account with us' from the drop down menu.

Inbox Logout

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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.



Your updated PayID will now display in your list of registered PayIDs.

#### b. Transfer your PayID to another financial institution

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From the 'Manage PayID' screen, select the PayID you want to transfer to another financial institution.



Select 'Transfer your PayID to use it at another financial institution' from the drop down menu.



Type Phone Number Email Address	Financial Account	PayID Name	Status		
Type Phone Number Email Address	Financial Account	PayID Name	Status		
Phone Number Email Address	Weill' Acas Accord	1.0.00000000	Created		
Email Address				>	
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If prompted, select the 'Get SMS' button, enter your One Time Password, then select the 'Transfer' button.

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Manage	PayID			
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What would you like	to do?			
Please Select			<b>^</b>	
Cancel transferring	g your PayID to anoth	er Financial Institution		
Back	]			



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.



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

#### c. Close your PayID

Manage PayID           Fayd         Type         Procelar Account         Fayd hereir         Status           Proce Number         Devel Account         Fayd hereir         Status           Break Number         Devel Account         Fayd hereir         Devel Account	Manage PayID           Pij0         7pit         Prantil Account         Pip0 Tame         Salas           Provide Number         Dread         >         >         >           Email Address         Dread         >         >         >         >	Manage PaylD	Manage PayID       Fayd     Type       Proviductar     Payd Autom       Double     Cound       Email Addres     Cound	Type       Preveral Account       Payor Names       Status         Provisional Account       Payor Names       Cound       Image: Cound         Email Address       Cound       Cound       Image: Cound       Image: Cound         Cound Account       Cound       Cound       Cound       Image: Cound <th>C mutual<sup>*</sup></th> <th>Accounts 👻</th> <th>Payments &amp; Payees +</th> <th>Open Accounts -</th> <th>settings a security v</th> <th></th> <th></th>	C mutual <sup>*</sup>	Accounts 👻	Payments & Payees +	Open Accounts -	settings a security v		
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From the 'Manage PayID' screen, select the PayID you want to close.



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

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What would you like to do?	
Close your PayID	×
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If you no longer want to use PayID or no long create the PayID gagin if you want to use thi	ger own that specific PayID, you can close your PayID. Doing so meai is PavID in the future.
Get your SMS One Time Password	
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If prompted, select the 'Get SMS' button, enter your One Time Password, then select the 'Close PayID' button.



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

# lt's your bank, because you own it.

#### **G&C Mutual Bank**

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