BARCLAYS

How to pay someone new in Online Banking

Barclays Online Banking is a secure way to access your accounts 24 hours a day.
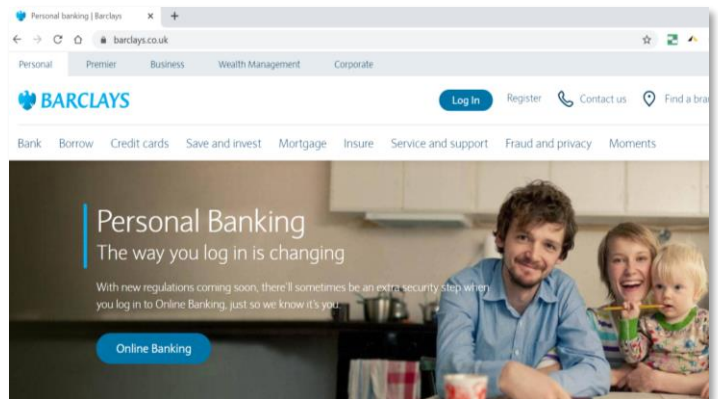
With Online Banking, you can

- Check balances, transfer money and pay bills
- View and download statements
- Manage Direct Debits and standing orders
- View your debit card PIN
- Report a lost or stolen card

Here's how to manage your money by paying someone new using an online payment.
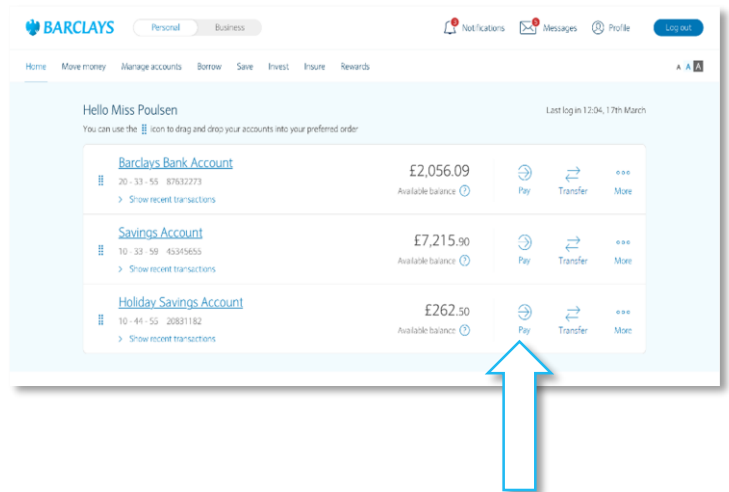
Step 1

Open barclays.co.uk in your web browser, click 'Log in' at the top of the page and then log into Online Banking using PINsentry.
To protect your account, you won't be able to set up a new payee if you log in using your passcode and memorable word because this isn't as secure as using PINsentry.
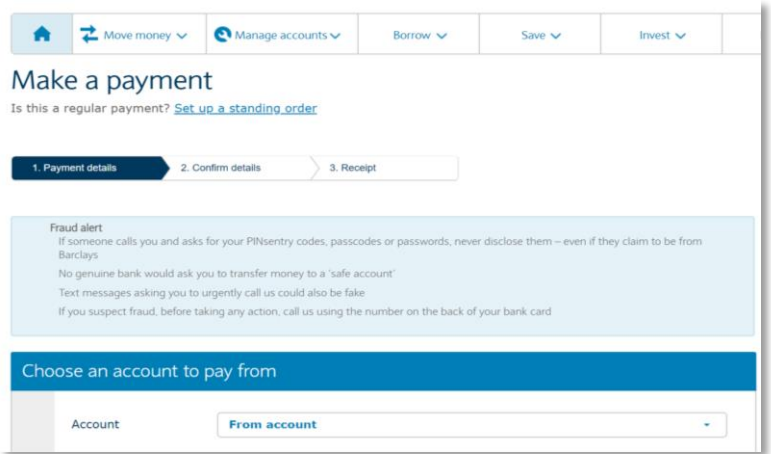

Step 2

Once you've logged in, click the 'Pay' icon next to the balance of any account you have a card for. You'll choose the account you want to make the payment from in the next step.
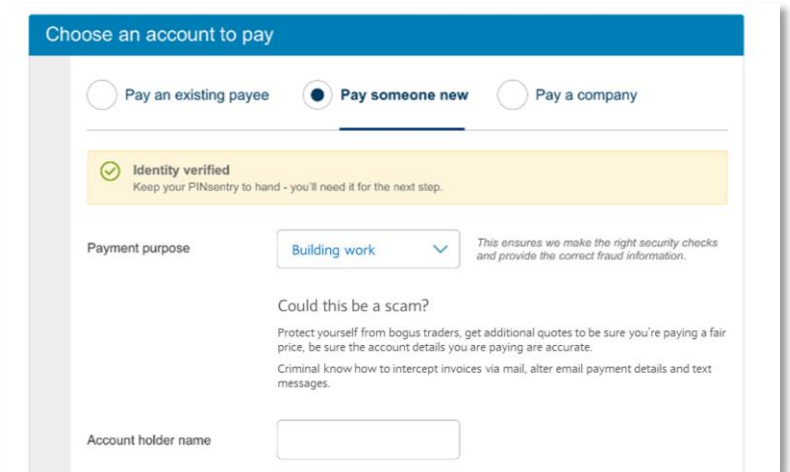
Step 3

When the 'Make a payment' page opens, select the account you want to pay from.
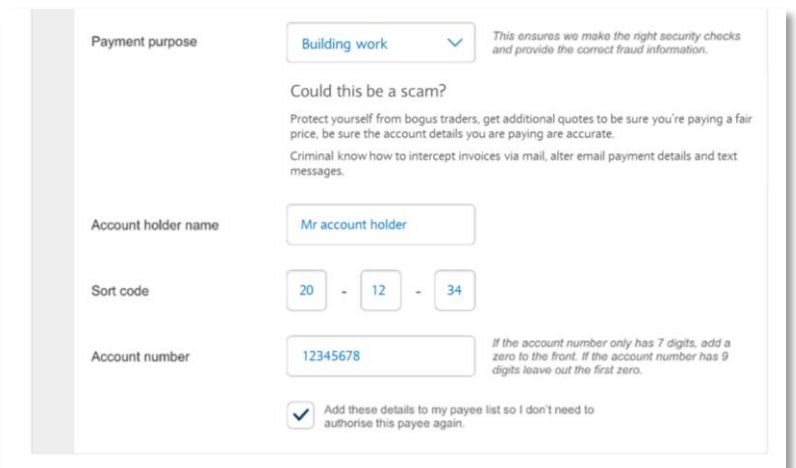

Step 4

Make sure the 'Pay someone new' option is selected, then select the reason for the payment from the 'Payment purpose' drop-down menu. This is an extra security check to protect your account.

Step 5

Type in the name and accounts details of the person you want to pay. If you think you'll need to make more than one payment, tick the box to add this person to your payee list – then you won't need to enter them again.
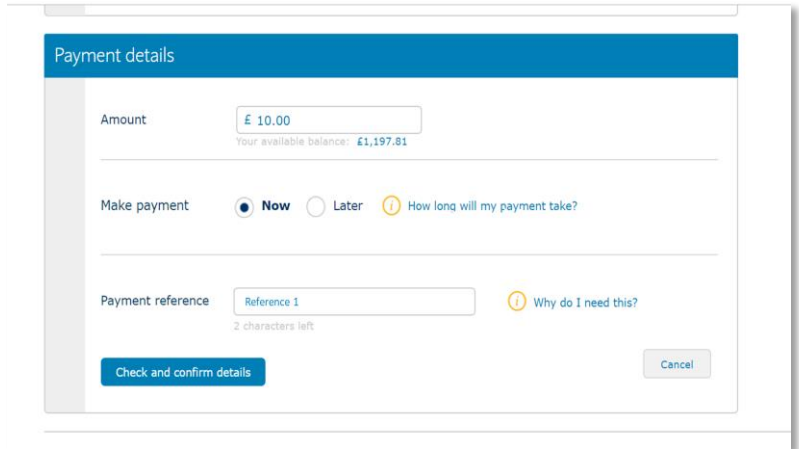
Step 6

Enter the amount you want to pay and choose whether you want to make this payment now or on a later date.
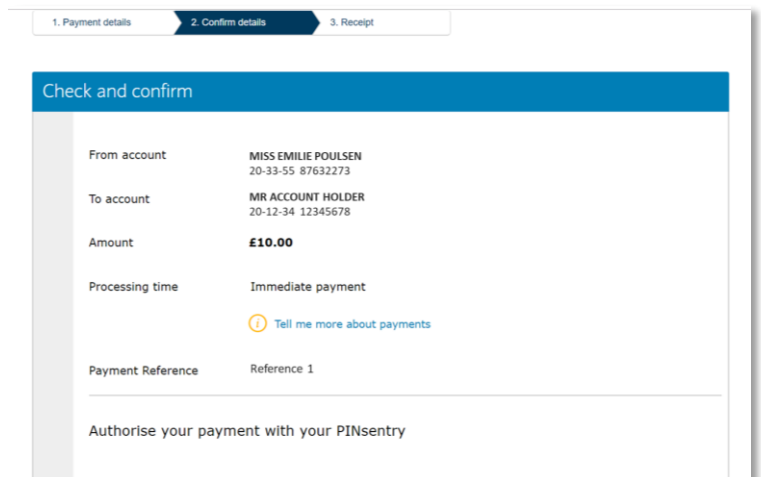If you like, you can also type in a reference to tell the person you're paying what the payment is for. This could be an invoice number or something like 'birthday money'.
When you're ready to continue, click 'Check and confirm details'.

Payment details

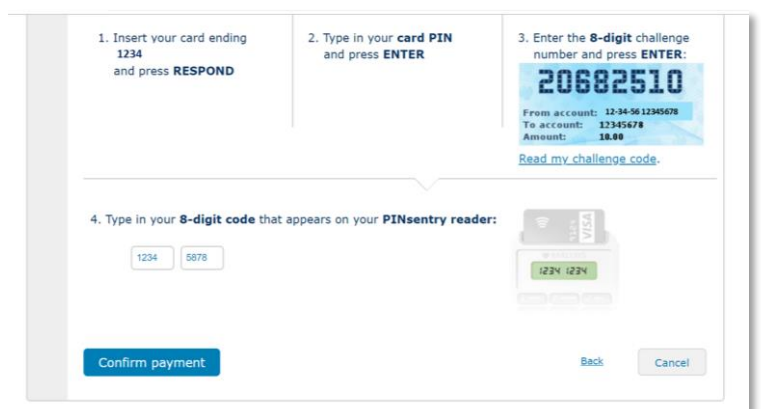|	
Amount	£ 10.00
	Your available balance: £1,197.81
Make payment	● Now ○ Later ⓘ How long will my payment take?
Payment reference	Reference 1
	2 characters left ⓘ Why do I need this?

Check and confirm details   Cancel

Step 7

Check the payment details are correct – if they're not, you can go back and change them.
If they're correct, you'll now need to use your PINsentry card reader as an extra security check for the payment. Follow the on-screen instructions for how to do this.
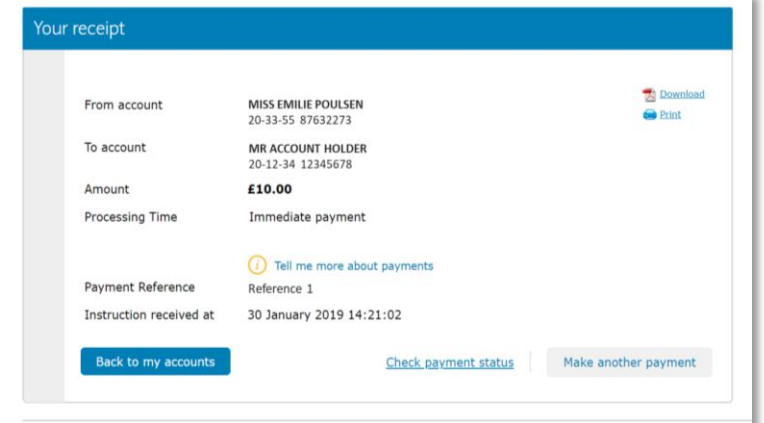
1. Payment details   2. Confirm details   3. Receipt

Check and confirm

From account	MISS EMILIE POULSEN
	20-33-55 87632273
To account	MR ACCOUNT HOLDER
	20-12-34 12345678
Amount	£10.00
Processing time	Immediate payment
	ⓘ Tell me more about payments
Payment Reference	Reference 1

Authorise your payment with your PINsentry

Step 8

When you've typed in the PINsentry code, click 'Confirm payment' to finish.

1. Insert your card ending **1234** and press **RESPOND**

2. Type in your **card PIN** and press **ENTER**

3. Enter the **8-digit** challenge number and press **ENTER**:

20682510

From account: 12-34-56 12345678
To account: 12345678
Amount: 10.00

Read my challenge code.

4. Type in your **8-digit code** that appears on your **PINsentry reader**:

1234 5678

1234 1234

Confirm payment   Back   Cancel

Step 9

You'll get an on-screen receipt for the payment that you can download or print, if you want a copy for your records.

Your receipt

From account	MISS EMILIE POULSEN 20-33-55 87632273	📄 Download 🖨 Print
To account	MR ACCOUNT HOLDER 20-12-34 12345678	
Amount	**£10.00**	
Processing Time	Immediate payment	
	ⓘ Tell me more about payments	
Payment Reference	Reference 1	
Instruction received at	30 January 2019 14:21:02	

Back to my accounts   Check payment status   Make another payment