

How to create collections account on PAYDirect



Step 1: The bank administrator logs in to PAYDirect, navigates to Collections Account and clicks on 'Add New'

Administrator

- Branch Management
- Bank User Management
- Product Management
- Teller Card Management
- Teller Till Accounts
- Collections Accounts**
- Users Logged On

Domain: Bond Bank - EIB HEAD OFFICE BRANCH

:: Collections Accounts

 Add New  Delete

PAYDirect Application: All PAYDirect Applications ▼

| Account Number | Account Name | Account Type | Payment Channel |
|----------------|-------------------------|--------------|-----------------|
| 0000024240052 | LCMC REMITTANCE ACCOUNT | Current | Bank |

Step 2: Complete the new collection account setup form displayed. See sample below

:: New Collections Account

* Account Name: EKEDP Collectons Account

* Account Number: 1212121212

* Account Type: Default ▼

* Payment Channel: Bank ▼

* PAYDirect Application: Eko Electricity Distribution Company Plc ▼

* Collections Account For: Eko Electricity Distribution Company (EKEDP) Collections Account ▼

* Bank PAYDirect IIN: 62805102304