Aviate CU Online Tutorials

MOBILE TUTORIAL



HOW TO ADD A PAYEE.

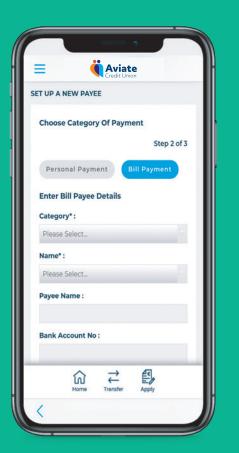


Aviate **Enter Payee Details** Step 1 of 3 IMPORTANT INFORMATION REGARDING PAYMENT REQUESTS Please note that all payments put through this facility are treated as requests to the Credit Union and are subject to approval and to the following conditions: Your Credit Union has a maximum permitted daily payment amount. If unsure please contact the credit union before submitting your request. Your Credit Union may not permit Share to Loan transfers using this facility. Check with your Credit Union if unsure. · Only cleared funds will be available for payment. If you have recently lodged a cheque or if a direct debit has recently been posted to your account, your available amount will be affected. · Funds held as security for a loan will not be available for payment. Note that acceptance of your request by ĺnÌ

Creating a Personal Payment

A personal payment involves making a payment from your Aviate CU account to your personal bank account.

- **1.** Login to your Aviate CU app
- 2. Click the menu button in the top left corner
- Click on 'Payments' and under the drop down menu, click 'Create Payee'
- **4.** Read through 'Important Information regarding Payment Requests' and then click 'Next'
- 5. Click on 'Personal Payment'
- 6. Enter 'Payee Name' and your 'Account Name'
- 7. Enter your 'Payment Reference'
 - this could be Aviate CU or your own name
- 8. Enter your 'IBAN' and 'BIC'
 - both must be in capital letters
- 9. Click 'Next'
- 10. On the next screen, password or biometrics and hit confirm
- 11. Your payment destination has been successfully created

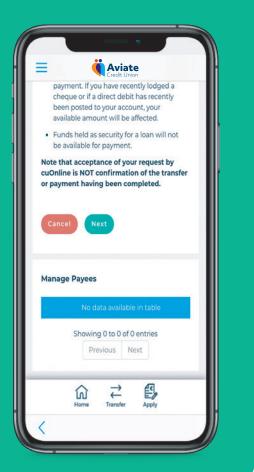


Creating a Bill Payment

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

- 1. Login to your Aviate CU app
- 2. Click the menu button in the top left corner
- Click on 'Payments' and under the drop down menu, click 'Create Payee'
- **4.** Read through 'Important Information regarding Payment Requests' and then click 'Next'
- 5. Click on 'Bill Payment' and choose 'Category'
 - credit card or utility bill payment
- 7. Click 'Name'
 - choose a bank or bill payment company
 - payment details will automatically populate
- 8. Enter your 'Bill Reference'
 - account number on your utility bill or the 16 digit card number for credit card reference
- 9. Click 'Next' and enter your Aviate CU login password
- 10. On the next screen, password or biometrics and hit confirm
- 11. Your payment destination has been successfully created

Optional: Editing/Deleting Payees



How to manage payees

- 1. Under the Payments menu, click on 'Manage Payees'
- 2. A list of created payees will appear here
- 3. To delete payees that are no longer needed, click the BIN icon

Note: You cannot edit a payee, you must first delete and start the process again if you wish to make any changes to a payee.