

**Step 1:**

Under “Add a beneficiary”,  
choose “Add a bank-approved beneficiary”.

**Stap 1:**

Onder “Add a beneficiary”,  
kies “Add a bank-approved beneficiary”.

The screenshot shows the Nedbank Demo website interface. At the top, there is a logo and the text "NEDBANK DEMO". To the right, the profile number "123456" is displayed, along with "CONTACT US", "HELP", and "LOG" buttons. A navigation menu includes "Enquiries", "Payments", "Transfers", "Beneficiaries", "Services", "Authorisation", and "Admin". The main heading is "Add new beneficiaries". Below this is a "Capture beneficiary" section with two radio buttons: "Add a new beneficiary" and "Add a bank-approved beneficiary". A red arrow points to the second option. The form contains the following fields: "First letter of beneficiary name" (a dropdown menu currently showing "Select"), "Beneficiary" (a dropdown menu), "Beneficiary name" (a text input field), "\*My statement description (DR)" (a text input field), and "\*\*Beneficiary statement description/reference (CR)" (a text input field) with a "Proof of payment" checkbox. At the bottom, there are two footnotes: "\*This is the reference that forms part of the payment description displayed on your statement." and "\*\*This is the reference that forms part of the payment description displayed on your beneficiary's statement." A button labeled "Add beneficiary to list below" is at the bottom right.

**Step 2:**

Under “First letter of beneficiary name”, type “N”  
There will appear a list of all beneficiaries which names starts with the letter N.

**Stap 2:**

By “First letter of beneficiary name”, tik in “N”  
Daar sal dan 'n lys opkom van alle begunstigdes wie se naam met die letter N begin.

This screenshot shows the same Nedbank Demo website interface as the previous one. The "Add a bank-approved beneficiary" option is still selected, with a red arrow pointing to it. The "First letter of beneficiary name" dropdown menu now displays the letter "N". The "Beneficiary" dropdown menu shows "No beneficiaries found". The "Beneficiary name" field is empty. The rest of the form and navigation elements are identical to the previous screenshot.

**Step 3:**

At "Beneficiary", choose the account you want to pay into.

NWU STUDENT for Class & Residence and Other fees

NWU VENDING for Meals

At "Beneficiary name" choose your own name for the beneficiary.

At "My statement description" choose the description you want to display on your statement.

At "Beneficiary statement description" complete only your **8-FIGURE UNIVERSITY NUMBER**.

Add beneficiary.

**NB** Each student must have his/her own beneficiary with their own 8-figure university number.

Now you can make a payment

**Stap 3:**

By "Beneficiary", kies die rekening wat u wil betaal.

NWU STUDENT vir Klas- en Losiesgelde & Ander gelde

NWU VENDING vir Etegelde

By "Beneficiary name" kies u eie naam vir die rekening.

By "My statement description" kies die beskrywing wat op u bankstaat moet verskyn.

By "Beneficiary statement description" voltooi slegs jou **8-SYFER-UNIVERSITEITNOMMER**.

Voeg begunstigde by.

**NB** Elke student moet sy/haar eie begunstigde met hul unieke 8-syfer-universiteitnommer hê.

Nou kan u 'n betaling doen.

The screenshot shows a web form titled "Capture beneficiary" with a sub-header "Add new beneficiaries". There are two radio buttons: "Add a new beneficiary" (unselected) and "Add a bank-approved beneficiary" (selected). The form contains the following fields:

- "First letter of beneficiary name": A dropdown menu with "N" selected.
- "Beneficiary": A dropdown menu with "NWU VENDING" selected.
- "Beneficiary name": A dropdown menu with "NW Universiteit Etes Jan" selected.
- "\*My statement description (DR)": A text input field with "Jan se etes / Meals for" entered.
- \*\*Beneficiary statement description/reference (CR)": A text input field with "12345678" entered.

Red arrows point to the "Beneficiary" dropdown, the "Beneficiary name" dropdown, the "My statement description (DR)" field, the "Beneficiary statement description/reference (CR)" field, and a checkmark icon at the bottom right of the form.

**Step 4: Proof of payment**

Fax proof to 087-230-3701 or e-mail to [nwu-bankdeposit@nwu.ac.za](mailto:nwu-bankdeposit@nwu.ac.za)

**Stap 4: Bewys van betalings**

Faks bewys na 087-230-3701 of e-pos na [nwu-bankdeposit@nwu.ac.za](mailto:nwu-bankdeposit@nwu.ac.za)