

# PayTo feature instructions.

### How to view a PayTo agreement

- **1** Log into Internet Banking with your member number and password.
- **2** Select "Transfer/Pay", then "PayTo Agreements" in the top navigation bar.
- **3** Complete 2-factor authentication (either Secure SMS or Token).
- **4** You are now viewing a full list of PayTo agreements linked to your accounts. Select an agreement to review the details.

### How to authorise or decline a PayTo agreement

- **1** Follow the instructions for "How to view a PayTo agreement".
- 2 Select the agreement you wish to action (this will be in the status "Action Required"). This will open the details of the PayTo agreement.
- **3** Once you have reviewed the details of the PayTo agreement, click the "Authorise" or "Decline" button located at the bottom of the screen.
- 4 Confirm the action.











# PayTo feature instructions.

### How to pause a PayTo agreement

- **1** Follow the instructions for "How to view a PayTo agreement".
- **2** Select the PayTo agreement you wish to pause (it will be in the status "Active"). This will open the details of the PayTo agreement.
- **3** Click the "Pause" button at the bottom of the screen.
- 4 Confirm the action.

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< PauTo aa	reement details		
Status	Active		
Payee	Netflix Pty Ltd on behalf of JOE BLOGGS		
Description	GDLG		
From account	Bills & Rent 03891829 Change		
Amount	\$15.99		
Start date	31/08/2022		
End date	06/09/2023		
Frequency	Fortnightly on Wednesdays		
Automatic renewal	Yes		
Vie	w full details $\sim$		
Cancel	Pause		
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### How to cancel a PayTo agreement

- 1 Follow the instructions for "How to view a PayTo agreement".
- 2 Select the PayTo agreement you wish to cancel (the agreement can be in the status "Active", "Paused by customer", "Paused Review Required" or "Paused by Initiator). This will open the details of the PayTo agreement.
- **3** Click the "Cancel" button at the bottom of the screen.
- 4 Confirm the action.



**Beyond Bank** 



# PayTo feature instructions.



### How to change the payment details linked to a PayTo agreement

- 1 Follow the instructions for "How to view a PayTo agreement".
- **2** Select the PayTo agreement you wish to make the changes to. This will open the details of the PayTo agreement.
- **3** Next to the selected account/PayID, click the "Change" button. This will open a list of eligible accounts.
- 4 Select the account/PayID you want to change to, and press "Save".

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Amount		\$1	15.99					Holiday			\$0.00	•	Selec	leu	
Start date		31/08/2	2022					03935485							
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### **PayTo feature** instructions.

#### How to resume or cancel a **Direct Debit which is being** migrated to a PayTo agreement

- 1 Follow the instructions for "How to view a PayTo agreement".
- 2 Select the agreement you wish to action (it will be in the status "Paused – Review Required"). This will open the details of the agreement.
- 3 After you have reviewed the details of the PayTo agreement, click the "Resume" or "Cancel" button at the bottom of the screen.
- 4 Confirm the action.



#### Contact us.

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