

Add a Payee in Memberdirect

Step 1: Log into online banking

Step 2: Click on Payments tab on left hand side of the screen

Step 3: Click on Add Payee

Pay Bills

[Add Payee](#) | [Delete Payee](#) | View: [Recent](#), [Scheduled](#), [Pending Approval](#)

Select the account you wish to pay your bill(s) from. Click on the **Pay** box for the bill(s) you wish to pay. Select a **Payment Date** (today or a date in the future) for each bill. Or, select **Schedule a Recurring Payment** to create a regularly recurring payment.

Payments made after approximately 10:30 PM may not be settled until the next business day. Vendor settlement times vary, to ensure your payments are received before the due date we recommend you process your payments at least 3 days prior to the due date.

Step 4: Search for Associated Foreign Exchange ULC

Add Payee - Step 1

[Delete Payee](#)

Search for a new payee by name or browse by type.

Payee Name

ASSOCIATED FOREIGN

[Go to My Accounts](#) | [Return to Pay Bills](#)

Step 5: Select Associated Foreign Exchange ULC

Add Payee - Step 2

[Delete Payee](#)

Add a payee by clicking on the payee name.

A

[Associated Foreign Exchange ULC](#)

Step 6: Add in Account Number

Add Payee - Step 3

[Delete Payee](#)

Payee

Associated Foreign Exchange ULC

Account Number

[Redacted]

| [Cancel](#)



Online Banking > My Accounts

My Accounts

[View Account Activity](#)

[View e-Statements](#)

[View e-Documents](#)

Payments

Transfers

Business Services

Account Services

Profile and Preferences

[Print This Page](#)
[Online Banking Help](#)

Partner Links

[Investia](#)

Below is the rule for account numbers for Associated Foreign Exchange ULC, if accounts are not properly formatted set up will not work.

Account Number
Format

Minimum 8 Maximum 8. Alphanumeric.

Step 7: Click Submit. Payee has now successfully been added