



How to create a beneficiary on the platform?





You have two options for setting up a beneficiary on the platform

OPTION 1

Fill in the information yourself directly

OPTION 2

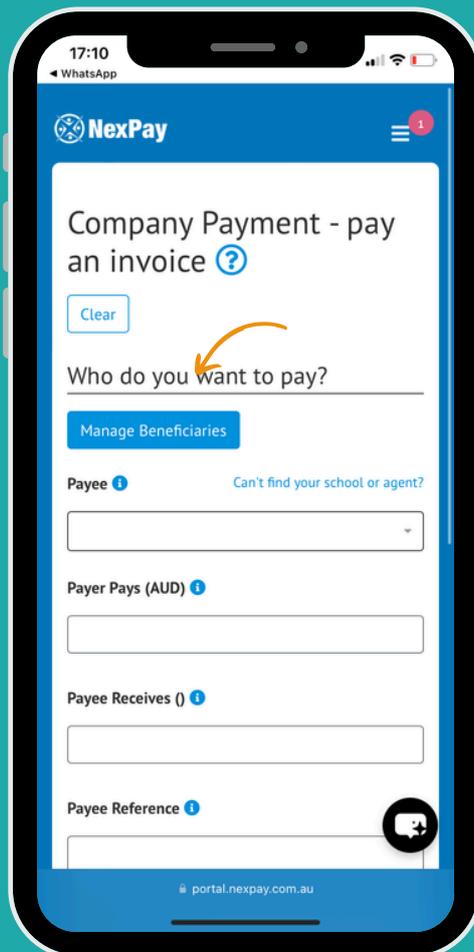
Request that the beneficiary fills in all the fields

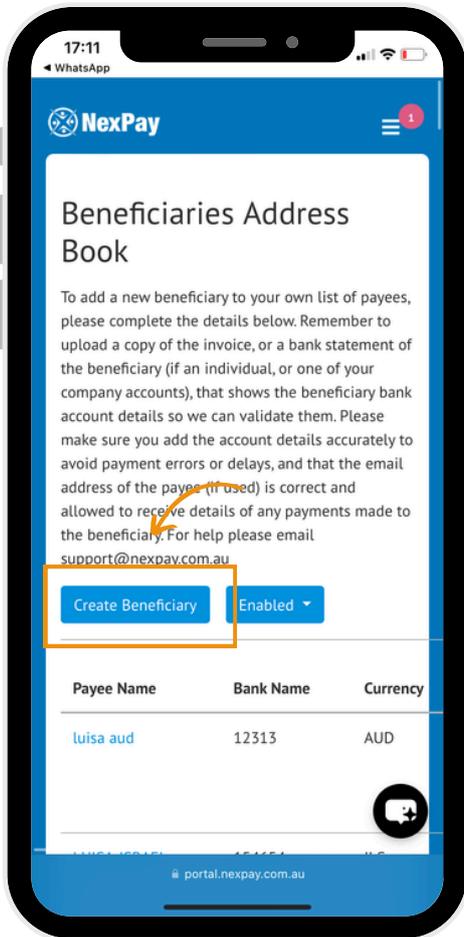


OPTION 1

Fill in the information yourself directly

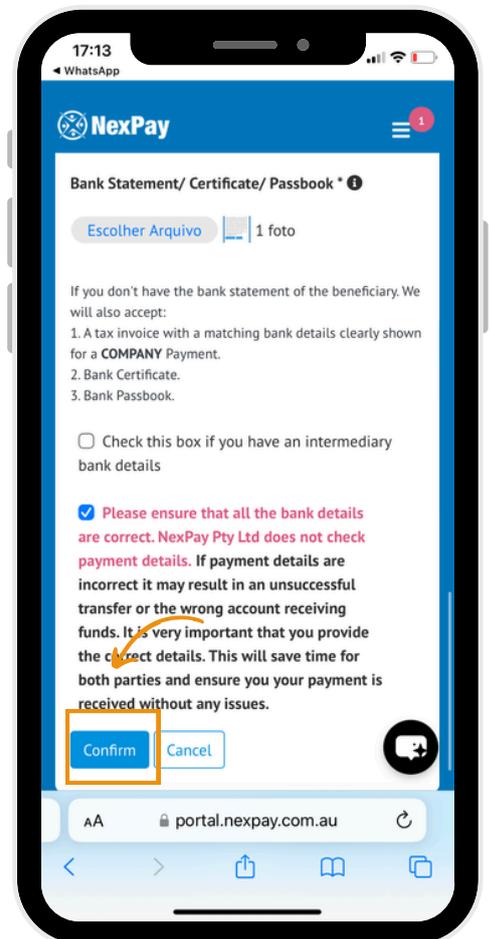
Step 1 | When setting up a Company Payment, click on "**Manage Beneficiaries**".





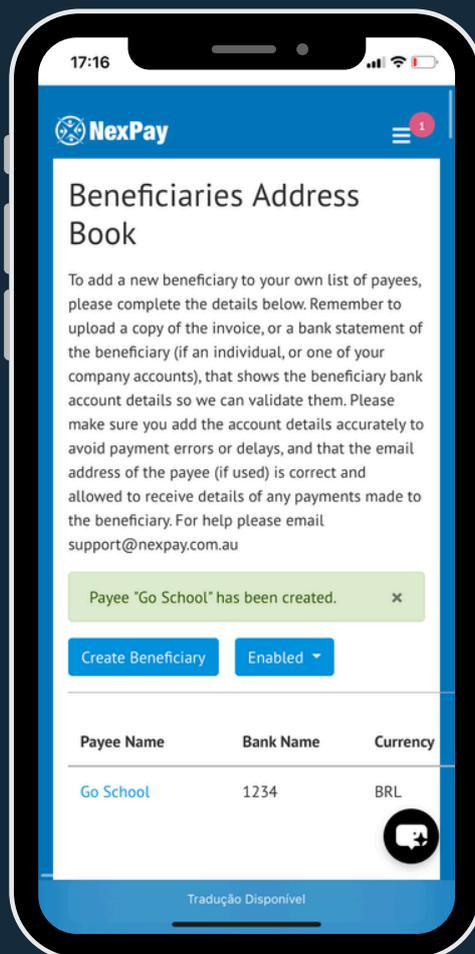
Step 2 | Click on "Create Beneficiary".

Step 3 | Complete all the required information and click "Confirm." **Important:** you need to include a bank statement with your bank details.





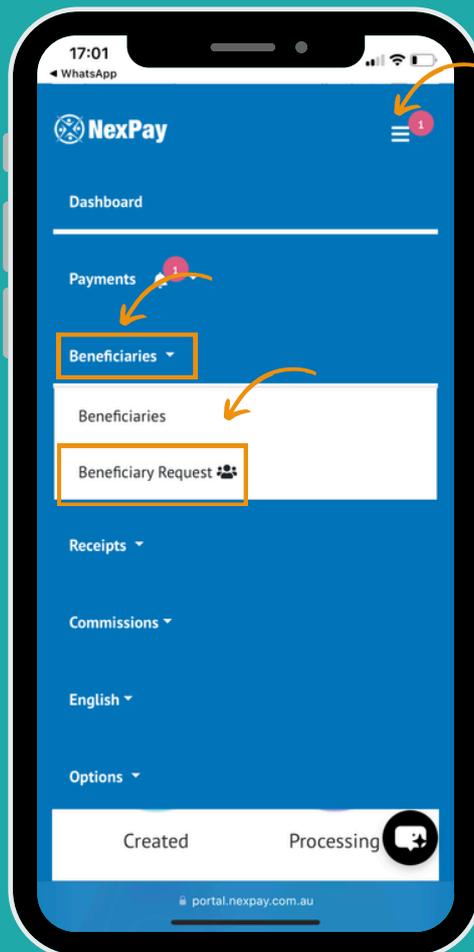
Step 4 | Done! The beneficiary has been created and is now available on the **company's list of beneficiaries** for making payments directed to them.

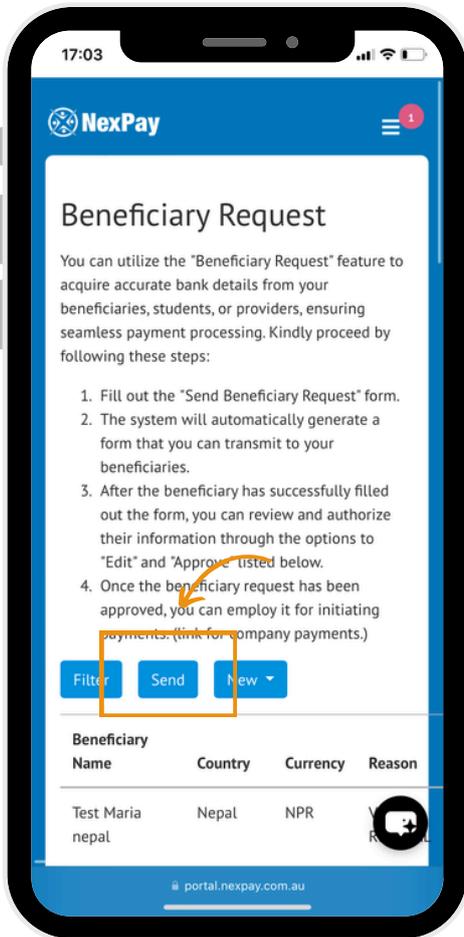


OPTION 2

Request that the beneficiary fills in all the fields

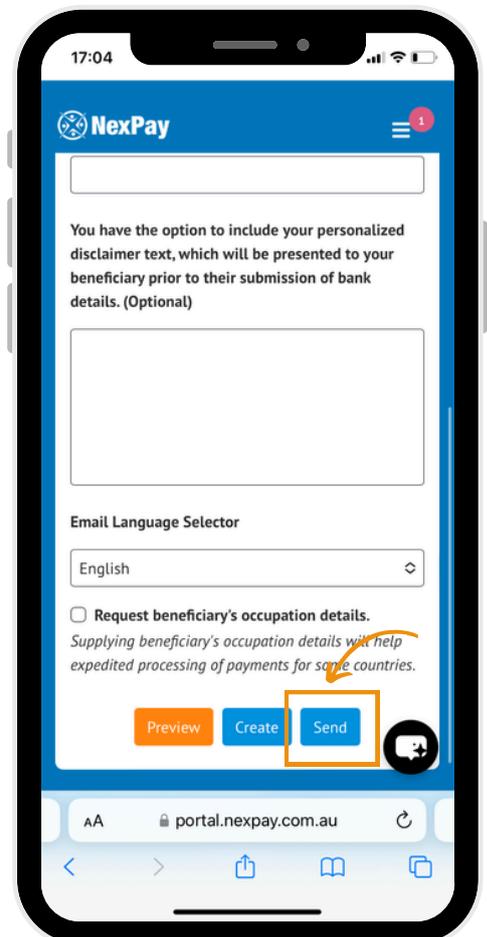
Step 1 | Within the platform, click on "Beneficiaries", then select "**Beneficiary Request**".

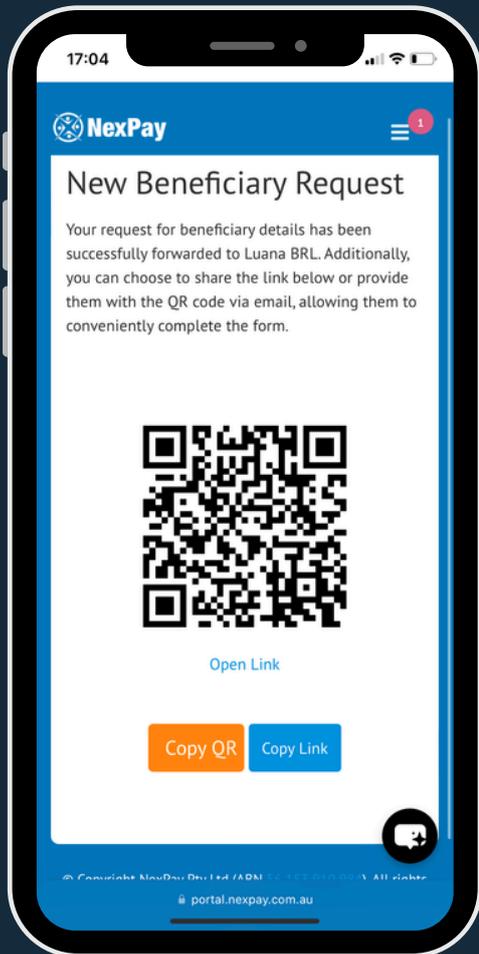




Step 2 | Click "**Send**" to submit the beneficiary request.

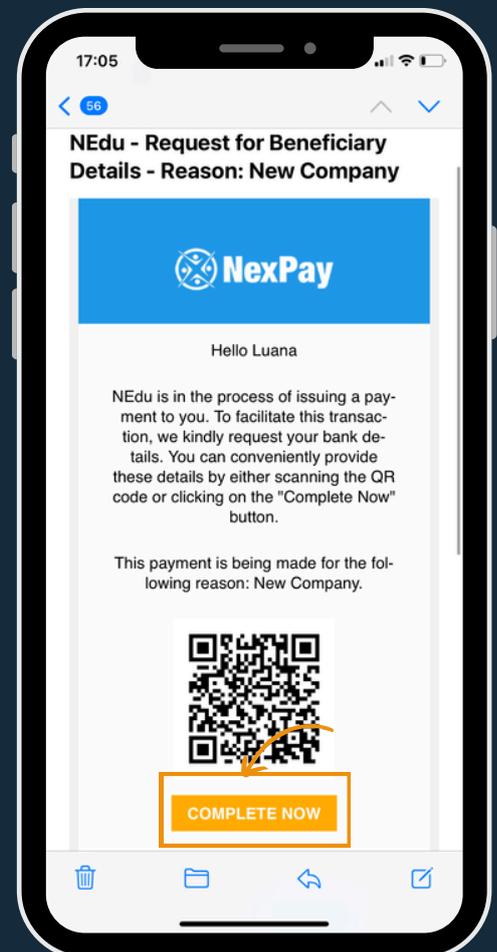
Step 3 | Complete all the required information and click on "Send".

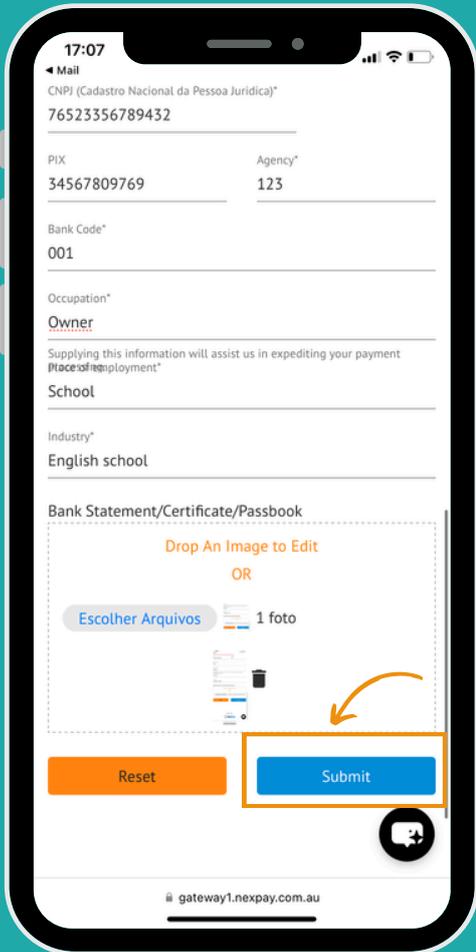




Step 4 | The request for **beneficiary details** will be sent to your contact person at the beneficiary's end.

Step 5 | Your contact person will receive an email and simply needs to click on "Complete Now" **to fill out all the details.**





17:07
Mail
CNPJ (Cadastro Nacional da Pessoa Juridica)*
76523356789432

PIX
34567809769

Agency*
123

Bank Code*
001

Occupation*
Owner

Supplying this information will assist us in expediting your payment
(Place of employment)*

School

Industry*
English school

Bank Statement/Certificate/Passbook

Drop An Image to Edit
OR

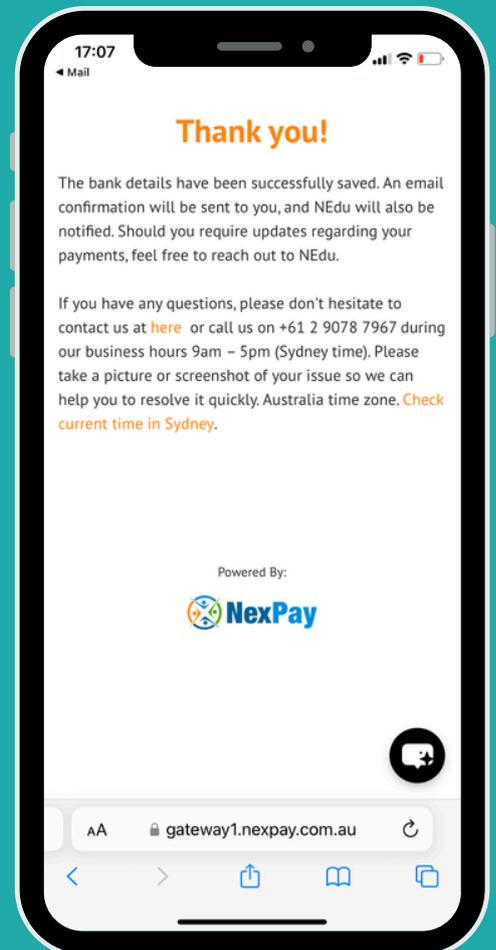
Escolher Arquivos 1 foto

Reset Submit

gateway1.nexpay.com.au

Step 6 | Once you've filled in all the fields, click on **"Submit"**.

Step 7 | Done! The beneficiary is **now registered**, and you can proceed to create the payment for them on the platform!





If you have any questions,
**feel free to
reach out to**

our team:

Camila Tanus | Reg Director Americas

 camila.tanus@nexpay.com.au

Jéssica Campos | Sales Manager BR

 jessica.campos@nexpay.com.au

 +55 11 97678-0073

Carolina Cardoso | Reg Director UK&EU

 carolina.cardoso@nexpay.com.au

**Clara Carballo | Sales Manager Mex,
CA&Caribbean**

 clara.carballo@nexpay.com.au

 +52 55 9190-8500

Maria Bonilla | Reg Director Oceania&Asia

 maria.bonilla@nexpay.com.au

**Luisa Montana | Sales Manager South
America (ES)**

 luisa.montana@nexpay.com.au

 +57 31 9442-9840