## How to... Request a payment

1. Sign into your account.

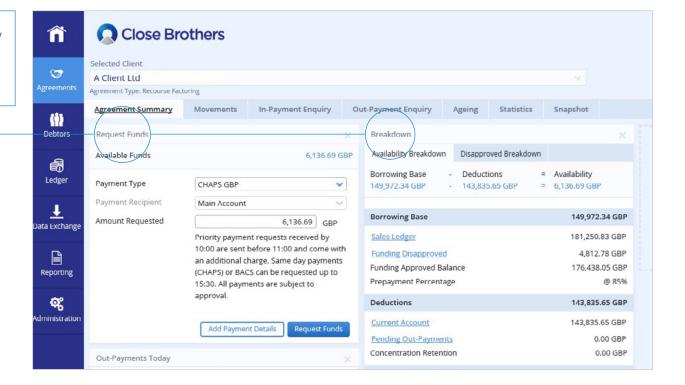
If you have one account, once you have signed in you will be taken to your availability page.

From any other page, click on the Agreements icon.

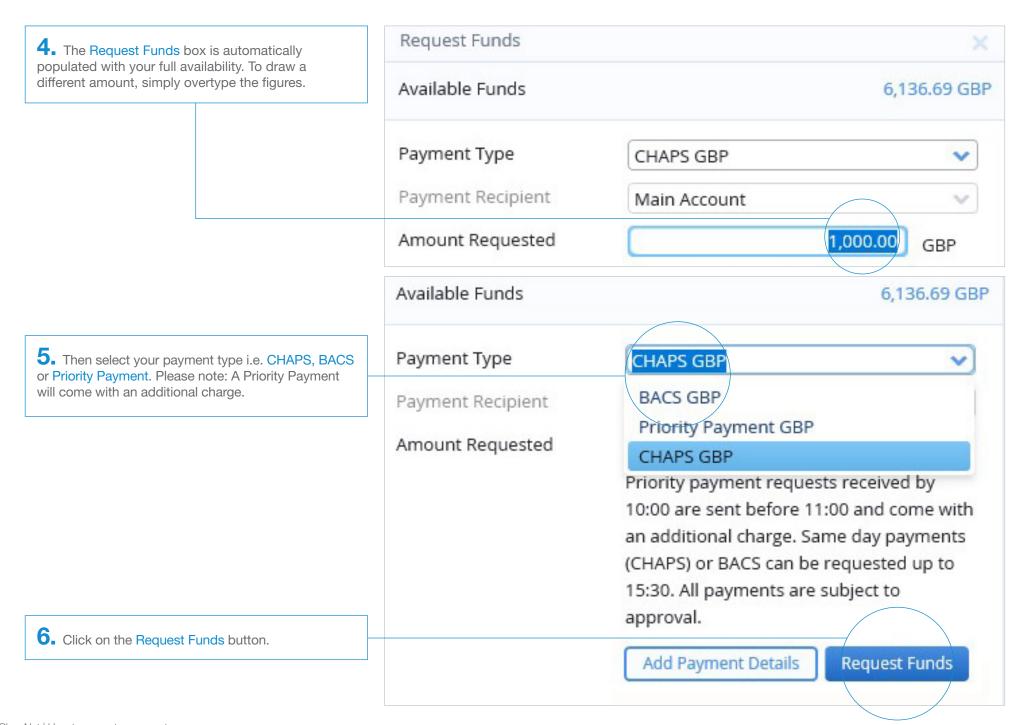
**2.** If you have a group of accounts, select the account from the list that you wish to draw the payment from by clicking on the name.

**3.** You will then be taken to the Agreement Summary page, your availability will show in the Request Funds widget, and the breakdown of your availability will be displayed in the Breakdown widget.









A5 CloseNet | How to request a payment

7. Once the 'Are you sure' button is clicked the payment will be sent and a confirmation will pop up.

This can also be viewed from the notification screen. Click on the alarm bell icon at the top right hand side of the screen.

## Notifications this session

Funds requested successfully

The request for funds was successful.

Transaction Amount: 1,000.00 GBP

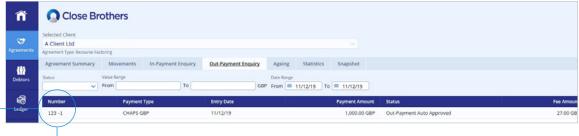
Transaction Number Reference: 123-1

Current Status: Out-Payment Auto Approved



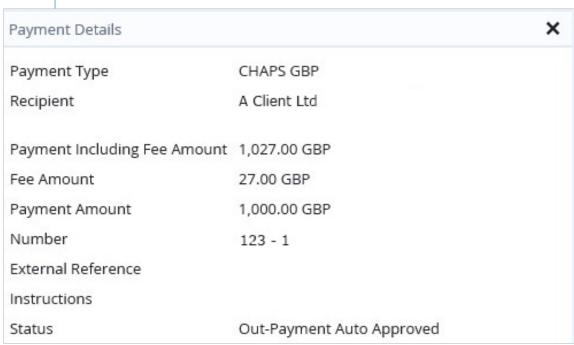
The requested payment can also be viewed from the Out-Payment Enquiry tab.

Click on the payment itself to view full payment details.



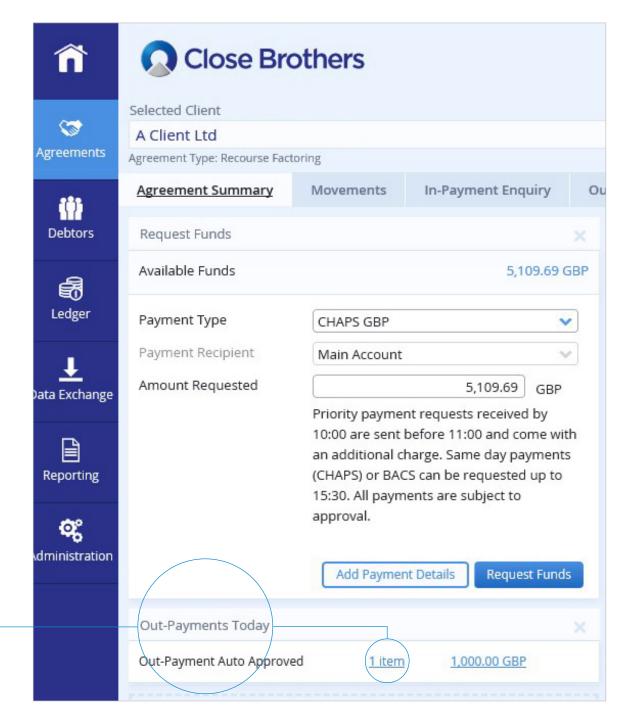
 $\rightarrow$ 

13:22 X



The payment can also be viewed from the Out-Payments Today widget.

If you click on the Item you will be taken to the Out-Payment Enquiry page.



A5 CloseNet | How to request a payment