1. Enter the email address that received the enrollment request. The campaign name will auto default.

2. Enter the recipient information under the Payee Contact Information. Required fields are indicated by an asterisk (*).

3. Enter the remaining recipient information under the Enrollee Contact Information heading and click Next.
4. Step 3 of the enrollment is setting up your login credentials for accessing the information once the enrollment is approved. There are two options, you can create new login credentials or if you are an existing Payee Manager user, you can create a Single Sign On by entering your existing username and password.

** This step may be excluded from some registrations

To create new user credentials
- Enter your Unique ID as your **Username**, this needs to be 6-50 alpha-numeric characters
- Enter a **Password**, this needs to be 6-20 alpha-numeric characters.
- Select a question from the **Challenge Question** dropdown list
- Provide an answer in the **Challenge Answer** field. Click **Next**.

To link to an existing user
- Enter your **Username**
- Enter a **Password**
If a match is found when you click next, your banking details will pre-populate.
If not, an exact match you will need to try again or enter a new user.

5. Enter your banking information under the Bank Account Information heading and click Find A Bank.

If you do not wish to use the Find a Bank feature, you can manually enter your bank account information under the Enter Bank Manually heading. Complete all fields as applicable.
6. Otherwise, enter the required information under the Search Using Bank Details or IBAN heading, including IBAN OR Routing Code/SWIFT and click **Search**.

7. Select your bank from the list provided and click the **Save** button.

8. If available select to receive your payment by Fastest Electronic Payment (Wire) or Least Cost Electronic Payment (ACH)
   - Provide the **Bank Routing Code** or **Local Bank Routing Code**
     - Bank Routing Number is the ABA# for US Banks only. It must be 9 digits and identifies the bank which holds your account.

9. Identify whether an **Intermediary Bank** should be enabled and provide bank details.
FYI: An Intermediary bank is a bank that acts on behalf of the recipient’s bank. Payment will reach the intermediary bank before being credited to the recipient. We highly recommend you contact your financial institution to determine whether an intermediary bank is needed to receive funds from the United States. Failure to do so may result in payment being returned unprocessed.

10. Enter the required information under the Notification of Electronic Payment Initiation heading.

11. Enter the required information under the Remittance Options (if available) heading and click Next.

12. Read the Service Agreement, select the checkbox to agree to the terms and conditions and click Submit Enrollment Request
13. Review the enrollment details and click **Confirm**. The enrollment is now complete.