

## USER GUIDE: MAKING PAYMENT TO UOB COMMERCIAL CREDIT CARD

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### Important Notes:


Credit Payment	UOB Infinity Menu
Payment for a single credit card	Pay & Transfer > (Single Transaction) Transfer to UOB Account
Payment for multiple credit cards	Pay & Transfer > (Bulk Transactions) Transfer to Other Local Banks > Transfer to UOB Account

The following information is required when making credit card payments using above functions:

- UOB Card Centre Collection Account Number – 1943064607
  - Payment amount
  - Credit card holder name
  - Credit card number
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### A. Guide for Making Payment for A Single Credit Card

**Step 1**


You are in: CASH MANAGEMENT ▾
ACCOUNTS
PAY & TRANSFER
SERVICES
ADMIN

SINGLE TRANSACTION	BULK TRANSACTIONS	TOOLS
<div style="border: 2px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>Transfer to UOB Account</b></div> <p>RENTAS</p> <p>Interbank GIRO</p> <p>DuitNow Transfer</p> <p>Telegraphic Transfer</p> <p>JomPAY</p>	<p>Transfer to Other Local Banks</p> <p>Payroll</p> <p>Cashier's Orders / Cheques</p> <p>Telegraphic Transfers</p> <p>Upload Bulk Files</p>	<p>Manage Templates</p> <p>Manage Batch Transactions</p> <p>Manage Scheduled / Recurring Transactions</p> <p>Track Payments (SWIFT gpi)</p>

From the top menu bar, go to **Pay & Transfer > Transfer to UOB Account.**

## Step 2

### To

Enter payee's details

Payee Name \*



Account Number \*

Currency \*

Select Payee's Residence Status \*

Resident

Non Resident

### Amount & When

Enter transaction details

Transfer Date \*  
03/07/2022



Currency \*

Transaction Amount \*

Recipient Reference \*



This is a recurring payment

[Remove Other Payment Details](#)

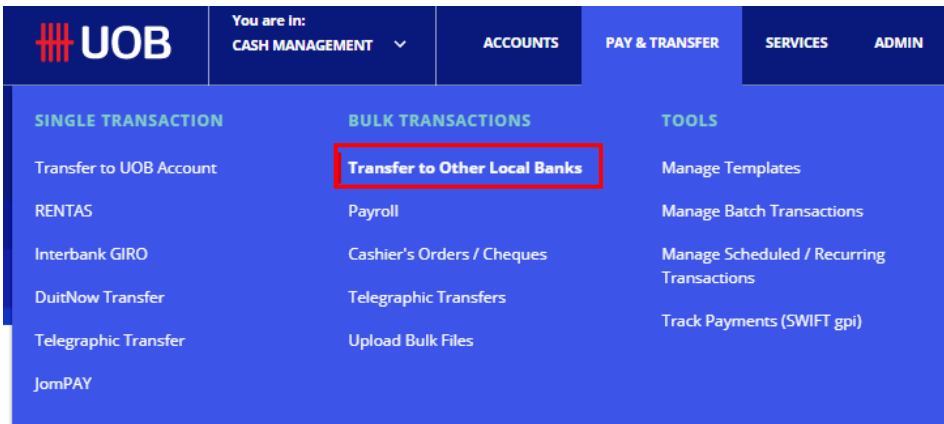
Other Payment Details



- a) Insert all payment details on screen as below:
  - Payee Name: **UOB Card Centre Collection Account**
  - Account Number: **1943064607**
  - Payee's Residence Status: Resident
  - Recipient Reference: Credit card number
  - Other Payment Details: Credit card holder name
- b) Click "**Next**" to review the payment and submit for approval.
- c) Authoriser(s) may then approve the payment.

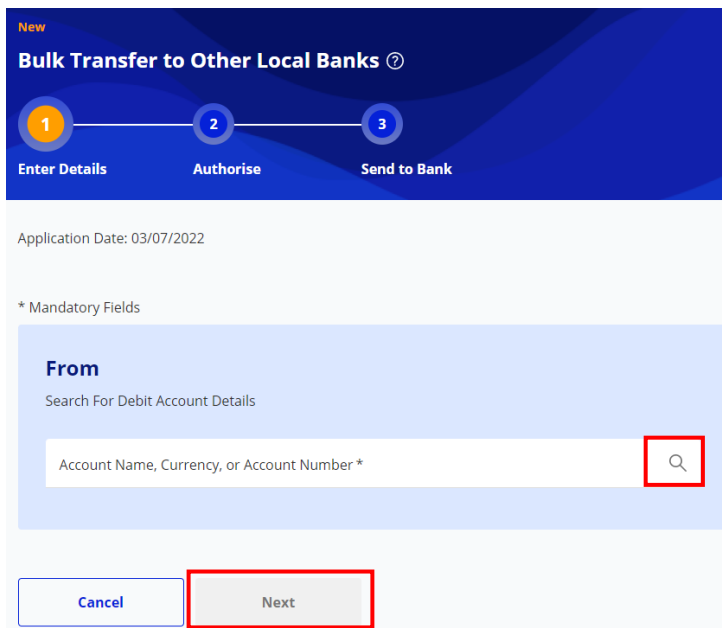
## B. Guide for Making Payment for Multiple Credit Cards


### Step 1



From the top menu bar, go to **Pay & Transfer > Transfer to Other Local Banks**.

### Step 2



Select the Debit Account for payment by clicking  and then click "Next".

### Step 3

#### To

Choose one of the following processing modes

**Transfer to UOB Account**

RENTAS

DuitNow

Interbank GIRO (IBG)

☰ Add from the list of transactions in your templates

**Transaction (1 of 1)**
Clear

**Transaction Type**

Select transaction type: \*

Transfer to another local UOB Customer

Transfer to my account

**Who**

Enter payee's account details

Payee Name \*

Account Number \*

Currency \*

#### Find Payee

- You can search by Payee's name or bank account number.
- If this is the first time you are transferring funds to a payee, please enter the new payee details directly.

- Select "Transfer to UOB Account" as the processing mode.
- Next, select "Transfer to another local UOB Customer" as transaction type.
- Input all payment details for the first credit card payment:
  - Payee Name: **UOB Card Centre Collection Account**
  - Account Number: **1943064607**
  - Payee's Residence Status: Resident
  - Recipient Reference: Credit card no.
  - Other Payment Details: Credit card holder name

### Step 4

#### Reference

Recipient Reference \*

— Remove Other Payment Details

Other Payment Details

+ Add Remarks for Approval

Another to this Payee

**Add New Transaction**

#### Bulk Transaction Summary

No. of Transactions	Highest Amount	Total Amount
1	MYR 1,000.00	MYR 1,000.00

- After entering payment details, click "**Add New Transaction**" to enter other credit card payment details. Repeat this step for all credit card payments.
- The Bulk Transaction Summary will automatically display a summary of your payments.
- After you have entered all payment details, click "**Next**".

## Step 5

### Transaction Type & Date

Select transaction type and date.\* View [Standard Transaction Fees](#).

#### Bulk Payment Transfer to UOB Accounts

**Earliest Date: 04/07/2022 (Mon)**

Only applicable if this bulk pay & transfer is approved by 04/07/2022 (Mon) 19:00 Malaysia Time

Choose Another Transfer Date



- a) After reviewing all payment details, select the payment date.
- b) Click "**Submit**" to proceed with approval.

=====continued on the next page=====

## Step 6

### Authorise Transaction ✕



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

[I did not receive the notification](#)

#### Enter Token Response ✕

Please select token type to proceed.

**Infinity Secure**

Physical Token

Follow these steps on your UOB Infinity App:

- 1 Open UOB Infinity App  & select Infinity Secure 
- 2 Select **Transaction Key II** & follow the instructions given
- 3 Enter the following **4 digits**

1	1	0	0
Skip	Skip	Skip	Skip

 on to your Infinity Secure and press **Next**
- 4 Enter the following **8 digits**

1	2	3	4
5	6	7	8

 on to your Infinity Secure and press **Generate Key**
- 5 Enter the **6-digit transaction key** generated

Key Response 

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By clicking **Submit**, you are deemed to have read and agreed to the Terms and Conditions of the respective product(s) and / or service(s).

Set as default authentication method.

[Cancel](#)

[Submit](#)



#### Enter Token Response ✕

Please select token type to proceed.

Infinity Secure

**Physical Token**

Follow these steps on your token:

- 1 Press **1**
- 2 Enter **1100** & press **OK**
- 3 Enter **12345678** & press **OK**
- 4 Enter the **6-digit security code** displayed on your token

Token Response 

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By clicking **Submit**, you are deemed to have read and agreed to the Terms and Conditions of the respective product(s) and / or service(s).

Set as default authentication method.

[Cancel](#)

[Submit](#)



Authorisers may proceed to approve the payments using either Infinity Secure or a physical token by following their respective on-screen instructions.