# NAB CONNECT – DESKTOP

## HOW TO CREATE DOMESTIC PAYMENTS

A step-by-step guide to making a one-to-one domestic 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. Select the ‘Payee type’ and enter the details of the payment. The description is optional.
6. Tick the ‘Save payee’ box if you’d like to save the payee for another payment.
7. Click ‘Continue’.
8. Type in the amount you’d like to pay.
9. Click ‘Next’.
10. Select the payment date and frequency. You can set up a recurring payment, or choose a date for the payment to be processed.
11. Select the payment method.
12. Type a description for your payee and your account statement.
13. Click ‘Next’.
14. Check that your payment details are correct.
15. Click ‘Submit’.

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