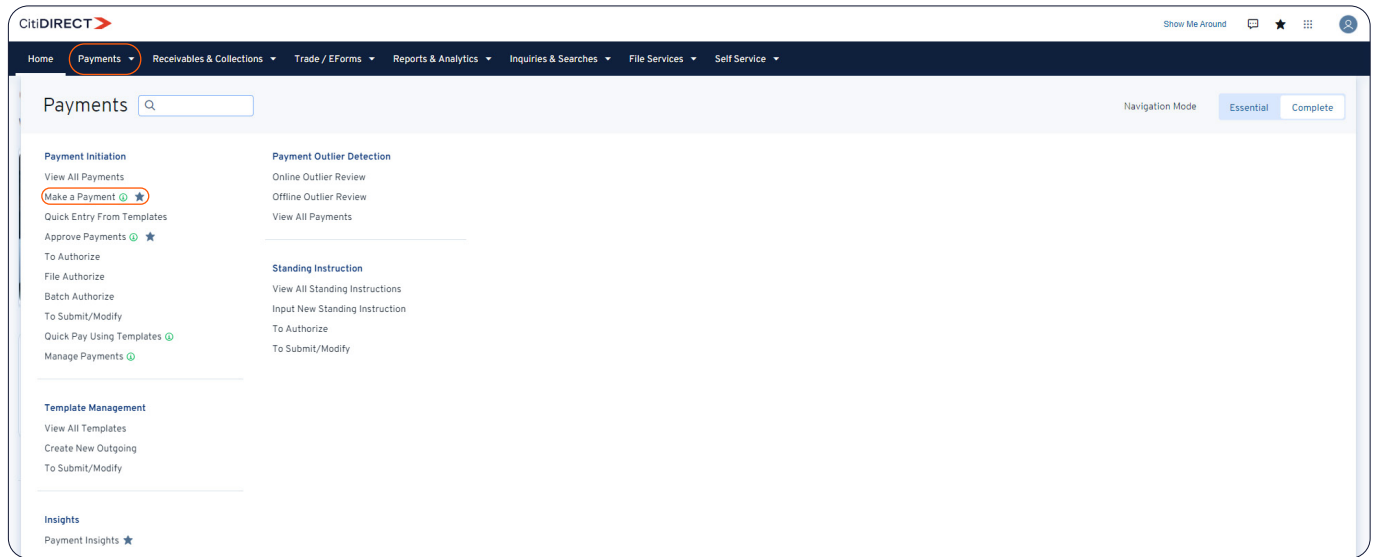


# Make a Payment Using a Payment Template in CitiDirect®

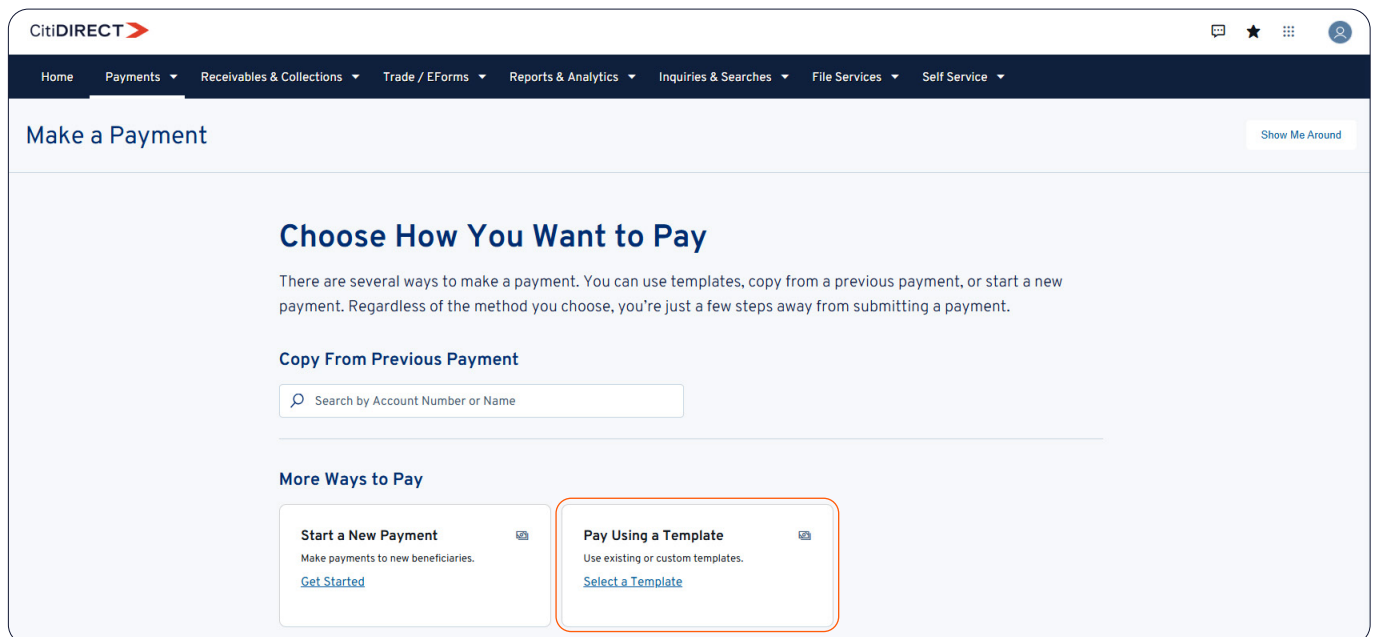
## Step 1

From your Home page, select [Make a Payment](#) from the [Payments menu](#).



## Step 2

Select [Pay Using a Template](#).



### Step 3

Select between the templates available searching by beneficiary name, Template Type, Template Name and Template Group.

**Select a Template**  
Make a payment using a template. You can either search for one or choose from the list below.

Search filters: Template Name, Template Type, Template Group, Beneficiary.

Displaying 1-10 of 36 templates

Template Name	Template Type	Template Group	Beneficiary Name	Payment Method / Pa...	Last Used ↓	Debit / Credit Account...	Maximum Allowed A...
test bene	Predefined Beneficiary	Default	SKLEP XYZ	Domestic Funds Trans...	03/19/2025	18 1030 1508 0000 ...	
SKLEP XYZ	Editable Template	Default	SKLEP XYZ	Domestic Funds Trans...	02/27/2025	18 1030 1508 0000 ...	
TEST123	Editable Template	Default	TEST ABC	Domestic Funds Trans...	02/19/2025	18 1030 1508 0000 ...	
PODATKOWY	Editable Template	Default	Pierwszy Urzadz Skarb...	Domestic Funds Trans...	02/11/2025	18 1030 1508 0000 ...	
EUR zagraniczny HD t...	Predefined Beneficiary	TEST	DOMEK	Cross Border Funds Tr...	02/10/2025	18 1030 1508 0000 ...	100,000.00
TEST SPLIT	Editable Template	Default	Nazwa Bene	Domestic Funds Trans...	01/28/2025	72 1030 1508 0000 ...	
SPLIT	Editable Template	Default	Pierwszy Urzadz Skarb...	Domestic Funds Trans...	01/23/2025	72 1030 1508 0000 ...	
SPLIT test	Editable Template	Default	Pierwszy Urzadz Skarb...	Domestic Funds Trans...	01/23/2025	72 1030 1508 0000 ...	
TEST Z INSTR SPLIT	Editable Template	Default	Beneficjent	Domestic Funds Trans...	01/23/2025	18 1030 1508 0000 ...	

### Step 4

Click **Use Selected Template**. After selecting a template, fill in the required payment fields (required fields are marked with a red asterisk) and select **Continue**.

**Select a Template**  
Make a payment using a template. You can either search for one or choose from the list below.

Search filters: Template Name, Template Type, Template Group, Beneficiary.

1 template selected **Use Selected Template**

Template Name	Template Type	Template Group	Beneficiary Name	Payment Method / Pa...	Last Used ↓	Debit / Credit Account...	Maximum Allowed A...
test bene	Predefined Beneficiary	Default	SKLEP XYZ	Domestic Funds Trans...	03/19/2025	18 1030 1508 0000 ...	
<b>SKLEP XYZ</b>	<b>Editable Template</b>	<b>Default</b>	<b>SKLEP XYZ</b>	<b>Domestic Funds Trans...</b>	<b>02/27/2025</b>	<b>18 1030 1508 0000 ...</b>	
TEST123	Editable Template	Default	TEST ABC	Domestic Funds Trans...	02/19/2025	18 1030 1508 0000 ...	
PODATKOWY	Editable Template	Default	Pierwszy Urzadz Skarb...	Domestic Funds Trans...	02/11/2025	18 1030 1508 0000 ...	
EUR zagraniczny HD t...	Predefined Beneficiary	TEST	DOMEK	Cross Border Funds Tr...	02/10/2025	18 1030 1508 0000 ...	100,000.00
TEST SPLIT	Editable Template	Default	Nazwa Bene	Domestic Funds Trans...	01/28/2025	72 1030 1508 0000 ...	
SPLIT	Editable Template	Default	Pierwszy Urzadz Skarb...	Domestic Funds Trans...	01/23/2025	72 1030 1508 0000 ...	
SPLIT test	Editable Template	Default	Pierwszy Urzadz Skarb...	Domestic Funds Trans...	01/23/2025	72 1030 1508 0000 ...	
TEST Z INSTR SPLIT	Editable Template	Default	Beneficjent	Domestic Funds Trans...	01/23/2025	18 1030 1508 0000 ...	

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Make a Payment using SKLEP XYZ

1 Payment Details 2 Additional Details 3 Review & Submit

Choose Another Template Clear Template

### Payment Details

Enter the payment details to start a new payment. You can also add a new beneficiary.

**Pay From**

Debit Account: HD test (18 1030 1508 0000 0001 0006 6012) | PLN

Payment Amount: zł 12.00 PLN

Payment Method: Domestic Fund Transfer - Local Payment (Include Elixir & Sorbnet)

**Pay To**

Beneficiary: SKLEP XYZ (14103015820000000100035015) View Details

**Payment Details**

Payment Date: Earliest (Selected) 03/19/2025

Payment System: Standard Payment (Selected) Faster Payment (Express Elixir) High Value Payment (Sorbnet)

Transaction Reference Number: Will be auto generated

Payment Details Comments

Cancel Continue

### Summary

**Pay From**

Debit Account: 18 1030 1508 0000 0001 0006 6012 - PLN

Debit Account Name: HD test

Payment Amount: PLN 12.00

Payment Method: Domestic Fund Transfer - Local Payment (Include Elixir & Sorbnet)

**Pay To**

Name: SKLEP XYZ

Account Number: 14103015820000000100035015

Bank Routing Code: 10301508

Bank Name: BANK HANDLOWY RC

**Payment Details**

Payment Date: 03/19/2025

Total Amount: PLN 12.00

## Step 5

After confirming the details, we go to the payment summary window. Here we can cancel the payment under the **Cancel** button. We have the option to edit the payment details or additional details. There is also the **Save and Exit** option, which enters the payment in a draft version. If all the payment details are correct – click **Submit Payment**.

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Make a Payment using SKLEP XYZ

1 Payment Details 2 Additional Details 3 Review & Submit

### Additional Details

We need some additional information from you. Enter the details below.

**Optional Information**

Do you want to mark this payment as confidential?  No

Do you want to mark this payment as important?  No

Back Cancel Save and Exit Continue

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Make a Payment using SKLEP XYZ

Payment Details Additional Details **Review & Submit**

**Review & Submit** Cancel Edit Payment Details Edit Additional Details Save and Exit Submit Payment

Review your details before you submit your payment.

**Payment Overview**

Beneficiary Name	SKLEP XYZ	Beneficiary Account	141030158200000010003...
Debit Account & Currency	18 1030 1508 0000 0001 00...	Payment Method	Domestic Fund Transfer - Loc...
Payment Amount & Currency	PLN 12.00	Payment Date	03/19/2025

**Other Details**

Debit Account Name	HD test	Payment System	Standard Payment	Confidential	No
Mark as Important	No				

Back Cancel Edit Payment Details Edit Additional Details Save and Exit Submit Payment

### Last step

A message will be displayed on the screen indicating that the payment was successfully approved.

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**Payment Submitted Successfully** Start a New Payment

Your payment to SKLEP XYZ-1410301582000000100035015 with reference number --- for the amount of PLN 12.00 value dated for 03/19/2025 has been submitted successfully