# NAB CONNECT – DESKTOP

## HOW TO CREATE URGENT PAYMENTS

A step-by-step guide to making a one-to-one Real Time Gross Settlement (RTGS) or urgent payment in NAB Connect.

1. Click ‘Payments’ in the menu.
2. Click ‘Pay anyone (Domestic)’.
3. Select the account to pay from.
4. Choose who you’d like to pay or click ‘Create Payee’ to make a payment to a new payee.
5. Type in the amount you want to pay.
6. Click ‘Next’.
7. Select ‘RTGS payment’ from the ‘Payment method’ drop-down.
8. Type a description for your payee and your account statement, and click ‘Next’.

Check that your payment details are correct.

1. Click ‘Submit’.

**You’ll find your payment in the Payment Register, ready to be authorised.**