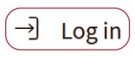
Add and manage recurring payments

1

Click Log in on the top right corner of your Home screen

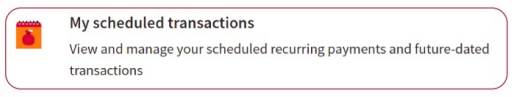


2

Click Transact from the side menu

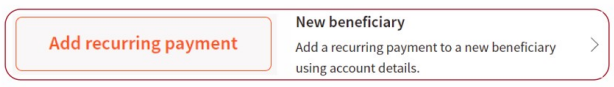
3

Under My useful functions, click My scheduled transactions



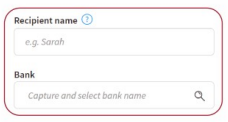
4

To add a recurring payment, click Add recurring payment and select New beneficiary



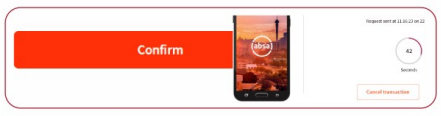
5

Complete Recipient, Payment schedule and Referencing details. then click Next



6

Confirm your details and accept the verification request

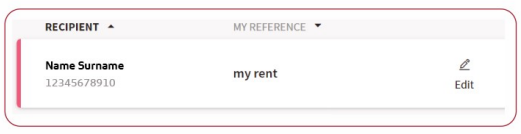


7

Your recurring payment is scheduled successfully and click Done

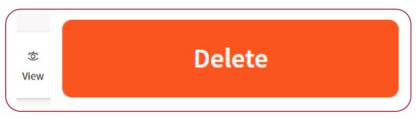
8

To delete a recurring payment, select an existing Recipient and click Edit



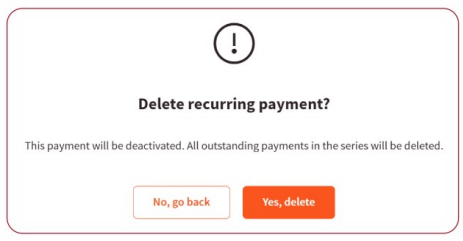
9

Click View to see Recurring payment details then click Delete to delete recurring payment



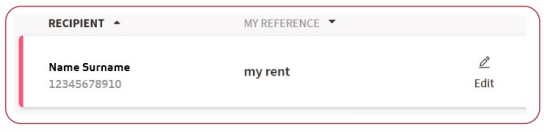
10

Click Yes, delete to confirm and your recurring payment is deleted



11

To edit a recurring payment, select an existing Recipient and click Edit



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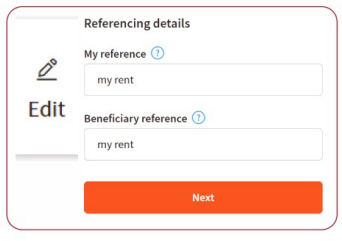
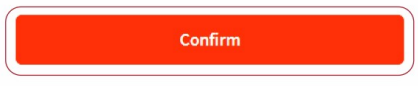
Click Edit to change the amount and Referencing details, then click Next and View details



13

Click Confirm and accept the verification request



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You have successfully updated details for a recurring payment!

Always log out after using your online account.

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