

Unity e-Payment

On-line Bacs payment service

Making life easier



Quick and easy to set up, Unity e-Payment delivers services direct to your desktop without the need for complex software installations. It allows you to:

- ✔ Pay salaries or suppliers
- ✔ Collect subscriptions or membership fees
- ✔ Set up Direct Debits using AUDDIS
- ✔ Use dual authority for transactions, giving you added security
- ✔ Retrieve all reports electronically
- ✔ Save time; payment files are submitted on-line, so no form filling is required
- ✔ Validate sort code and account numbers
- ✔ Upload a data file of your payments from other software packages
- ✔ Give yourself peace of mind and use it as a disaster recovery option for your existing Bacs software
- ✔ Choose from three options:
Manual Data Entry (MDE), Pay As You Go (PAYG) or Monthly Subscription depending on your needs and activity levels
 - 1 **Manual Data Entry** - suitable if you make/collect less than 10 payments each month
 - 2 **Pay As You Go** - suitable if you make/collect between 10-45 payments each month
 - 3 **Monthly Subscription** - suitable if you make/collect more than 45 payments each month.

You and your colleagues can be in different parts of the country and work different hours. Whatever your situation, with Unity e-Payment you have access 24 hours a day, seven days a week.

The service allows flexibility providing different levels of access:

- Upload payments
- Authorise payments
- Upload and authorise payments

Your questions answered...

Q What if my organisation requires more than one person to upload or authorise payments?

A We have developed a 'single authority' and a 'dual authority' option for your peace of mind. Single allows transactions to be input and authorised by one user. Dual requires two users to complete a transaction.

Q Can I give users access to Unity e-Payment without letting them authorise payments?

A Yes, we offer an option to input and upload transactions only.

Q Can I pay salaries, suppliers and expenses?

A Yes, any regular or irregular payments can be made to any bank account, provided you have the beneficiary's account details.

Q Can I become a direct debit originator?

A Yes, direct debits can be collected once you have successfully completed the registration process.

Q What do I need for Unity e-Payment?

A You will need a PC capable of running Microsoft Windows 2000/XP 256MB RAM, 100MB free hard disk space and Internet Explorer 5.5 or above and 128 bit data encryption. You will also need a method of connecting to the Internet via an Internet Service Provider (ISP).

Q What security measures do you recommend?

A We recommend that you follow best practice whilst connecting to the Internet by using a firewall and ensuring that your software is kept up-to-date, particularly anti-virus software. For your own peace of mind, you can do a few things to protect your account; never disclose your password to **anyone** and always log off when you've finished your transactions. See www.getsafeonline.org for the most up to date information.

Costs

The three service options - Manual, PAYG & Monthly subscription - all have different costs, designed to meet your individual budgets, so you are only paying for the service you use. See our Electronic Transmission Payment Service Tariff leaflet for details and up-to-date price information.

How to apply

To apply for Unity e-Payments, download, complete and send us an account application form available from our website www.unity.co.uk/epayments or by phoning us on **0845 155 3388**.

More ways to save time and money

Internet Banking

Are you registered for our free and secure Internet Banking service?

This free service allows you to access your account any time of the day or night, transfer money, make occasional one-off payments, check balances and statements, set up and cancel standing orders, view and cancel direct debits.

You can do all these things and save yourselves money, as some transactions are cheaper using the on-line service, rather than over the phone.

On-line Statements - you do not have to be registered for Internet Banking to receive on-line statements

Register for this free and secure service and receive your statements on-line, on the day of issue, in a format that can be sent to multiple users. They can also be stored.

- To sign up for either Internet Banking or on-line statements, call us on **0845 140 1000**

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