

## HOW TO MAKE A PAYMENT

Login via the Account Login page at the following URL:

<https://secure.cashflows.com/>

Enter your unique email address and password (Note: Your password is case sensitive) and select the Login button.

To make a payment from your CashFlows Business Account select a Business Account from the Overview screen then 'Make a Payment' from the Business Account's Top Menu. The Make a Payment page enables you to make a one off payments, Standing Orders (recurring scheduled payments) or upload Batch Payments.

The first time you visit the 'Make a Payment' page you will be requested a set a Payment Password. Enter your password and press the Save Payment Password button, you will then receive and email requiring you to verify the password creation.

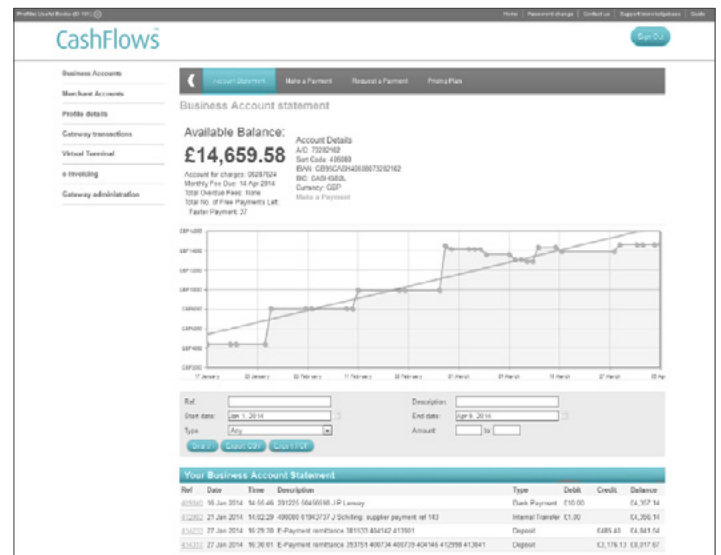
To make a one off payment select the CashFlows Business Account that you wish the funds to be taken from, enter the amount of the payment and the beneficiary's bank details.

Select the 'Make a Payment' button and you will be presented with a confirmation page, which requires you to confirm your payment details by entering your login password and a selection of characters from your Payments Password.

**Note:** If the beneficiary details are new or have changed from the previously stored version you will receive an email with a unique beneficiary passcode. To confirm the beneficiary details and payment you will also need to enter this passcode into the confirmation page.

When a beneficiary has been saved you can select their name from the drop down list, their bank details will then be automatically populated, saving you both time and effort.

Select the 'Confirm' button to make the payment, you will then be presented with the payment result page enabling you to make another payment or view your account's payments.



GET IN TOUCH FOR MORE INFORMATION ON HOW TO MAKE A PAYMENT.

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