Aviate CU Online Tutorials

HOW TO ADD A PAYEE.

Aviate
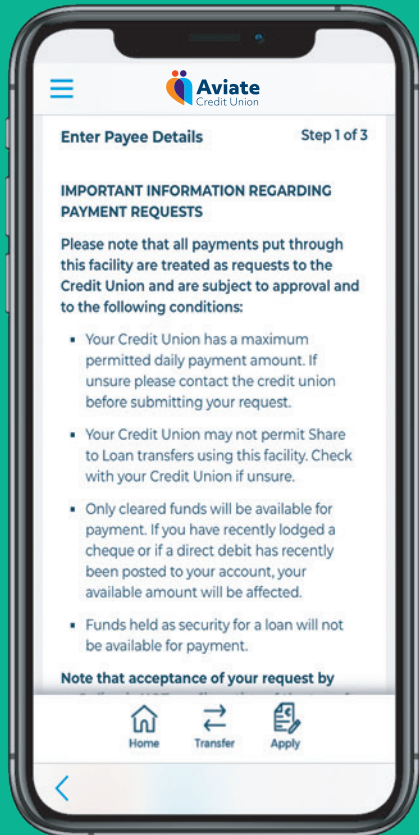Credit Union

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
3. 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.
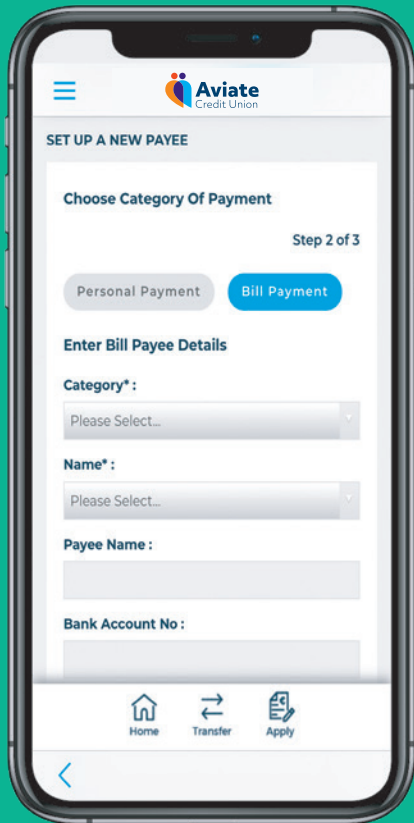
1. Login to your Aviate CU app
2. Click the menu button in the top left corner
3. Click on 'Payments' and under the drop down menu, click 'Create Payee'
4. Read through 'Important Information regarding Payment Requests' and then click 'Next'
5. Click on 'Bill Payment' and choose 'Category'
   - credit 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
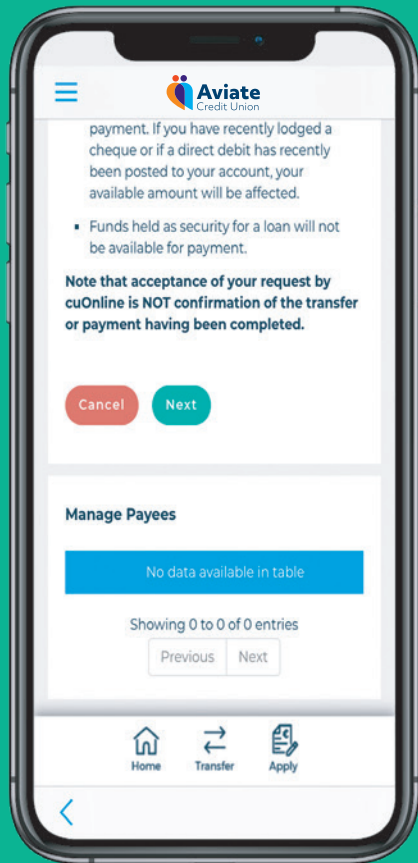
How to manage payees

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.