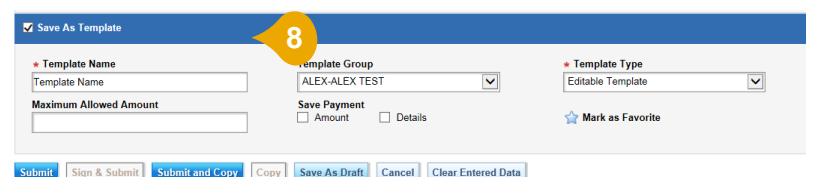
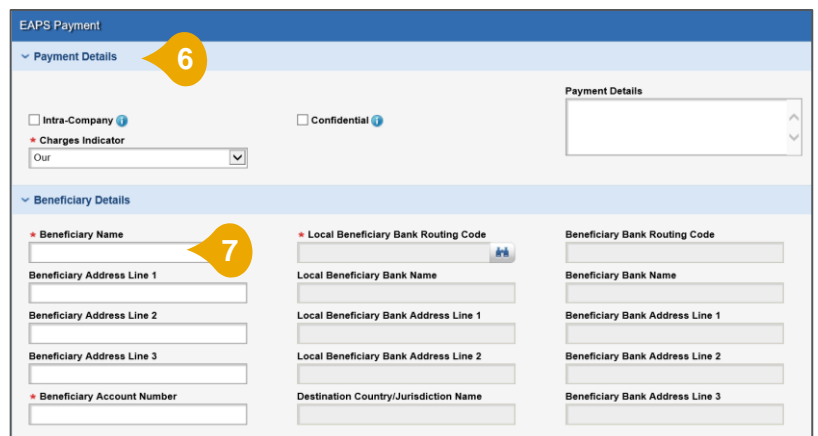
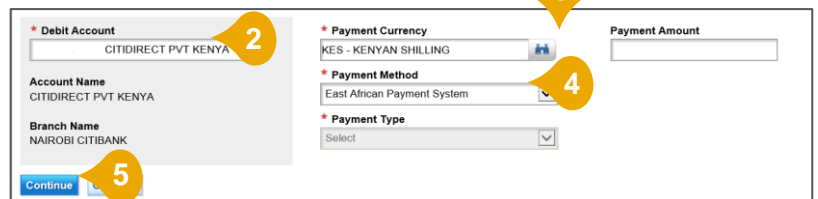
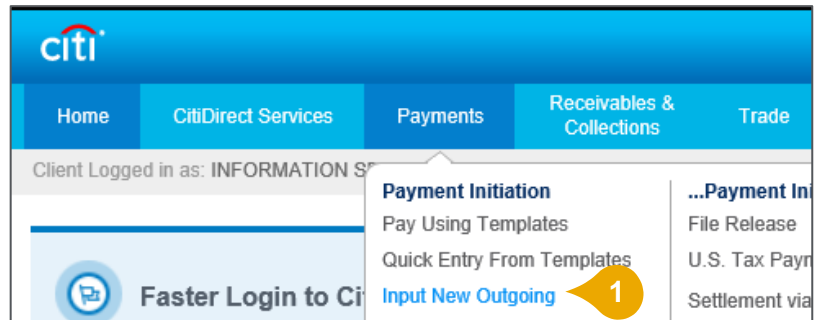


Kenya – East African Payment System

CitiDirect BE® - Quick Reference Guide

- Under Payments main menu on the CitiDirect BE portal®, select **Input New Outgoing** from the Payment Initiation
- Select your **Debit account**
- Payment currency** will default to the same debit account currency however a different currency can also be selected
- Based on the debit account number branch / currency and payment currency selected, the list of available payment methods will be displayed. Select your payment method as **East African Payment System**
- Enter **Payment amount**. You may check “Remember these Selections” so that these parameters would be auto-populated or auto-executed the next time you make a payment. Otherwise, click **Continue**
- Enter Payment details (all fields marked with * are mandatory)
 - First available **Value date** will appear on the payment screen
 - Transaction reference number** field will appear on the payment screen (if greyed out, Citi will provide the reference up on submission)
 - Payment Details** to pass a description of the payment
 - Charges Indicator** defaults to “Our”
- Enter Beneficiary Details (all fields marked with * are mandatory)
 - Beneficiary name** (can be entered manually or selected from the library if available) and **Beneficiary Address**
 - Beneficiary Bank Routing Method** (local routing code)
 - Beneficiary Bank Name** and **country** code will populate automatically once the routing code is selected
 - Beneficiary Account Number** (local format)



- If you wish to create a payment template at the same time, you may check **Save As Template** and enter the necessary template details. Otherwise, click **Submit**. The payment will be available for Authorization. Please also check if an approval is needed for the template under Template Management.