

How to set up a standing order in Online Banking

Barclays Online Banking is a secure way to access your accounts 24 hours a day.

With Online Banking, you can

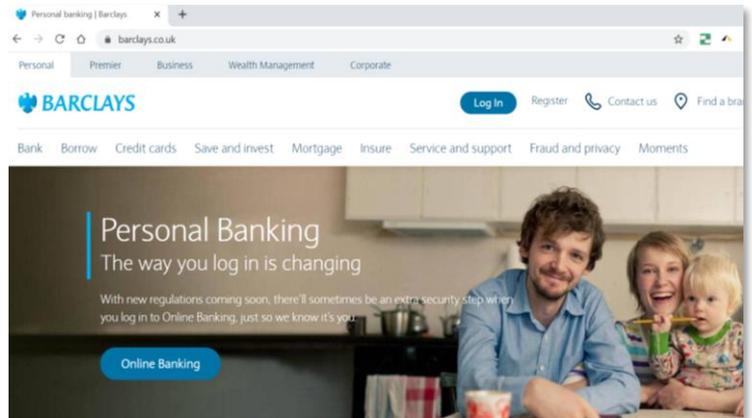
- Check balances, transfer money and pay bills
- View and download statements
- Manage Direct Debits and standing orders
- View your debit card PIN
- Report a lost or stolen card

Here's how to manage your money by setting up a new standing order using Online Banking.

Step 1

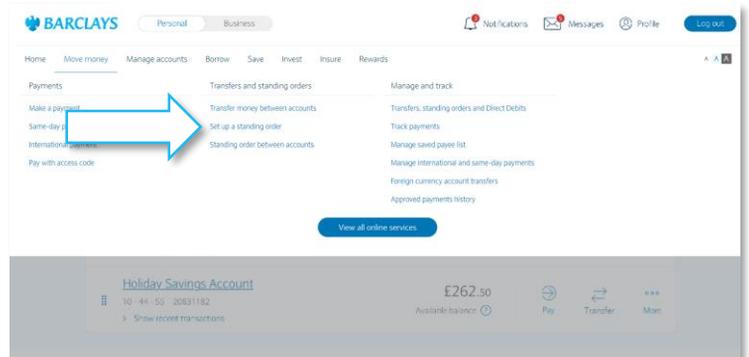
Open barclays.co.uk in your web browser, click 'Log in' at the top of the page and then log in to Online Banking using PINsentry.

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.



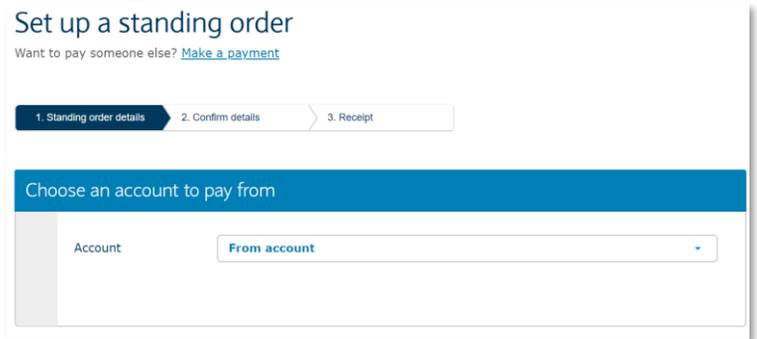
Step 2

Once you've logged in, select 'Set up a standing order' from the 'Move money' menu.



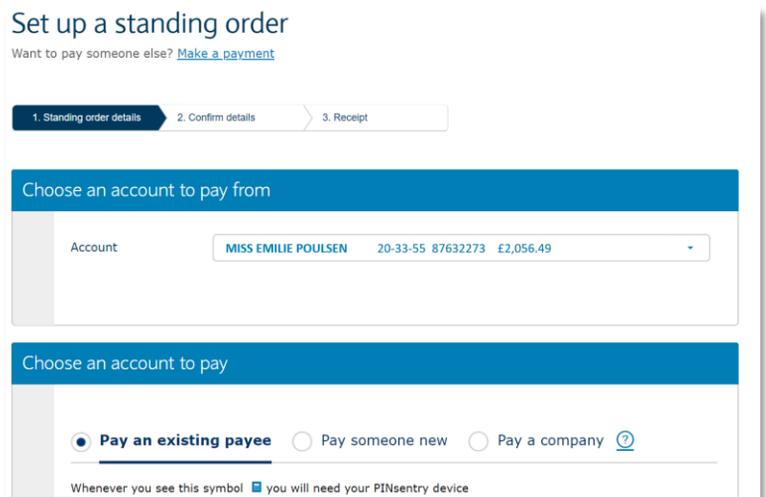
Step 3

When the 'Set up a standing order' page opens, select the type of account you want to pay the standing order from (you may only have one account).



Step 4

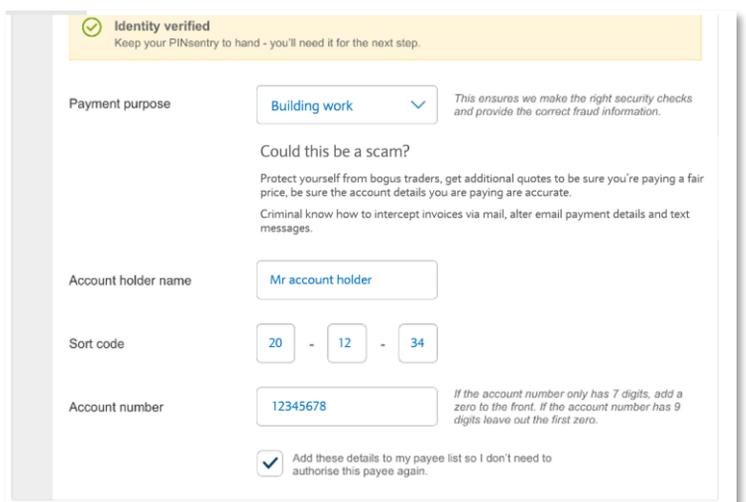
Choose either to 'Pay an existing payee' or 'pay someone new'. If you're paying someone new, select what the payment is for from the 'Payment purpose' drop-down menu. This is an extra security check to protect your account.



Step 5

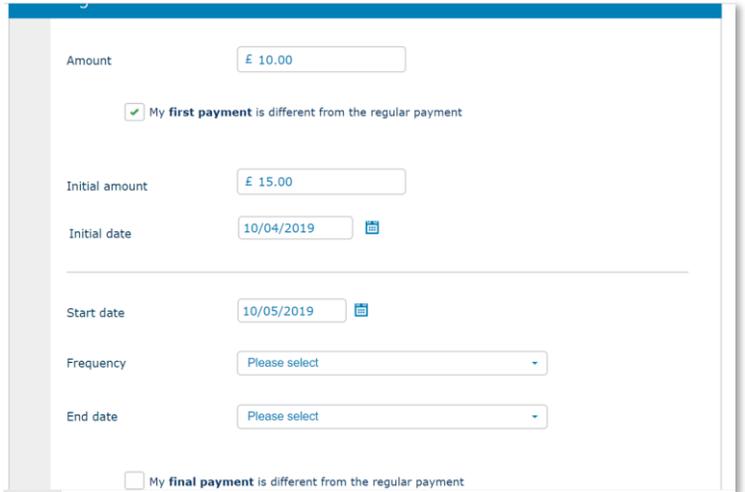
Type in the name and account details of the person you want to pay. You can also add this payee to your list of regular payees by ticking the box for this option.

Then, if you want to make a separate one-off payment to them in future, you won't need to enter their details again.



Step 6

Enter the amount you want to pay, and both the date of the first payment and the date you want regular payments to start (these can be different). You also need to choose a frequency for the regular payments and the date you want the payments to end – though you can leave this blank if there is no end date. If there is an end date, you can also choose to use a different amount for the final payment.



Amount: £ 10.00

My first payment is different from the regular payment

Initial amount: £ 15.00

Initial date: 10/04/2019

Start date: 10/05/2019

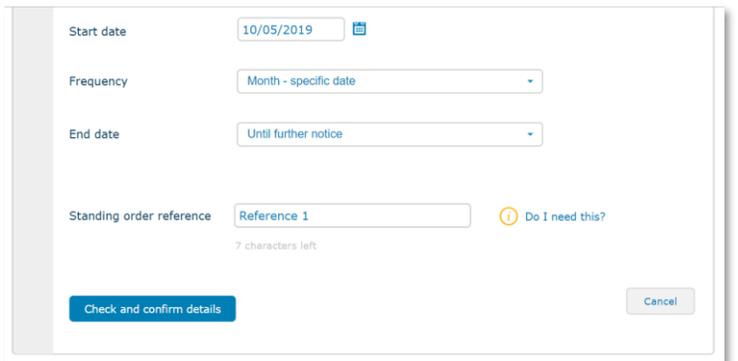
Frequency: Please select

End date: Please select

My final payment is different from the regular payment

Step 7

If you want to, you can also type in a reference to help the person being paid know what the payment is for. This could be an invoice number or just something simple like ‘birthday money’.



Start date: 10/05/2019

Frequency: Month - specific date

End date: Until further notice

Standing order reference: Reference 1 (7 characters left)

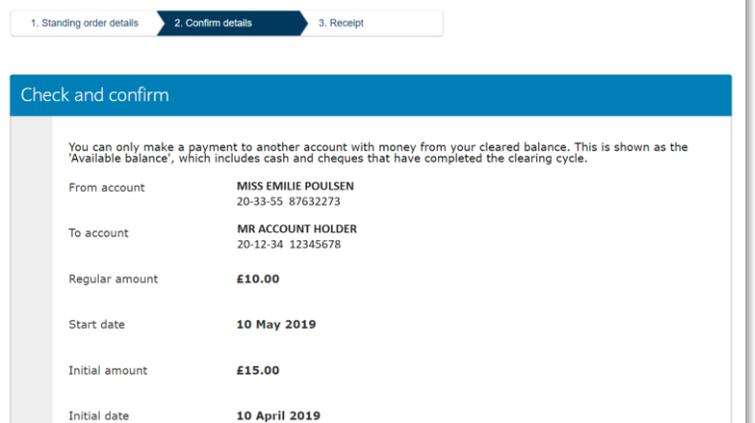
Do I need this?

Buttons: Check and confirm details, Cancel

Step 8

Double-check that the payment details are correct – you can go back to change them, if not. Otherwise, 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 and click ‘Complete standing order’ to finish.

Set up a standing order



1. Standing order details | 2. Confirm details | 3. Receipt

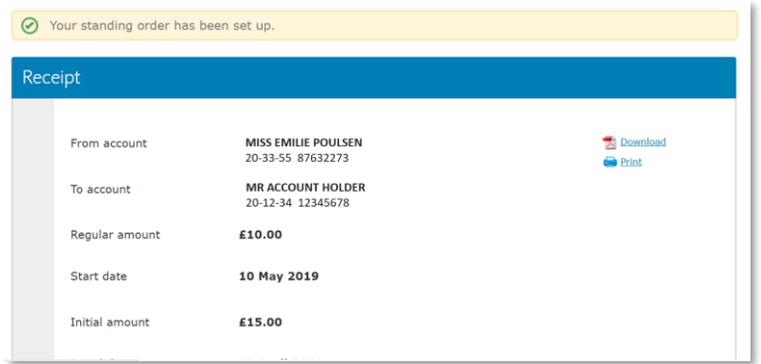
Check and confirm

You can only make a payment to another account with money from your cleared balance. This is shown as the 'Available balance', which includes cash and cheques that have completed the clearing cycle.

From account	MISS EMILIE POULSEN 20-33-55 87632273
To account	MR ACCOUNT HOLDER 20-12-34 12345678
Regular amount	£10.00
Start date	10 May 2019
Initial amount	£15.00
Initial date	10 April 2019

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.



Call monitoring and charges information

* Calls may be monitored or recorded for quality and training purposes. Calls to 0800 numbers are free if made from a UK landline or personal mobile. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you have covering calls to landline numbers. Charges may apply when calling from abroad.

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