

## **INSTRUCTIONS FOR SETTING UP [ONLINE PAYEE](#) AND MAKING PAYMENT**

### **SET-UP (ONE TIME ONLY)**

1. Log into your bank account online.
2. Select the tab labelled PAYMENTS & TRANSFERS.
3. Choose ADD A PAYEE.
4. Under PAYEE NAME type Boz Electric Supply Ltd.
5. Under account number type **200 or whatever account number Boz has assigned you.**
6. Select VERIFY PAYEE. Check your information.
7. Select ADD PAYEE. You are now ready to make payments.

### **MAKING A PAYMENT**

1. Go to MAKE A PAYMENT.
2. Select your bank account.
3. Under SELECT A BILL, choose Boz Electric Supply Ltd from the pull down list.
4. Enter the amount of your payment.
5. Select VERIFY PAYMENT. Check that your payment is correct.
6. Select SUBMIT TRANSACTION. Make sure you print a copy of the receipt for your records.

Boz receives notification of payment the next business day following for transactions done by 5 p.m.