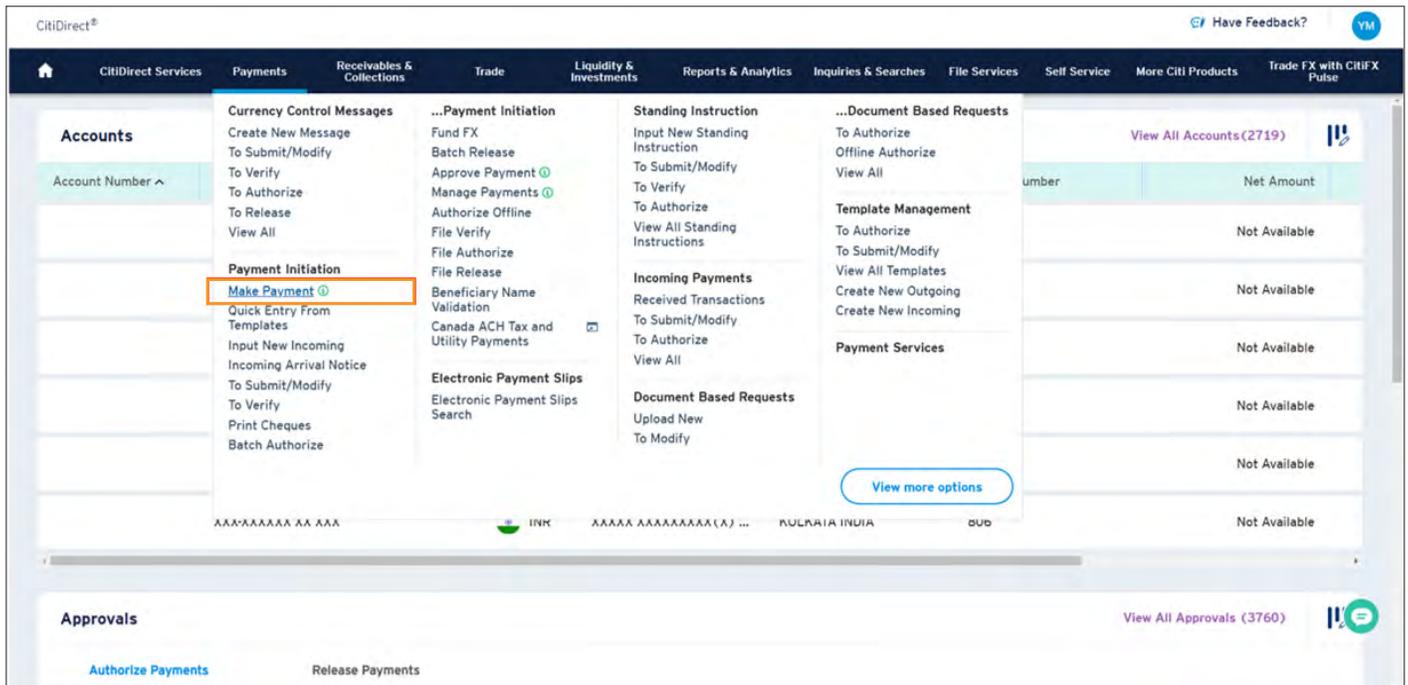# How to Make a Payment Using a Payment Template in CitiDirect®
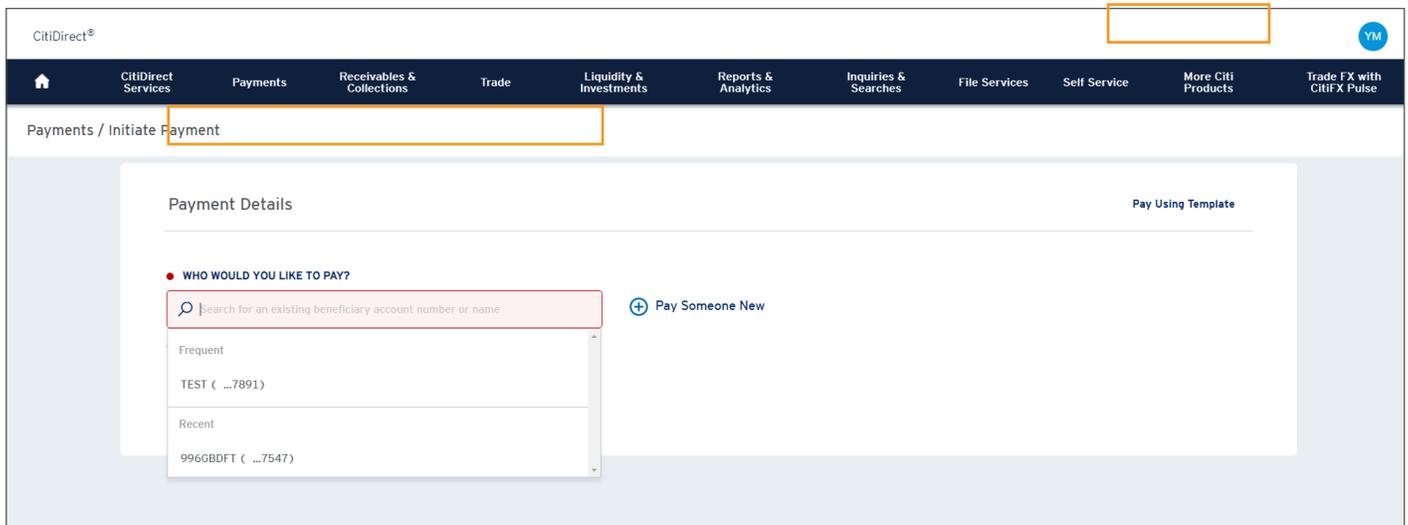
Step 1:

From your Home page, select "**Make a Payment**" from the Payments menu.

Step 2:

Select "**Pay Using Template.**"

Step 3:

Select between the templates available by searching by Beneficiary Name, Template Type, Template Name and Template Group and click "**Use Selected Template**."

Step 4:

Once the template has been selected, fill in the required payment instructions (the red dot indicates a required field) and select "**Fill in Additional Information.**"

Step 5:

Once you've confirmed all payment details, select "**Submit Payment**".
As a convenience, select "**Edit Details**" to change payment details as desired.

Treasury and Trade Solutions

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Final Step:

A payment confirmation will appear indicating that the payment has been submitted.

CitiDirect®

🏠	Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse

Payments / Initiate Payment

✅ **Payment Submitted**

Make Another Payment

Payment Details

Beneficiary	CHANDRA PRAKASH IN DFT (6302207508)
Debit Account	6302207508 - INR
Value Date	Tue, Feb 8, 2022
Payment Amount	INR 100.00
Payment Method	Domestic Funds Transfer
Transaction Reference Number	CITITESTPAYMENT2

Additional Information

Beneficiary Account Type	01
Beneficiary Address Line 1	30-3
Beneficiary Bank Routing Code	00000000
Account Currency Code	INR
Account Country Code	IN
Delivery Channel	FAX
Recipient Name	Adam
Client ID	18875925
Discount Rate	0
Intra-Company	N
Email Address	adma@gmail.com
Product Code	EFT
Mark as Important	N
Confidential	C
Subsidiary Identifier	QWE

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