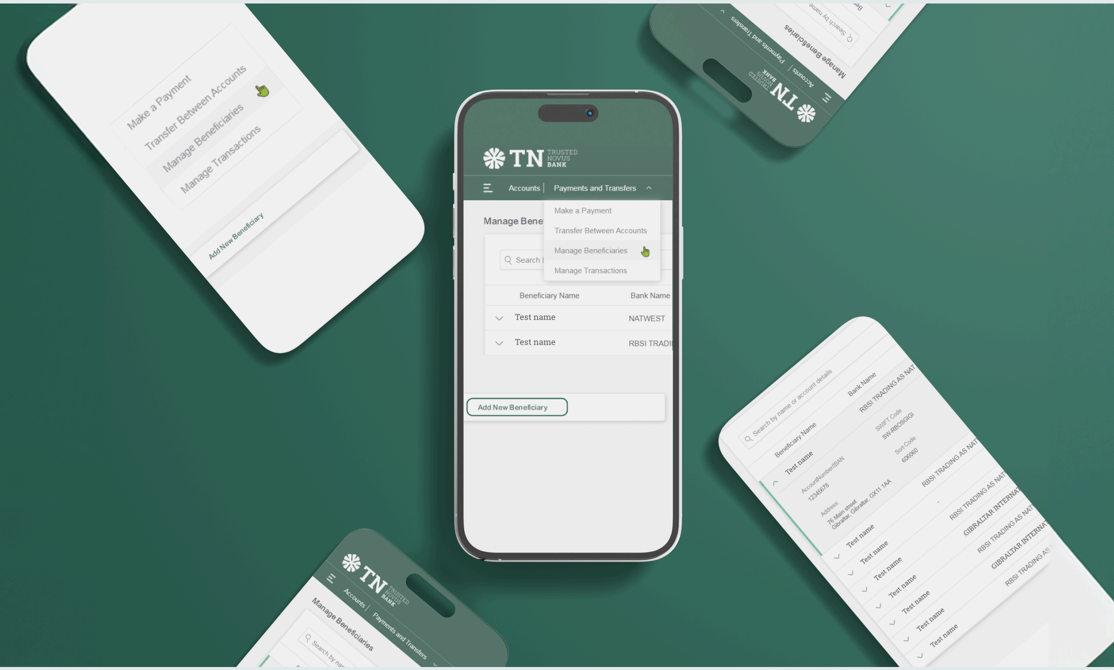
New Banking System **www.trustednovusbank.gi**

Managing your Beneficiaries

Step-by-Step Guide



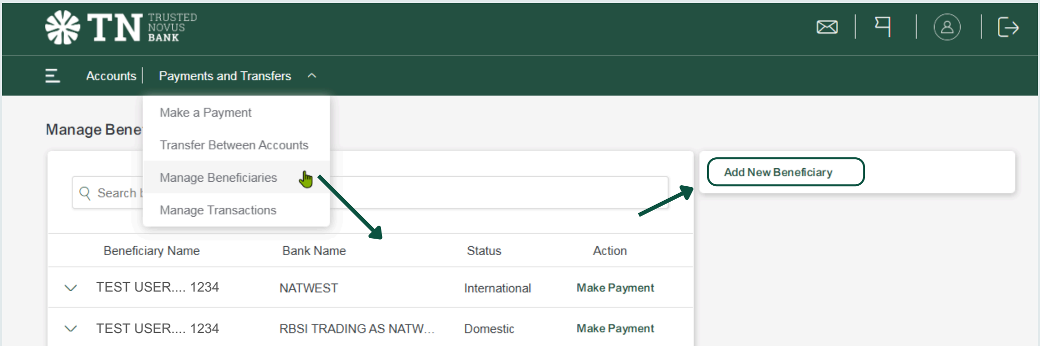
Here you will be able to:

- Create a beneficiary
- View your current beneficiaries
- Edit and/or remove any beneficiaries

Create a Beneficiary Template

1. Select the **'Payments and Transfers'** option from the drop-down menu.

2. Then select **'Manage Beneficiaries'.**



3. To create a beneficiary
   - Click on **'Add New Beneficiary'**
   - Choose if its internal or external bank
   - Account number
   - Beneficiary's name / Nickname (Optional)
   - Beneficiary's Address

4. Click **'Continue'**.

5. A warning message will appear. If you are sure the details are correct click **'Confirm'** or choose to **'Cancel'** or **'Modify'.**

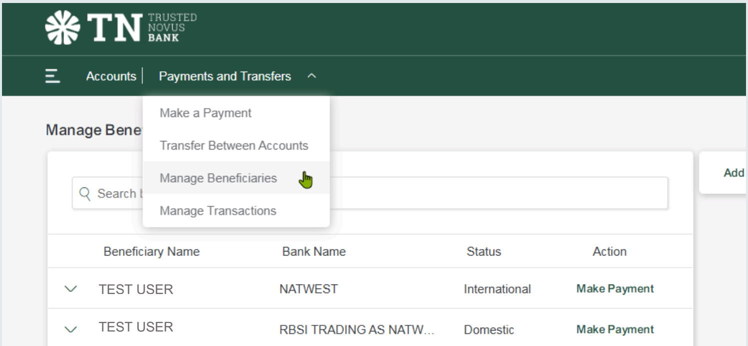
6. An alert will be sent to your phone saying a new template has been set up.

7. New beneficiary will appear in **'Manage Beneficiary'** list.

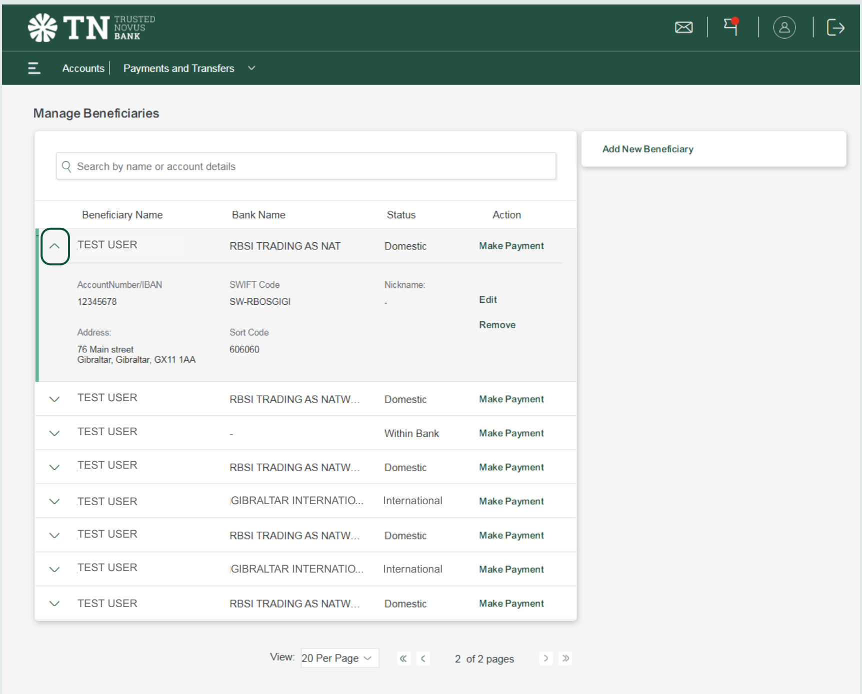
Managing Beneficiaries

1. Select the **'Payments and Transfers'** option from the drop-down menu.

2. Select **'Manage Beneficiaries'.**



3. To update or delete saved beneficiaries, select the drop-down arrow next to the relevant account.

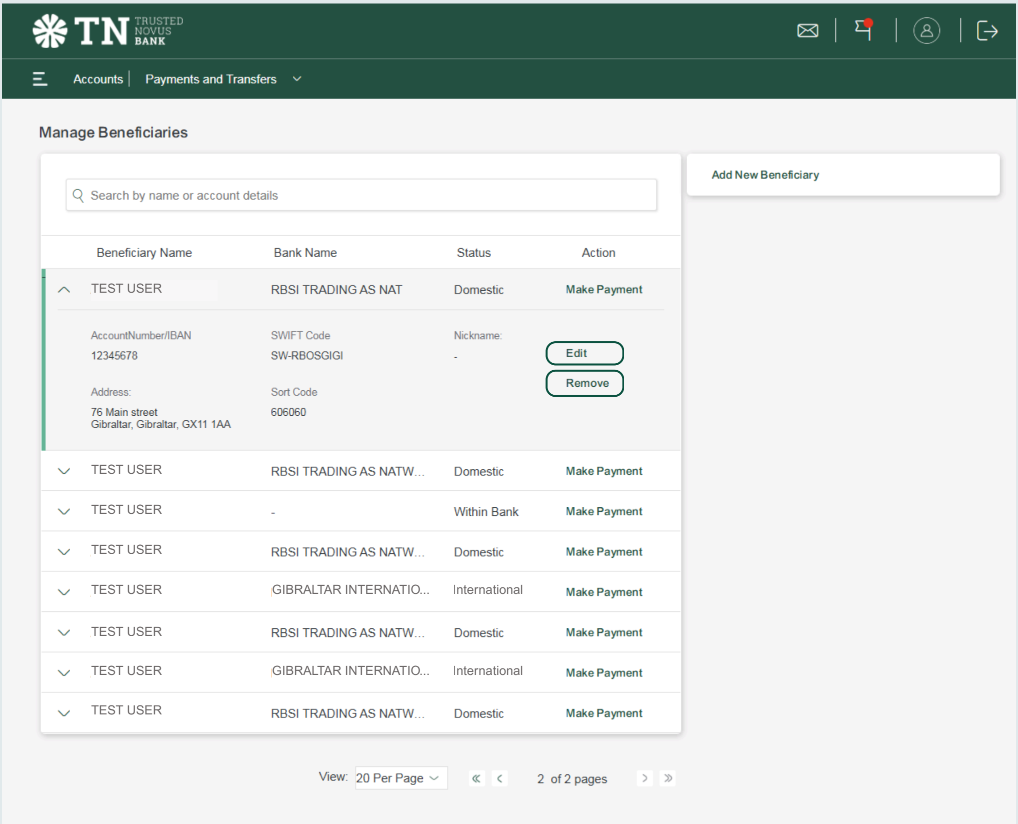


Managing Beneficiaries

4. When selecting ‘**Edit**’ you can amend:
   - Nickname of the chosen beneficiary
   - Address of the chosen beneficiary

5. Once completed, click ‘**Continue**’ or if you wish to exit all together, click ‘**Cancel**’.

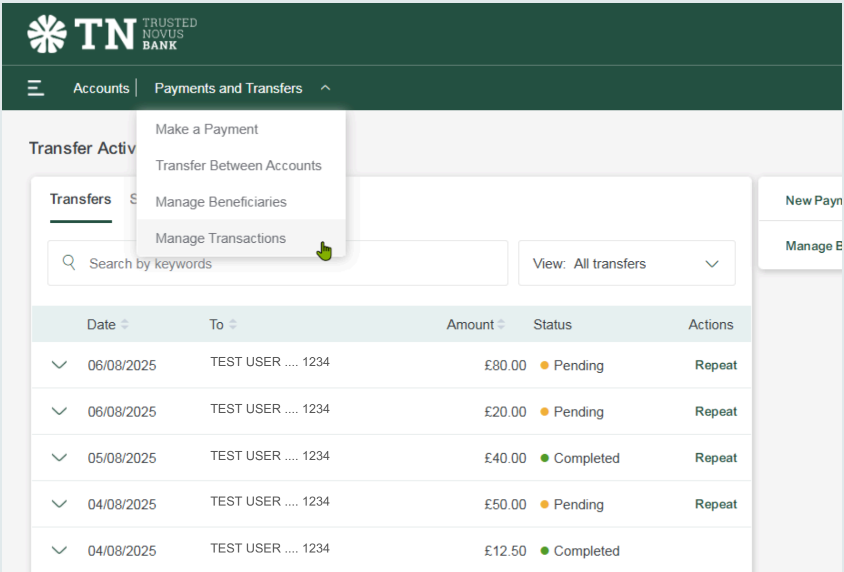
6. To delete a template click ‘**Remove**’ then you will be asked to confirm.



Viewing all Transfers

1. Select the **'Payments and Transfers'** option from the drop-down menu.

2. Then select **'Manage transactions'**.



3. You can **'Search'** or filter through them here as shown below.