

GlobalPay

Payee Manager Edit Bank Details User Guide





GlobalPay Payee Manager

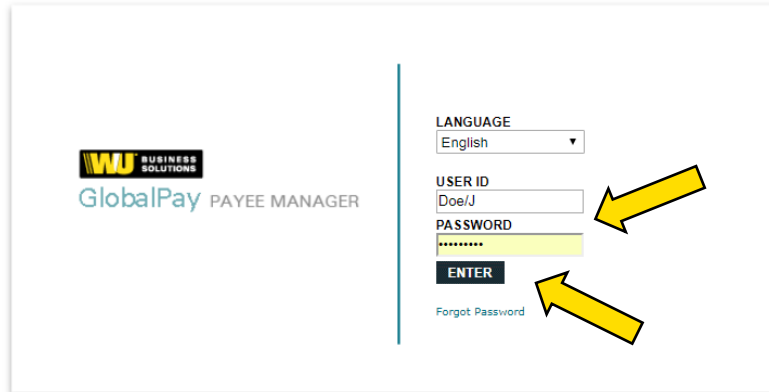
EDIT BANK DETAILS

EDIT BANK DETAILS

1. Navigate to payee.globalpay.westernunion.com/PayeeManager/Beneficiary/Login.aspx

2. Enter the Username and Password you created

3. Click *Enter*



WU BUSINESS SOLUTIONS

GlobalPay PAYEE MANAGER

LANGUAGE
English

USER ID
Doe/J

PASSWORD

ENTER

[Forgot Password](#)

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EDIT BANK DETAILS

GlobalPay PAYEE MANAGER

HOME ACCOUNTS CONTACTS VIEW PAYMENTS USERS HELP

business.westernunion.com | Logout

Welcome Matt | Viewing payee data for MR Ltd.



1. Once logged in, you will see the Home Screen.

To update your Bank details select the *Accounts* Tab

HOME

Client : MR Ltd - The Sanne Group - WUBS1234

Company Profile
wubs

Bank Accounts
Active (1)
Pending (0)

Contacts
Active (1)

View Payments

Pay Alert E-mail Preference

Users

Preferences

MESSAGE CENTER

Refresh Message | Delete Message

Ref.No.	Message	Date
USR0000209	wubs1234 : Existing Beneficiary User Changed	4/29/2015 10:06:05 AM

Page 1 of 1 | 1-1 of 1 | Rows/Page All | Send Message

Services are provided by Western Union Business Solutions (UK) Limited (Company No: 02854737) a limited company incorporated in England and Wales whose registered office is at 65 Kingsway, London, WC2A 6TD. Western Union Business Solutions (UK) Limited is authorised by the Financial Services Authority under the Payment Services Regulations 2009 (Registered No. 536611) for the provision of payment services and is a registered Money Service Business with HM Revenue and Customs - (MLR No. 12122416)

EDIT BANK DETAILS

GlobalPay PAYEE MANAGER

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HOME ACCOUNTS CONTACTS | VIEW PAYMENTS | USERS | HELP

Welcome Matt Ross, you are viewing payee data for MR Ltd.

ACTIVE BANK ACCOUNTS

[Add Bank Account](#)

Find:	Bank Name	Contains	Search		
Primary	Bank Country	@ Bank Name	Account Number	Routing Code / SWIFT	Remittance
Yes	India	ICICI Bank	****5677	ICIC000343	
Page	1	of 1	1-1 of 1	Rows/Page	All

1. Click on the Bank name to access the details



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EDIT BANK DETAILS

ACCOUNT INFORMATION

Account Information	
Bank Account Number:	12345677
Bank Account Name:	WUBS
Bank Country:	India
Currency:	INR - Indian Rupee
Approved to Receive Payments:	No
Bank Name:	ICICI Bank
Bank Account Type:	Checking
Bank SWIFT Address:	
Bank Street Address:	ICICI Bank Towers Bandra-kurla Complex
Bank City:	Mumbai
Bank Province/State:	
Bank Postal/Zip Code:	
SWIFT Branch Details:	
Fastest Electronic Payment	
Fastest Electronic Payment:	Enabled -- Preferred form of Payment
Indian Financial System Code (IFSC):	ICIC0000343
Notification of Electronic Payment Initiation	
Pay Alert E-mail:	matthew.ross@westernunion.com
Language:	English
Other Information/Notes:	
Primary Account:	Yes
Remittance Options	
Delivery Option:	
Delivery Format:	

[View Account History](#) | [Edit](#)

PROFILES

Profile ID	Description
WUBS1234	

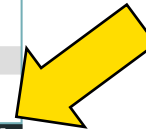
Page 1 of 1 | Rows/Page All | Profiles History

ATTACHMENTS

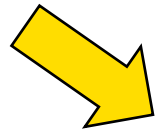
No results found.

1. Current Bank Details will be displayed onscreen

2. Click *Edit*



EDIT BANK DETAILS



1. Edit the Bank Details

BANK ACCOUNT DETAILS

[Cancel Entry](#)

Please enter the Bank Account information, then click "Submit Entry".

Account Information

Bank Account Number: * 12345677

Bank Account Name: * WUBS

Bank Country: * India

Currency: * INR - Indian Rupee

Approved to Receive Payments:

[Find A Bank](#)

Please use Find a Bank to pre-populate your bank account details.

Enter Bank Manually [Details](#)

Notification of Electronic Payment Initiation

Pay Alert e-mails are generated when a payment is initiated and allow you to track your payment online at our secure website. Multiple e-mail addresses should be separated by a comma or a semicolon.

Pay Alert E-mail: * matthew.ross@westernunion.com

Language: * English

Other Information/Notes:

Primary Account: Yes

Remittance Options

Delivery Option:

Delivery Format:

* Required Information

[Submit Entry](#)

EDIT BANK DETAILS

FIND A BANK
Search using bank details or an IBAN

IBAN:

Or

Country:

Routing Code/SWIFT:

Bank Name:

City:

Address:

State/Province:

Select a bank branch and save.

Submit Entry

Account Information

* 12345677

* WUBS

* India

* INR - Indian Rupee

Please use Find a Bank to pre-populate your bank account details.

Electronic Payment Initiation

Initiated and allow you to track your payment online at our secure should be separated by a comma or a semicolon.

* matthew.ross@westernunion.com

* English

Yes

Initiation Options

* Required Information

1. Click *Find A Bank* to search the Bank directory for assistance

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EDIT BANK DETAILS

BANK ACCOUNT DETAILS Cancel Entry

Please enter the Bank Account information, then click "Submit Entry".

Account Information

Bank Account Number: * 12345677
Bank Account Name: * WUBS
Bank Country: * India
Currency: * INR - Indian Rupee
Approved to Receive Payments:

[Find A Bank](#)
Please use Find A Bank to pre-populate your bank account details.

Enter Bank Manually Details

Bank Name: * ICICI Bank
Bank Account Type: Checking
Bank SWIFT Address:
Bank Street Address: ICICI Bank Towers Bandra-kurla Complex
Bank City: Mumbai
Bank Province/State:
Bank Postal/Zip Code:
SWIFT Branch Details:

Fastest Electronic Payment Enabled Preferred form of payment
Indian Financial System Code (IFSC): ICIC0000343

Intermediary Bank Enabled Details
Local Bank Routing Code:

Notification of Electronic Payment Initiation
Pay Alert e-mails are generated when a payment is initiated and allow you to track your payment online at our secure website. Multiple e-mail addresses should be separated by a comma or a semicolon.

Pay Alert E-mail: * matthew.ross@westernunion.com
Language: * English
Other Information/Notes:
Primary Account: Yes

Remittance Options
Delivery Option:
Delivery Format:

* Required Information

[Submit Entry](#)

1. Alternatively click *Details* to add the Bank information manually

2. When complete click *Submit Entry*

EDIT BANK DETAILS

BENEFICIARY BANK UPDATE ← Back

Change Request		
	Current	Change
Bank Account Number:	12345677	12345676
Bank Account Name:	WUBS	WUBS
Bank Country:	India	India
Currency:	INR - Indian Rupee	INR - Indian Rupee
Approved to Receive Payments:	No	No
Bank Name:	ICICI Bank	ICICI Bank
Bank Account Type:	Checking	Checking
Bank SWIFT Address:		
Bank Street Address:	ICICI Bank Towers Bandra-Kurla Complex	ICICI Bank Towers Bandra-Kurla Complex
Bank City:	Mumbai	Mumbai
Bank Province/State:		
Bank Postal/Zip Code:		
SWIFT Branch Details:		
Fastest Electronic Payment	Enabled -- Preferred form of Payment	Enabled -- Preferred form of Payment
Indian Financial System Code (IFSC):	ICIC0000343	ICIC0000343
Intermediary Bank		
Bank Name:		
Bank Account No.(including IBAN, Clabe, etc.):		
Bank SWIFT Address:		
Bank Routing Code:		
Bank Street Address:		
Bank City:		
Bank Province/State:		
Bank Country:		
Least Cost Electronic Payment		
Local Bank Routing Code:		
Notification of Electronic Payment Initiation		
Pay Alert E-mail:	matthew.ross@westernunion.com	matthew.ross@westernunion.com
Language:	English	English
Other Information/Notes:		
Primary Account:	Yes	Yes
Remittance Options		
Delivery Option:		
Delivery Format:		
Profile IDs Details		
Profile ID	Description	
WUBS1234		
Apply Changes		
MR Ltd		

Submit Entry

1. Any changes will be highlighted in **Red** and will appear in the Change column

2. When complete click *Submit Entry*

EDIT BANK DETAILS

GlobalPay PAYEE MANAGER

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[HOME](#) | [ACCOUNTS](#) | [CONTACTS](#) | [VIEW PAYMENTS](#) | [USERS](#) | [HELP](#)

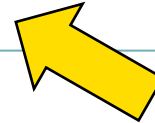
Welcome Matt Ross, you are viewing payee data for MR Ltd.

CONFIRMATION

[← Back](#)

Thank you. Your bank change request has been auto-approved by MR Ltd. You will receive an e-mail notification shortly.

Reference No BNK0000878 - Bank Account 12345676



1. The University will receive confirmation of your changes

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