

# Payee Center Quick Reference Guide

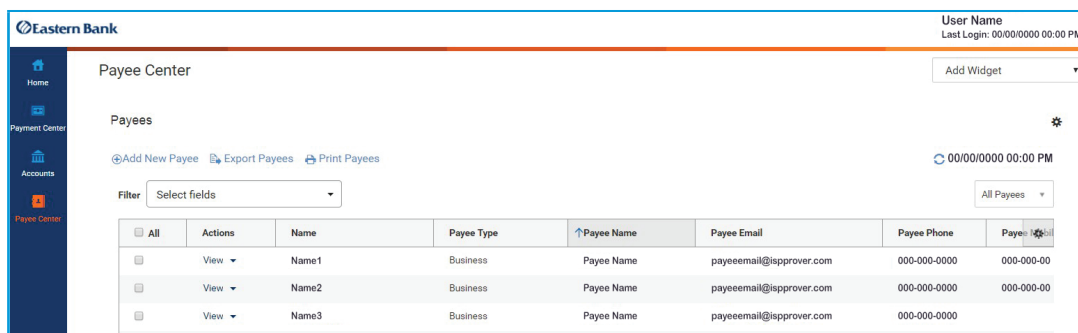
## PAYEE CENTER

The Payee Center allows you to add, modify, view, and delete Payees. After the Payee is set up in the Payee Center, a payment can be created and sent to the Payee in the Payment Center.

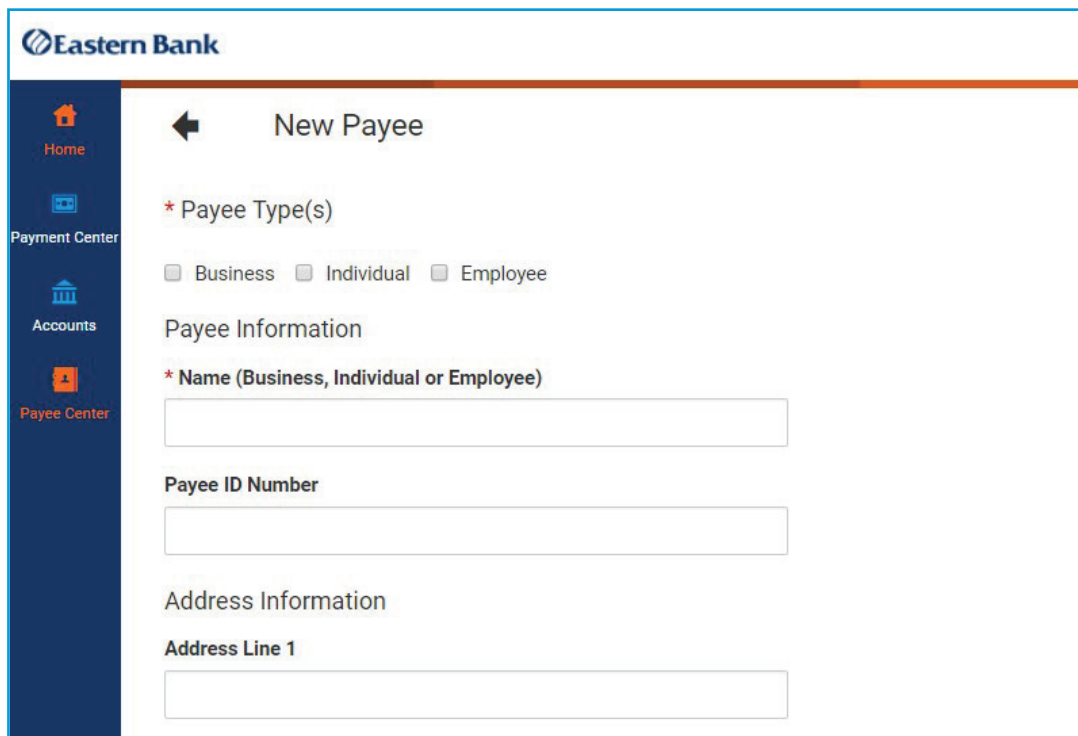
Updates or deletions to Payees will not affect transactions that have already been entered or are in process.

### TO ADD A PAYEE:

1. From Home, select **Payee Center**.
2. Click **Add New Payee**.



3. At Payee Type, check the appropriate box: **Business**, **Individual**, or **Employee**.



4. In the **Payee Information** section, enter the **name**, **ID number** (*optional*), and **address**.
5. (*optional*) In the **Payee Person** section, enter the **name** and **contact info**.

6. In the **Payment Information** section, click **Add Payment Account Information** to enter the Payee’s account information.

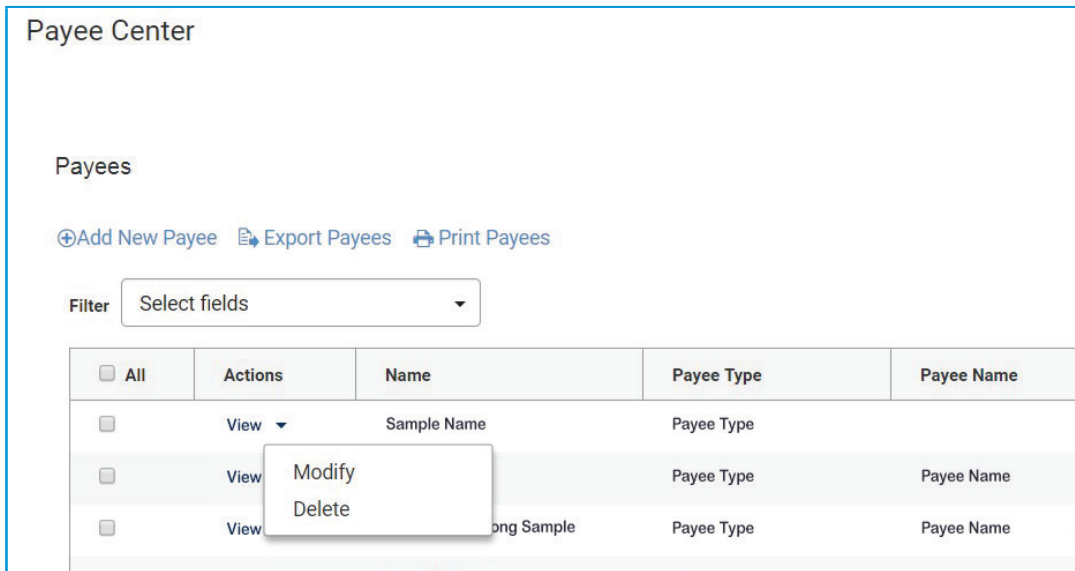
7. Select **Enter Bank Information** to input bank information or select **Use IBAN** to enter an IBAN.
8. *(optional)* Select the Account Type if you want to set the Payee up for ACH
9. Enter Payee account number.
10. In **Bank Routing Code**, enter the Payee bank name or ABA number. As you type, the field will begin to display a list of banks that match. Select the bank.
11. Check the box to select Payment Method
12. The currency field will display USD - US Dollar.
13. *(optional)* Click **Intermediary Bank Information** to add intermediary bank information, and then complete the fields.
14. To add another account for this Payee, click **Add Another Account**.
15. When you have finished, click **Save Payee**.
16. A Success Message Appears at the top of the Payee Center.
17. Unless you are set up for Auto Approve, the Payee must be Approved. Only Payees in Approved status will be available in the Payee Center.

The screenshot displays the Eastern Bank Payee Center interface. At the top right, it shows the user's name and last login time. The main content area features a success message: "1 Payee Center Records Approved" with details for "Name Sample Payee" and "ID 000". Below this, there are links for "Add New Payee", "Export Payees", and "Print Payees". A filter dropdown is set to "Select fields". The main table lists payees with columns for "All", "Actions", "Name", "Status", "Payee Type", and "Payee Name".

All	Actions	Name	Status	Payee Type	Payee Name
<input type="checkbox"/>	View	Sample Name	Entered	Business	Payee Name
<input type="checkbox"/>	View	Sample Name	Approved	Business	Payee Name
<input type="checkbox"/>	View	Sample Name	Entered	Individual	Payee Name

**TO MODIFY OR DELETE A PAYEE:**

1. Select the Payee from the list in the Payee Center and click the **down arrow** next to View
2. **Modify** and **Delete** options appear.
3. If you select Delete, a confirming message appears.
4. If you select Modify, the Payee Information screen appears allowing you to edit.
5. After edits are complete, click **Save Payee**.



The screenshot shows the 'Payee Center' interface. At the top, there are buttons for 'Add New Payee', 'Export Payees', and 'Print Payees'. Below these is a 'Filter' dropdown menu set to 'Select fields'. The main part of the interface is a table with the following columns: 'All' (checkbox), 'Actions', 'Name', 'Payee Type', and 'Payee Name'. The table contains three rows of data. The first row has a 'View' button with a dropdown arrow. The second row has a 'View' button with a context menu open over it, showing 'Modify' and 'Delete' options. The third row has a 'View' button. The table data is as follows:

<input type="checkbox"/> All	Actions	Name	Payee Type	Payee Name
<input type="checkbox"/>	View ▾	Sample Name	Payee Type	
<input type="checkbox"/>	View		Payee Type	Payee Name
<input type="checkbox"/>	View	ong Sample	Payee Type	Payee Name