

Capitec App

1. Login to your Capitec app and click on the middle "Transact" icon.
2. Click on "Recurring/future-dated".
3. Choose "Payment".
4. Select your beneficiary (If you haven't added us as beneficiary yet)
5. Enter the amount you wish to make recurring.
6. Click on the circle next to "Recurring" on the far-right:
 - Click on "Choose frequency" and select your desired frequency that the payment should occur in.
 - Enter the "Start date" and the "End date" for how long you wish to have this recurring payment occur.
7. Enter your **reference** & your desired statement description.
8. Click on "Add".
9. Click on "Confirm" with the pop-up that will appear and select "Done".

Capitec Online Banking

1. Sign into your Capitec online banking (<https://direct.capitecbank.co.za/ibank/>)
2. Click on "Go to payments menu" & then "Pay a beneficiary".
3. Select your beneficiary next to "My beneficiary"
4. Then, click on "Pay the selected beneficiary (pay now, once or more than once on a future date)".
5. Enter a "Description".
6. Enter the amount you want to pay with every payment next to "Amount to pay".
7. Then, click on "Pay this amount more than once on future dates". Enter the following details:
 - Choose the frequency of your payments.
 - Enter the start date of your payments.
 - Enter the end date and/or the number of recurrences.
8. Click on "Pay this amount more than once on future dates" again.
9. Go to your Capitec App and enter your Remote PIN to approve the recurring payment being added.