eBanking User Manuals:

How to Add Beneficiary (Step By Step Process :)

1. Login to NRB BANK eBANKING

2. Click on the Funds Transfer Menu

3. Under that Click on the Beneficiary Maintenance Sub Menu

4. Select Transaction Type (Transfer within NRB Bank, Transfer to Other Bank etc.)

5. Press Add Beneficiary Button

6. Input Necessary information [(*) mark indicates Mandatory fields]

    a. **Nickname:** Type in any unique Name which you can use later for tracking Purpose
    b. **Beneficiary Name:** Full name of the beneficiary
    c. **Branch:** Select the bank's branch in which account is held. The 1st 3 digits of beneficiary account is the branch code of that account
    d. **Account No**: Type the beneficiary account number
    e. **Email**: Type the beneficiary email address (Optional)

7. Click the **Back** button. The system displays the **Beneficiary Maintenance** screen.
OR
Click the **Add** button. The system displays the **Beneficiary Maintenance - Add Beneficiary - Verify** screen.

8. Click the **Change** button. The system displays the **Beneficiary Maintenance - Add Beneficiary** screen.
OR
Click the **Confirm** button to create a beneficiary. The system displays the **Beneficiary Maintenance - Add Beneficiary - Confirm** screen with the status message.

9. Press **OK** button and beneficiary addition is done.