

# HOW TO MAKE AN INTERNATIONAL PAYMENT

- Statements
- International Payees
- International Payments**
- Outstanding Payments
- New Payment**
- Account Transfers
- Batch Payments

**Step 1:** Log in to Online Banking ([www.sainthelenabankonline.com](http://www.sainthelenabankonline.com))

**Step 2:** Select 'International Payments' from the main menu on the left and in the expanded menu, click 'New Payment'.

----- Select a Payee -----  
----- Select a Payee -----  
Jane Bloggs- Lloyds Account

**Step 3:** Select your Payee from the drop-down menu  
You must set up a Payee before making the payment. If you have not created a Payee, click 'Create a new Payee' under the selection box.

To  
Pay to

Jane Bloggs- Lloyds Account

Create a new Payee  
Show Payee Detail

From  
Account

Current A/C - St Helena Ind - SHP - 19469003

Payment Information

Credit Amount 2000.00 GBP

Value Date 05/07/2020

**Step 4:** Enter the amount to be transferred and the value date (automatically set to today's date).

Other Information

Debit Narrative

Jane Bloggs  
July 2020

**Step 5:** Enter the narrative to be shown on **your** statement.

Payee Reference

John Bloggs  
July 2020

**Step 6:** Enter the narrative to be shown on the **Payee's** statement. This should include your name.

Save Back

**Step 7:** Click 'Save'. From here you will be asked to verify the information entered and confirm using select characters from your password.

