Process of Adding Beneficiary in Net Banking

User has Login the Net Banking Application.

1. **Dashboard opens as below**.

2. **Click on the menu button on the top left. The menu options open up as in the screenshot.**

3. Click On Transactions Menu → Transaction Support Services→ Manage Beneficiary→ Add Beneficiary
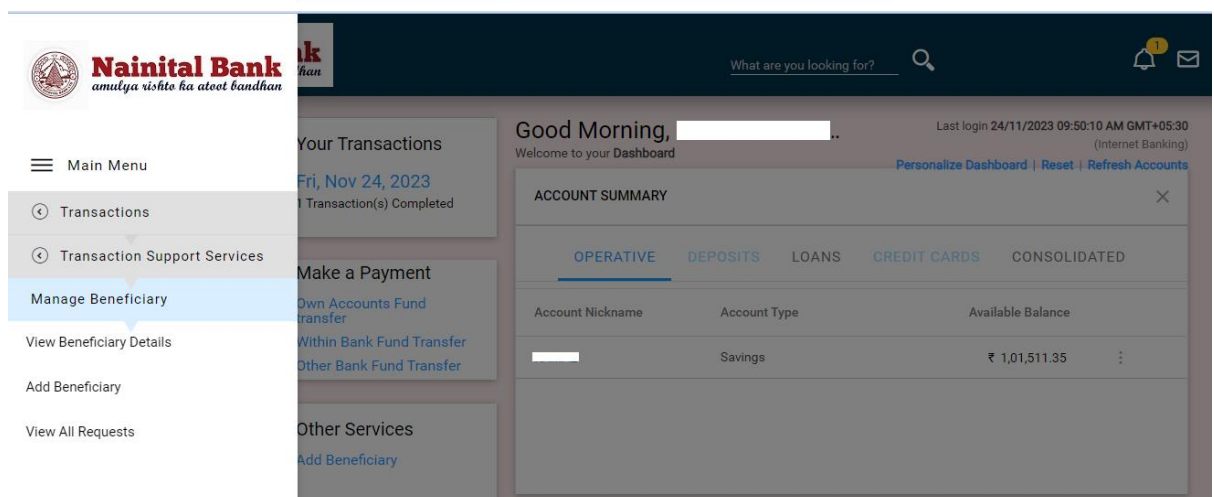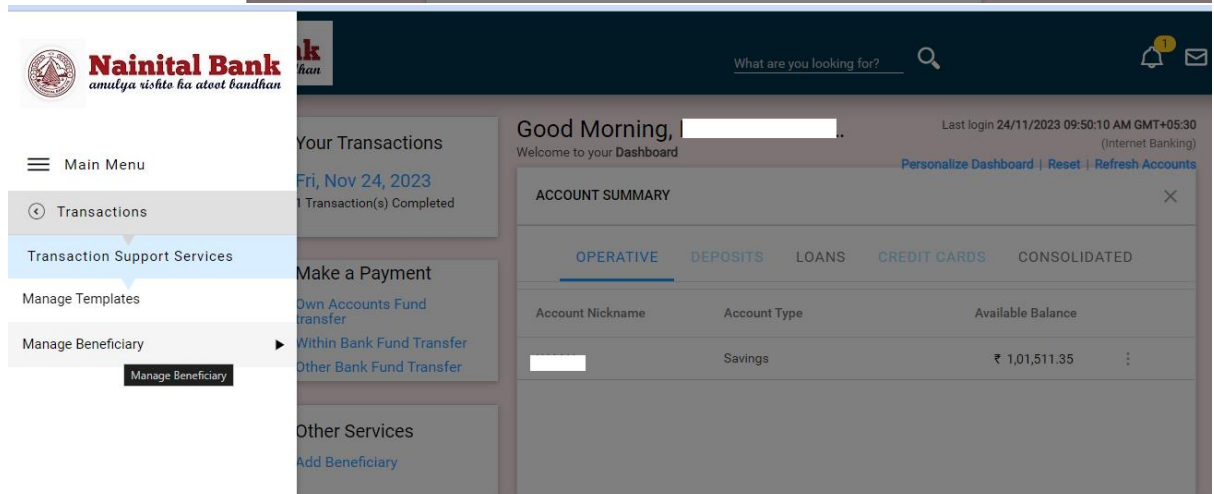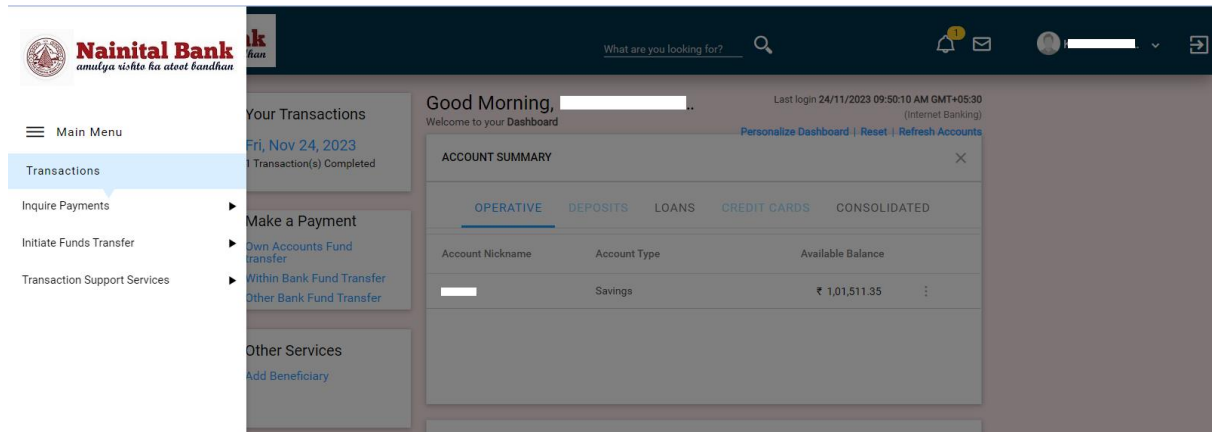
4. "**Add Beneficiary Screen**" gets open

5. **Enter the details in the screen**
   Name, Nickname, Account Number
   Beneficiary Bank: - Select

   　　　　　Other Bank for IFSC of bank other than Nainital Bank.
   　　　　　 Home Bank for IFSC of Nainital Bank.
   Bank Identifier /IFSC code: - Enter the IFSC of the bank and click on the Lookup button.

6. **When user click on Lookup button (In front of Bank Identifier /IFSC code) the below popup with the detail of the IFSC gets open.**

    Check the bank details and click on the select button.

7. On clicking on the Select button, details such as Payee Bank Name, Branch get displayed on **Add Beneficiary** Page. Click on the Continue button.

Add Beneficiary

① Beneficiary Details	② Preview and Confirm	③ Summary

Beneficiary Details

* Indicates Mandatory Fields

Name* rajesh

Nickname* rajesh   (For your Reference)

Account Details

Account Number* ·········

Confirm Account Number* 123456789

Beneficiary Bank* Other Bank ▼

Bank Identifier / IFSC code* ꞏ‑ꞏꞏꞏ)0531:   **LOOKUP**

Payee Bank Name   NK OF INDIA

Branch ꞏꞏꞏꞏJPUR

Additional Beneficiary Details ⌄

CONTINUE

8. **Preview Confirmation Page open up with the beneficiary details. Click on the CONFIRM DETAILS** button.

Preview Confirmation Details

✓ — 2 — 3

Beneficiary Details   Preview and Confirm   Summary

Confirm the following details before submission

Beneficiary Details

Name:	rajesh	Beneficiary Account no/Nickname:	rajesh

Account Details

Account Number:	123456789	Beneficiary Bank:	Other Bank
Network:	NEFT	Bank Identifier / IFSC code	005312
Bank Name:	NK OF INDIA	Bank Branch:	JPUR

Additional Beneficiary Details   ⌄

Additional Details

Remarks _____

BACK   CONFIRM DETAILS

9. User gets the confirmation message.
Currently added beneficiary will have to undergo 8 hours of cooling period.

The party type details are added successfully with the reference ID. Party type: [beneficiary] Ref. ID: [45708]

If transfer amount exceeds the set transfer limit, fund transfer can be initiated after indicated time. Transfer limit: INR 1.0 Indicated time: 8 hours.

Beneficiary Details — Preview and Confirm — Summary

Beneficiary Details

Beneficiary ID:	45708	Name:	rajesh
Beneficiary Account no/Nickname:	rajesh		

Account Details

Account Number:	123456789	Beneficiary Bank:	Other Bank
Network:	NEFT	Bank Identifier / IFSC code :	)05312