**NAB CONNECT – DESKTOP**

HOW TO CREATE AN INTERNATIONAL PAYMENT

A step-by-step guide to create an international payment in NAB Connect.

1. Click ‘Payments’ in the menu.
2. Click ‘International’.
3. Click the ‘Category’ field, then
	1. Select ‘Foreign currency account transfer’ to move funds between a linked foreign currency account and your AUD account, or
	2. Select ‘International’ to transfer funds to an account overseas.
4. Choose who you’d like to pay in the ‘To account’ section, a ‘Saved Beneficiary’ that you’ve paid before, or complete the beneficiary details for the (\*) mandatory fields.
5. If you run out of room for the beneficiary name, you can complete it in the ‘Beneficiary Address’ field.
6. Add the reason for the payment in the ‘Instructions to beneficiary’ field.
7. If you think you may need to make another payment to this account, tick ‘Save beneficiary’ to add it to your list of beneficiaries.
8. Complete all the (\*) mandatory fields for the ‘Beneficiary bank details’, ‘Payment value’ and ‘Settlement details’ sections.
9. Check that all your payment details are correct.
10. Click ‘Submit’.

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