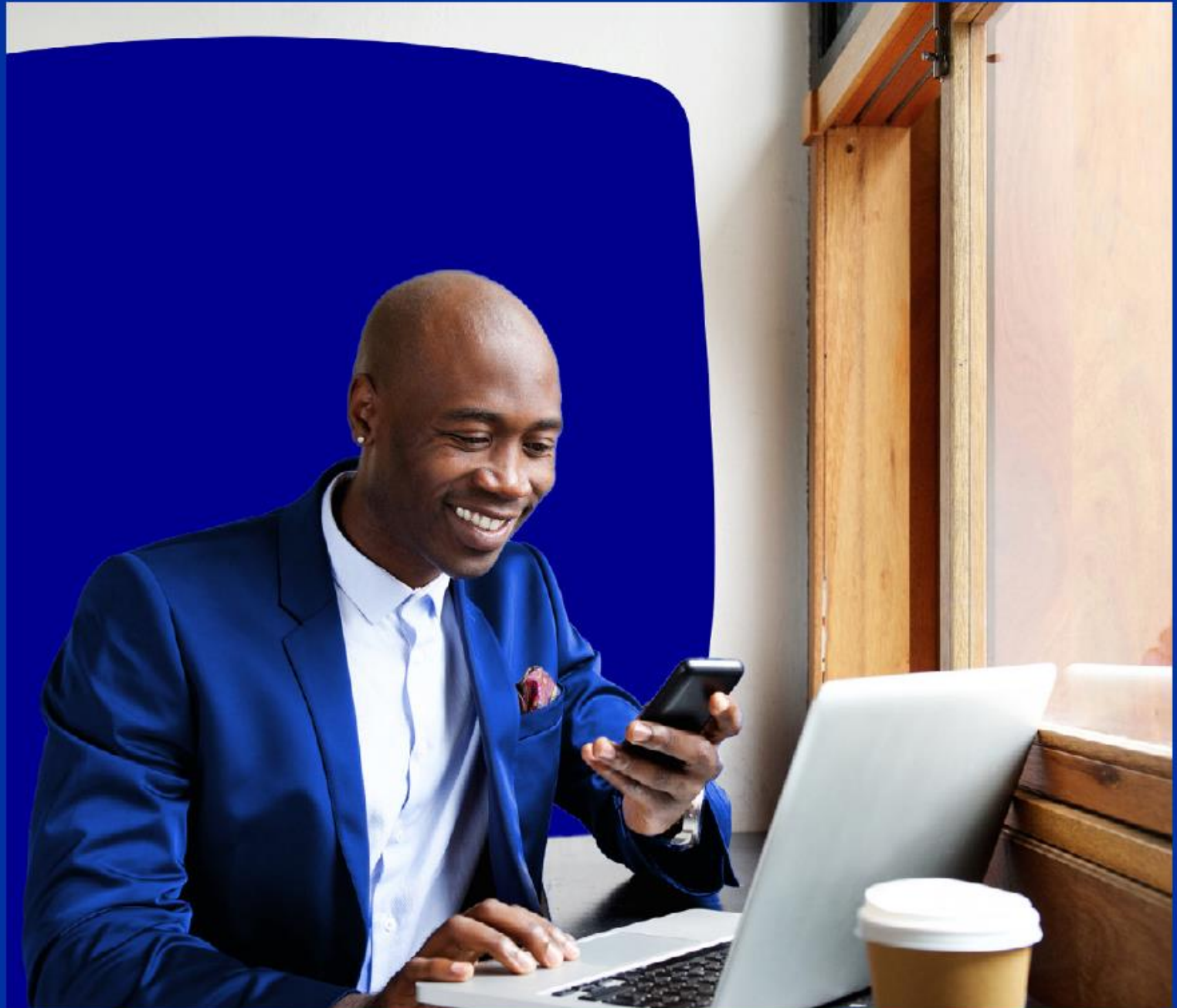




Standard Bank

# STEPS TO ADD A BENEFICIARY





Standard Bank

# ONLINE BANKING

Steps to add a beneficiary



# Step 1

Visit the [www.standardbank.co.za](http://www.standardbank.co.za) and select the sign-in icon

Click on Internet Banking on the right-hand side under the Personal panel and proceed to sign-in

The screenshot displays the Standard Bank South Africa website. At the top, there is a navigation bar with the following elements: 'Personal', 'Business', 'Corporate and Institutions', 'Wealth', and 'News and Media' on the left; 'About us', 'Locate us', 'Contact us', and the South African flag with 'South Africa' on the right. Below this is a dark blue header containing the Standard Bank logo, 'Products and Services', 'UCount Rewards', 'Standard Bank Mobile', 'Learn', a search icon, and a 'Sign In' button with a lock icon.

The main content area features a promotional banner for a 'Summer Bonus worth R250k' with a 'TELL ME MORE' button. Below the banner is a section titled 'Banking tailored to your needs' with the subtext 'How can we help you?'. This section contains six service tiles: 'I need insurance', 'I need a bank account', 'I need a loan', 'I need travel assistance', 'I need a car', and 'I need to save'. At the bottom of this section is a large orange banner for 'Open a MyMo Account from R5.95 p/m' with a 'TELL ME MORE' button.

On the right side, a 'Personal' dropdown menu is open, showing a list of services: 'INTERNET BANKING', 'Insurance Online', 'International Banking', 'Life Insurance Online', 'Online Share Trading', 'Stanlib Online', 'StockBroking', and 'WebTrader'. Below this is a 'Business' dropdown menu with 'INTERNET BANKING' and 'BUSINESS ONLINE' buttons, followed by a list of services: 'API Marketplace', 'Foreign Exchange Rates', 'Market Data', 'Merchant Online', and 'TradeOnline'. A green 'Need Help?' button is located at the bottom right of the page.

# Step 2

Click on the Transact tab

Click on “Beneficiary” located under the Pay tab

The screenshot shows a banking dashboard with a blue header. On the left, there are tabs for 'My Personal Banking' (selected) and 'My Business Banking'. On the right, there is a user profile icon labeled 'Desi' with a dropdown arrow, and a 'Sign out' button. Below the header, there is a navigation bar with 'Home', 'Transact' (selected), 'Buy', 'Apply', and 'Borrow'. To the right of this bar are 'Switch Dashboard' and 'QuickLinks'. The main content area is a white card with four sections: 'Pay', 'Manage', 'History', and 'Documents'. The 'Pay' section is expanded, showing a list of options including 'Beneficiary', 'Once-off payment', 'Multiple beneficiaries', 'Scheduled payments', 'Beneficiary group', 'Send Instant Money', 'My Bills', 'Traffic Fines', 'Incoming international payment', and 'Outgoing international payment'.

**My Personal Banking** | My Business Banking

Desi | Sign out

Home | **Transact** | Buy | Apply | Borrow | Switch Dashboard | QuickLinks

- Pay**
  - Beneficiary
  - Once-off payment
  - Multiple beneficiaries
  - Scheduled payments
  - Beneficiary group
  - Send Instant Money
  - My Bills
  - Traffic Fines
  - Incoming international payment
  - Outgoing international payment
- Manage**
  - Beneficiaries
  - Cellphone beneficiaries
  - Instant Money Vouchers
  - Scheduled prepaid
  - Overdraft Limit
  - Limits and card settings
  - Email your transactions
  - Add groups
- History**
  - Proof of payment
  - Transactions
  - Payment notifications
  - Prepaid history
- Documents**
  - Statements
  - Tax certificates
  - Account confirmation letter

# Step 3

Click on + ADD BENEFICIARY

## List of Beneficiaries

Search by name, reference, group, date or amount

+ ADD BENEFICIARY

| Beneficiary name | Your reference | Beneficiary reference | Last payment (R) | Beneficiary account number | Group | Pay | Edit | Delete |
|------------------|----------------|-----------------------|------------------|----------------------------|-------|-----|------|--------|
|------------------|----------------|-----------------------|------------------|----------------------------|-------|-----|------|--------|

There are no beneficiaries linked to your profile. Please add a beneficiary in order to pay.

BACK



# Step 4

Type the first few letters of the company name for example, Standard Bank Vehicle into the “Search” field at the top of the screen. As you type, search results will appear on the screen. Select “Standard Bank Vehicle and Asset Finance”

In the “Your reference” field, enter any reference that you would like see on your bank statement

In the “beneficiary reference” field, enter in your agreement number found in the statement details section on your monthly statement

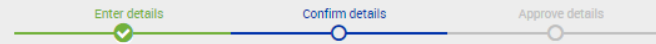
Setting up a Payment notification is optional: Please follow the easy prompts should you want to set this up

The screenshot shows a web interface for adding a beneficiary. At the top, there is a navigation bar with 'My Personal Banking' and 'My Business Banking' options, a user profile icon labeled 'Desi', and a 'Sign out' button. Below this is a secondary navigation bar with 'Home', 'Transact', 'Buy', 'Apply', and 'Borrow' links, along with 'Switch Dashboard' and 'QuickLinks' on the right. The main content area is titled 'Add Beneficiary' and features a progress indicator with three steps: 'Enter details' (active), 'Confirm details', and 'Approve details'. A blue information box contains a warning: 'Please ensure you enter the correct account number, as this is the only way to identify a beneficiary account. We are not responsible for payments sent to the wrong recipient.' Below this is a search field for a listed beneficiary, containing the text 'STANDARD BANK VEHICLE AND ASSET FINANCE'. The form fields include: 'Beneficiary name' (STANDARD BANK VEHICLE AND ASSET FINANCE), 'Your reference' (BMW), 'Beneficiary reference' (0002689665/1), 'Set up payment notification?' (Yes selected), 'Payment notification method' (Email selected), 'Recipient name', and 'Recipient email address'. 'BACK' and 'NEXT' buttons are at the bottom right.

# Step 5

Review the information you just captured for correctness and click on confirm or click on modify to make any changes

## Add Beneficiary



**i** Please ensure you enter the correct account number, as this is the only way to identify a beneficiary account. We are not responsible for payments sent to the wrong recipient.

**Beneficiary name**  
STANDARD BANK VEHICLE AND ASSET FINANCE

**Your reference**  
BMW

**Beneficiary reference**  
0002689665/1

BACK MODIFY CONFIRM

# Step 6

Enter in the OTP that was sent to you and click on submit

## Add beneficiary



Enter the one-time password (OTP) that has been sent to your cellphone \*\*\*\*\*8053.

CANCEL RESEND SUBMIT

You'll be able to resend your OTP in: 28



# Step 6

You can choose to pay the beneficiary you have just created now or at a later stage by selecting the beneficiary from your saved beneficiaries

## Add Beneficiary

Beneficiary added successfully

Beneficiary name  
STANDARD BANK VEHICL

Your reference  
BMW

Beneficiary reference  
0002689665/1

BACK TO HOME PAY BENEFICIARY