

# Payee Manager

## Student Enrollment User Guide





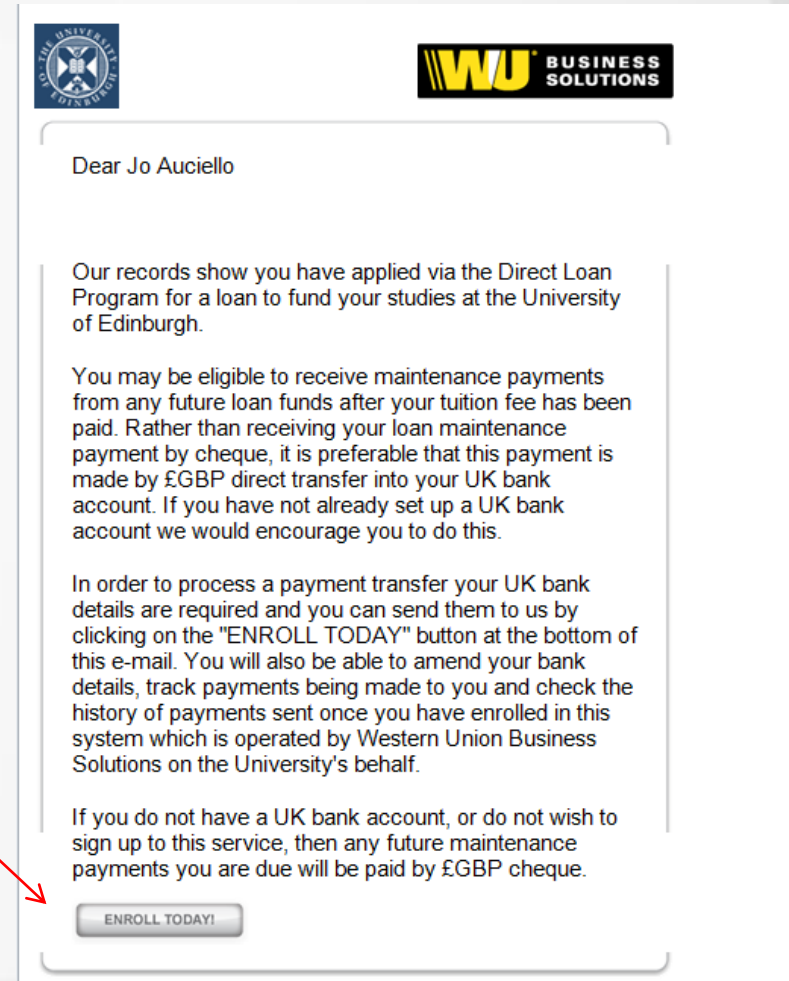


# GlobalPay Payee Manager **REGISTRATION**

# GLOBALPAY PAYEE MANAGER EMAIL LINK

1. You will receive an email containing a link to the system to collate your bank details.

2. Click on the ENROLL TODAY link







# GlobalPay Payee Manager **BENEFICIARY ENROLLMENT**

# BENEFICIARY ENROLLMENT

1. Your Payee ID (Student ID), should be automatically populated.
2. Enter your name in student name.
3. Complete your current city address.
4. Select your residential Country (United Kingdom), from the drop down box.
5. Phone number entry is optional, though will help the University if there are any queries.
6. Click NEXT



## BENEFICIARY ENROLLMENT

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Please provide contact information for the Student represented in this enrollment.

Student Contact Information	
Payee ID:	TESTUNILINK1
Student Name:	* Jo Auciello
City:	* Peterborough
Country:	* United Kingdom <input type="button" value="v"/>
Phone Number:	01234 567890
* Required Information	

Next 

# BENEFICIARY ENROLLMENT

7. Enter your first name and last name, all other information on this screen should be automatically populated. If all information is correct click NEXT.



### BENEFICIARY ENROLLMENT

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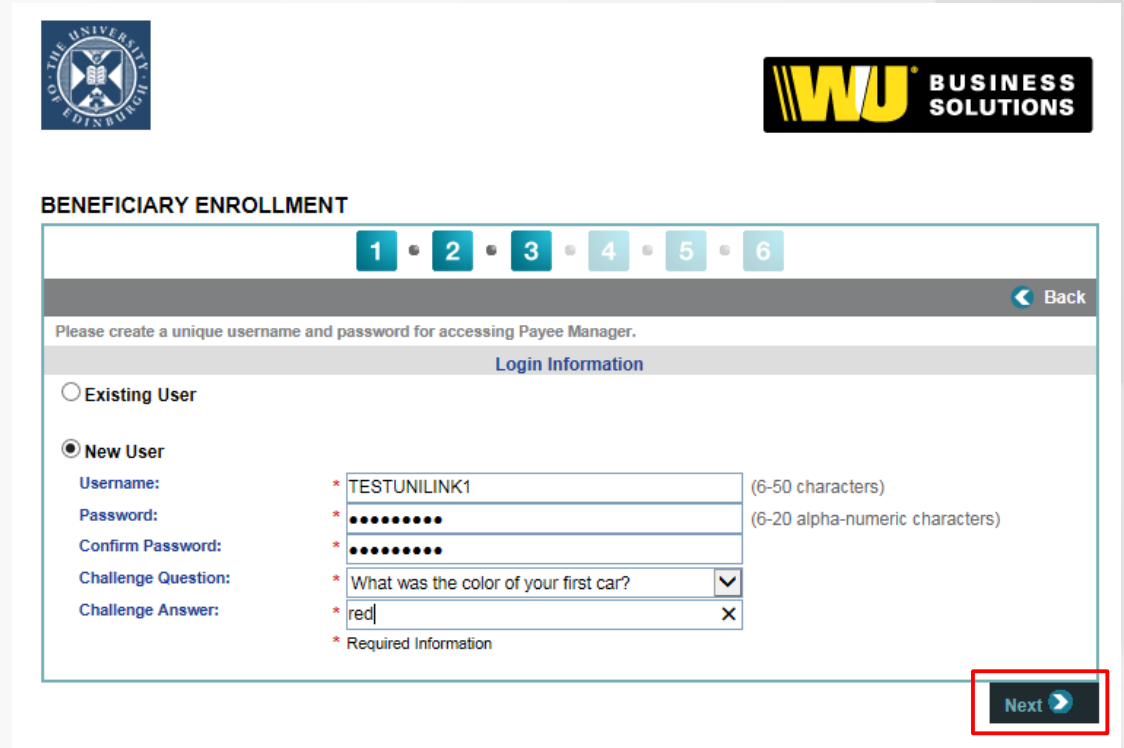
Please provide contact information for the student completing this enrollment.



Student Contact Information	
First Name:	* Jo
Last Name:	* Auciello
Title:	
E-mail:	* Joanne.Auciello@WesternUnion.com
Confirm E-mail:	* Joanne.Auciello@WesternUnion.com
Phone Number:	01234 567890
* Required Information	

Next

# BENEFICIARY ENROLLMENT

8. As a New User with new bank details, ensure the New User selection is populated.
9. Enter a Username – we recommend entering your student ID as your Username.
10. Enter a memorable password, and then again in the next box to confirm.
11. Select a challenge question from the drop down box and populate the answer in the box below.
12. Click NEXT



## BENEFICIARY ENROLLMENT

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Please create a unique username and password for accessing Payee Manager.

### Login Information

☐ Existing User

☒ New User

Username: \* TESTUNILINK1 (6-50 characters)

Password: \* ..... (6-20 alpha-numeric characters)

Confirm Password: \* .....

Challenge Question: \* What was the color of your first car? ▼

Challenge Answer: \* red X

\* Required Information

[Next](#)

# BENEFICIARY ENROLLMENT

13. Enter your GBP 8 digit account number in Bank Account No field.
14. If your bank account name is any different to your registered name it can be modified in the Bank Account Name.
15. Clicking on the Find A Bank box will open a new window. Enter your 6 digit sort code in the Routing Code/SWIFT field, and click Search.

## FIND A BANK

Search using bank details or an IBAN

IBAN:

Or

Country:

Routing Code/SWIFT:

Bank Name:

City:

Address:

State/Province:

**Search**

Select a bank branch and save.

Select	Bank Name	Address	City	State/Province	Local Bank Routing Code	Bank Routing Code	SWIFT
<input checked="" type="radio"/>	BARCLAYS BANK PLC	46/49 Broad Street	Stamford	England	208120	208120	
<input type="radio"/>	BARCLAYS BANK PLC	Towns End Rd	Wittering	England	208120	208120	

Page 1 of 1 | 1-2 of 2 | Rows/Page All

**Save**

## BENEFICIARY ENROLLMENT

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Please provide your bank instructions and remittance option for receipt of payment.

**Bank Account Information**

Bank Account No.(including IBAN, Clabe, etc.):

Bank Account Name:

Bank Country:

Currency:

Approved to Receive Payments: ☐

**Find A Bank**

Please use Find a Bank to pre-populate your bank account details.

**Enter Bank Manually Details**

**Notification of Electronic Payment Initiation**

Pay Alert e-mails are generated when a payment is initiated and allow you to track your payment online at our secure website. Multiple e-mail addresses should be separated by a comma or a semicolon.

Pay Alert E-mail:

Language:

Other Information/Notes:

**Remittance Options**

Delivery Option:

Delivery Format:

\* Required Information

**Next**

16. Select your branch from the list that appears.

17. Click Save.



# BENEFICIARY ENROLLMENT

18. Your Bank name and address details should be populated on the main screen.
19. Select whether your account is a checking (current) or savings account.
20. Your email address will be populated to enable you to receive an email notification when your payment has been sent, and you can select the language the email is delivered in.
21. Click Next to continue.

**BENEFICIARY ENROLLMENT**

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Please provide your bank instructions and remittance option for receipt of payment.

**Bank Account Information**

Bank Account No. (Including IBAN, Clabe, etc.): \* 12345678

Bank Account Name: \* Jo Auciello

Bank Country: \* United Kingdom

Currency: \* GBP - British Pound

Approved to Receive Payments: ☐

[Find A Bank](#)

Please use Find A Bank to pre-populate your bank account details.

**Enter Bank Manually Details**

Bank Name: \* BARCLAYS BANK PLC

Bank Account Type: Checking

Bank SWIFT Address:

Bank Street Address: 46/48 Broad Street

Bank City: Stamford

Bank Province/State: England

Bank Postal/Zip Code:

SWIFT Branch Details:

**Fastest Electronic Payment** ☒ Enabled ☐ Preferred form of payment

Bank Routing Code: 208120

**Intermediary Bank** ☐ Enabled [Details](#)

Local Bank Routing Code: 208120

**Notification of Electronic Payment Initiation**

Pay Alert e-mails are generated when a payment is initiated and allow you to track your payment online at our secure website. Multiple e-mail addresses should be separated by a comma or a semicolon.

Pay Alert E-mail: \* Joanne.Auciello@WesternUnion.com

Language: \* English

Other Information/Notes:

**Remittance Options**

Delivery Option:

Delivery Format:

\* Required Information

[Next](#)

# BENEFICIARY ENROLLMENT

22. Please read the Terms of the agreement, and click in the box to accept. You can download the agreement if required.

23. Click Submit Enrollment Request to complete.

The screenshot shows the 'BENEFICIARY ENROLLMENT' page of the Western Union Business Solutions portal. At the top, there are logos for 'THE UNIVERSITY OF EDINBURGH' and 'WU BUSINESS SOLUTIONS'. Below the logos, a progress bar shows six steps, with step 2 being the current active step. The main heading is 'BENEFICIARY ENROLLMENT'. Below this, a 'Back' button is visible. The text instructs the user to indicate acceptance of the Western Union Service Agreement or download it for review. A 'Service Agreement' link is provided. The user is informed that they must accept the terms before sending the enrollment request. The terms of the agreement are displayed in a scrollable box, detailing the responsibilities of the user and the company. Below the terms, there is a 'Download Agreement' button. At the bottom, there is a checkbox labeled 'I accept the agreement' which is checked. To the right of the checkbox, there is a 'Submit Enrollment Request' button with a question mark icon.

**BENEFICIARY ENROLLMENT**

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Please indicate your acceptance of the Western Union Service Agreement, or download for further review.

[Service Agreement](#)

You must accept the terms of this agreement before sending the enrollment request.

We (Western Union Business Solutions (UK) Limited part of the Western Union Business Solutions division of the Western Union Company – hereinafter "WUBS" -) will provide you with access to this site for the purpose of establishing and modifying your information.  
By selecting 'I ACCEPT' below, you agree and declare the following:

(a) You shall be solely responsible for the accuracy and completeness of your information. You acknowledge and understand that your failure to provide us with and maintain accurate information may result in a delayed or non-delivered payment(s).

(b) You agree to:

(i) comply with all security procedures governing the site, to keep all passwords secure, and to contact us immediately if any individual designated by you as authorized to represent you is no longer authorized to do so.

(ii) notify us of all actual or suspected errors or inaccuracies in your information promptly after you become aware of or suspect the error or inaccuracy.

(iii) indemnify, defend and hold WUBS and our client, their respective subsidiaries, affiliates, officers, employees and agents harmless from any claim or demand, including legal fees, in connection with or related to any inaccurate information provided by you or arising out of your (i) unlawful use, (ii) negligent use or (iii) intentional misuse of the site.

[Download Agreement](#)

☒ I accept the agreement

[Submit Enrollment Request ?](#)

# BENEFICIARY ENROLLMENT

24. All entered information will be shown on this final screen.

25. Once happy with all information, click Confirm to finally submit the Enrollment request.

## BENEFICIARY ENROLLMENT

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Please review your beneficiary summary and click the Back button to edit entries or the Confirm button to save and submit your enrollment request.

Student Contact Information

Payee ID: TESTUNILINK1

Student Name: Jo Auciello

City: Peterborough

Country: United Kingdom

Phone Number: 01234 567890

Student Contact Information

First Name: Jo

Last Name: Auciello

Title:

E-mail: Joanne.Auciello@WesternUnion.com

Phone Number: 01234 567890

Login Information

Username: TESTUNILINK1

Challenge Question: What was the color of your first car?

Challenge Answer: Red

Bank Account Information

Bank Account No.(including IBAN, Clabe, etc.): 12345678

Bank Account Name: Jo Auciello

Bank Country: United Kingdom

Approved to Receive Payments: No

Currency: GBP - British Pound

Bank Name: BARCLAYS BANK PLC

Bank Account Type: Checking

Bank SWIFT Address:

Bank Street Address: 48/49 Broad Street

Bank City: Stamford

Bank Province/State: England

Bank Postal/Zip Code:

SWIFT Branch Details:

Fastest Electronic Payment

Fastest Electronic Payment:

Bank Routing Code: 208120

Notification of Electronic Payment Initiation

Pay Alert E-mail: Joanne.Auciello@WesternUnion.com

Language: English

Other Information/Notes:

Remittance Options

Delivery Option:

Delivery Format:

Confirm

# BENEFICIARY ENROLLMENT



## Confirmation of Enrollment Request

**BENEFICIARY ENROLLMENT - Reference No. ENR0085179**

**UNIVERSITY OF EDINBURGH DIRECT LOANS Campaign Payee Manager Program: Enrollment Complete**

Congratulations! You have successfully enrolled in the UNIVERSITY OF EDINBURGH DIRECT LOANS Campaign Payee Manager Program.

Your user name and password will be activated after your enrollment has been approved by UNIVERSITY OF EDINBURGH DIRECT LOANS. Upon approval, you will receive an e-mail that your account has been activated.

Western Union GlobalPay will send your payment information on behalf of UNIVERSITY OF EDINBURGH DIRECT LOANS. Please update your spam filter to accept these messages.

For further information about the International Payment Service, including assistance with the application process please contact UNIVERSITY OF EDINBURGH DIRECT LOANS.

[Print Enrollment Details](#)

From: ☐ PayeeManager Admin <PayeeManagerAdmin@WesternUnion.com>  
To: ☒ Joanne Auciello  
Cc:  
Subject: Western Union GlobalPay Payee Manager - Enrollment Approved

## GlobalPay PAYEE MANAGER

Hello Jo Auciello,

Your enrollment as a beneficiary for client UNIVERSITY OF EDINBURGH DIRECT LOANS has been approved.

You can now access Western Union GlobalPay Payee Manager, our secure vendor self-management service enabling you to:

### Manage

Update your contact and bank account information online

### Track

Track the status of your incoming payments to help you better manage your own cash flow.

To access Payee Manager, click [Here](#) and log in using the credentials you supplied during your enrollment, or using the credentials provided to you.

Thank you,

Edinburgh Direct Loan Program  
UNIVERSITY OF EDINBURGH DIRECT LOANS



26. Confirmation will be shown on the pop up screen, and you will also receive an email confirming your enrollment.
27. We recommend saving the link to the Payee Manager log in for any future changes to your bank details.





# GlobalPay Payee Manager **ENROLLMENT COMPLETE**



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