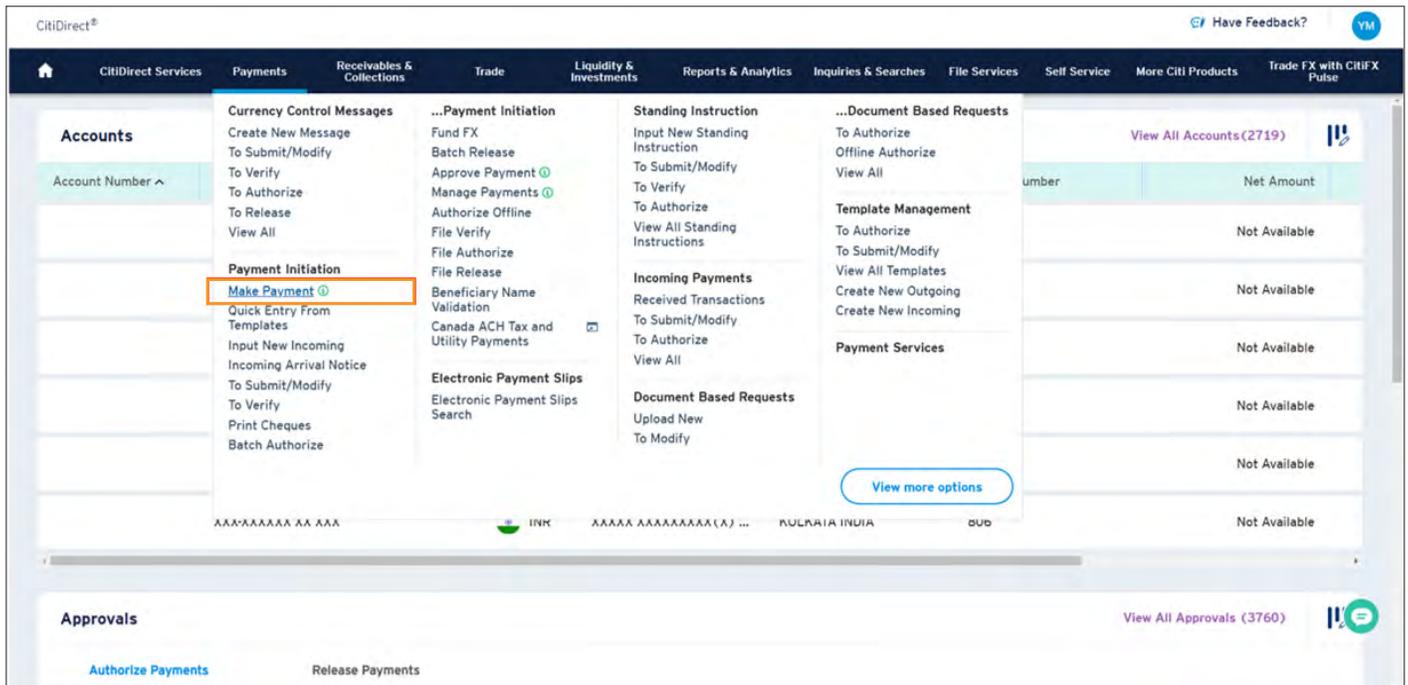


# How to Make a Payment Using a Payment Template in CitiDirect®

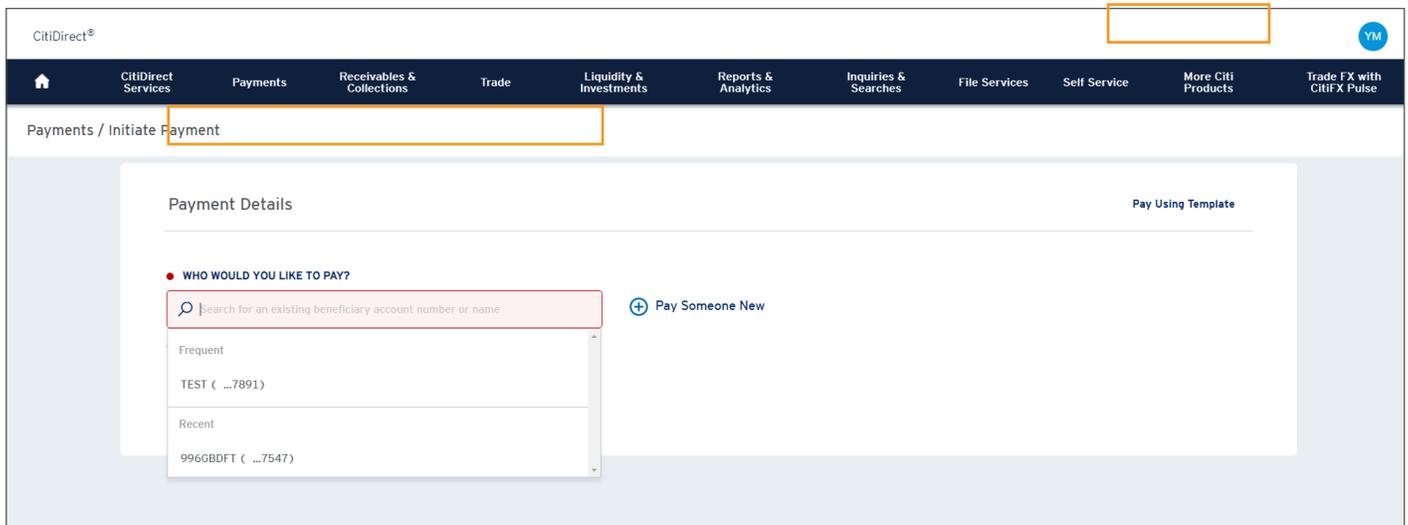
## Step 1:

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."

The screenshot shows the 'Select Template' interface in CitiDirect. At the top, there is a navigation bar with various menu items. Below it, the page title is 'Payments / Initiate Payment'. The main content area is titled 'Select Template' and features four search filters: Beneficiary Name, Template Type, Template Name, and Template Group. A 'Use Selected Template' button is highlighted with an orange box. Below the filters is a table with the following columns: Template Name, Template Type, Template Group, Beneficiary Name, Payment Method / Payment Type, and Last Used.

Template Name	Template Type	Template Group	Beneficiary Name	Payment Method / Payment Type	Last Used
11077890	Predefined Beneficiary	Default	Name	Cross Border Funds Transfer	02/10/2022
884-FT	Full - Limited Modifications	Default	Nmacfr	Cross Border Funds Transfer	02/10/2022
11002778	Predefined Beneficiary	Default	Name	Book Transfer	02/10/2022
838-PB	Predefined Beneficiary	Default	TCS	Cross Border Funds Transfer	02/10/2022
11096654	Predefined Beneficiary	Default		Advice To Receive	02/10/2022
818-ET	Editable Template	Default		Cross Border Funds Transfer	02/10/2022
1320053100222	Full - Limited Modifications	Default		TAX Payment	02/09/2022



**Step 5:**

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

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Payments / Initiate Payment Cancel Payment

### Review and Submit Payment

Submit Payment

**Payment Details** Pay Using Template  Edit Details

Beneficiary	TEST (1234567891)
Debit Account	653091028 - EUR
Value Date	Fri, Jan 28, 2022
Payment Amount	EUR 1,000.000
Payment Method	Book Transfer
Transaction Reference Number	CITITESTPAYMENT1
Payment Details (optional)	

**Additional Information**  Edit Details

Beneficiary Is	Not a Bank
Beneficiary Bank Address Line 4	NN
Ordering Party Name	65 3091XX
Account Currency Code	EUR
Account Country Code	FR
Client ID	18875925
Discount Rate	0
Intra-Company	N
Mark as Important	N
Confidential	C
Subsidiary Identifier	CITICHANNELS

Want to add more details to this payment? [View all additional details.](#)

**Final Step:**

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

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YM

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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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