

## Add a new beneficiary

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

- Click on **Beneficiaries**
- Click on **Add Beneficiary**

At the **Add Beneficiary** window:

- Enter your beneficiary details in the fields provided.

**Please note:** Phone and fax numbers must be entered in full (including area code) with no spaces. Fields marked with an \* are mandatory. **Beneficiary Access type** automatically defaults to **Global** and **Payment** will always be **Local**.

**Add Beneficiary**

Beneficiary Name \* MR A DEMO

Beneficiary Nickname DEMO

Beneficiary Address (Line1) THE CO\_OPERATIVE B

Beneficiary Address (Line2) 1 BALLOON STREET

Beneficiary County & Post code MANCHESTER MS0 EP

Beneficiary Country\* United Kingdom

Beneficiary Telephone 01610000000

Beneficiary Mobile 07000000000

Beneficiary Fax

Beneficiary Email

Beneficiary Access Type\* Global

Beneficiary Payment Type\* Local

**Payment Level Details**

**Callouts:**

- Enter your beneficiary details in the fields provided. Phone and fax numbers must be entered in full (including area code) with no spaces. Fields marked with \* are mandatory.
- 'Beneficiary Access Type' automatically defaults to 'Global' and 'Payment' will always be 'local' in FD Online.

- Scroll down to **Account Details**
- Select **Co-operative Bank** or **Other Bank**
- Add the **Beneficiary Sort Code** and click **Find Bank** to automatically find your **Beneficiary Bank Name**.
- Enter your beneficiary **Account Number** and click **Add**

**Payment Level Details**

Payment Details

**Account Details**

Beneficiary Bank Country \* United Kingdom

Co-operative Bank\*  Other Bank\*

Beneficiary Sort Code\* 089000

Account Number \* 12345678

Beneficiary Bank Name \* THE CO-OPERATIVE BANK [Find Bank](#)

Beneficiary Bank Address\* 1 Balloon Street

Beneficiary Bank City & Post code\* Manchester M60

Beneficiary Account Currency GBP - Pound Sterling

**Callouts:**

- Enter the beneficiary account number and click Add.

- Check the details are correct and scroll down to **Confirmation Details**
- Follow the on-screen instructions to authenticate the new beneficiary using your security token.