

Create Single (3 day) payment

Once logged into FD Online you will see a menu on the left hand side of your homepage:

- Click on **UK Payments**
- Click on **Create Single Payment**

In the **Create Single Payment** window:

- Enter the details as shown below
- Choose **3 day payment** from the drop-down list
- Click **Next** to continue

Tip: Click **Save New Beneficiary** if you would like to save these details for future use.

▶ UK Payments > Create Single Payment

Payment Details	
Payment Type *	3 day payment
Sending Account *	1234567890 - MR A DEMO 3
Beneficiary Name *	MR A DEMO
Beneficiary Sort Code *	089000
Beneficiary Account Number *	12345678

Enter the details of the payment in the fields provided. Fields marked with * are mandatory.

Transaction Details	
Currency	GBP
Amount *	20.00
Receive Date *	02/03/2010
Reference	D

You may wish to add a reference for your own records.

Beneficiary Option	
Save New Beneficiary?	<input type="checkbox"/>

Click Next

- Check the details are correct.
- Follow the on-screen instructions to authenticate the payment using your security token.
- Click **Confirm** to continue.

Please note: The cut-off for single (3 day) payments is 8pm (Monday to Friday).

It is vital the status of all payments is checked after submission and any required approval.

Navigate to the Payment Summary screen. Payments successfully submitted will have a 'Success' status.