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» Services Registration

What can I find on this page?

On this page, you can register the Services to be paid. This will be made once, after you have registered it, it will be saved and will be displayed in the payment of Services screen as *Registered Services*.

There is also a *Carousel of services*, with the logos or icons of the principal services, which change automatically every ten seconds. At each end of the carousel, there is an arrow to go through all the services so you can choose one of them just with a click. If you place the cursor on the carousel this will stop automatically.

By clicking on the logo or icon of some service, the corresponding information will be displayed (commercial name, trade name and number of establishment), downloaded in the *Service* section on the same screen.

How can I obtain the information I am interested in?

To register some service:

- Search in the filter *Enter the commercial name or trade name*, enter the commercial name, trade name or establishment number, the system will find the coincidences and will display those that coincide with the common name and then the ones that coincide with the trade name under the text field.
- By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:
 - Commercial name
 - Trade name
 - Number of establishment
 - Select Link→, by clicking on this link the corresponding information to the service will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Service* on the same screen.
- Once you choose a record, the chart of the search results will disappear and the fields to register a service will be displayed.

» Services registration - Advanced search

In case you do not remember the commercial name or the trade name, you can use the option *Advanced search*. By clicking the corresponding button, a new content will be displayed on the same screen, which will be divided into two sections. You can make this search by Capture line or by Category. This search is contracted; when unfolded, the following fields are displayed:

- By Capture line: The field Line B is enabled for you to enter the capture line.
- By category: The selection lists *Line of business, State and Commercial name and Trade name* are enabled.

By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:

- Commercial name
- Trade name
- Number of establishment

- *Select Link*→, by clicking on this link the corresponding information to the service will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Service* on the same screen.

Once you choose a record, the chart of the search results will disappear and the fields to register a service will be displayed.

» Services registration - Entry

The section *Services registration* will be displayed by clicking on a logo from the carousel, or by selecting a service, from the results of the search. The elements to register a service are the following:

1. Maximum amount MXN

In this field, you have to register the maximum quantity or amount to make the payment of the service.

2. Period of the maximum amount

Selection list with the following options:

- Daily
- Weekly
- Biweekly
- Monthly
- Bimonthly
- Quarterly
- Semiannual
- Annual

3. Alias (optional)

In this field, you have to enter the name or alias that identifies the Payment of the service in your Frequent operations.

By clicking "Accept", a window will open in which you will be asked to enter your Challenge to apply the operation.

» Services registration - Application

What can I find on this page?

On this page, you can see the details of the application of the service registration.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Services

- Commercial name, trade name and establishment number.
- Maximum amount: Displays the applied amount.
- Period of the amount: Displays the applied amount in the Period
- Alias: Displays the alias or name you use to save the service.

By clicking "Continue", the screen to make the payment of the service previously registered, will be displayed.

» Payment of Services

What can I find on this page?

On this page, you can make payments of services previously registered. If you want to register another payment of service, click [here](#).

How can I obtain the information I am interested in?

To make the payment of a service:

1. Accounts

In the filter *Account type*, choose one of the following options: Checks, Cuenta Maestra and Cards.

The selection list Withdrawals account with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

2. Services

- In the filter Registered services, select the service to be paid; here you will be able to see the commercial name, trade name and number of establishment of the service.

If a payment was registered through express registration, the selection list Registered Services will be disabled and only the name of the service will be displayed.

- Link to register a service→, by clicking on this link the *Express Services Registration* will be displayed.

3. Payment information

- Capture line: Here you have to enter the capture line of the service payment.
- Amount MXN: Here you have to enter the quantity or amount to be paid.

4. Additional options

- Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
- Schedule for a future date: This option is displayed if the service was registered as a Registration express; it is mandatory to enter the date and the hour.

- Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
- Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Remote authorization form: By selecting this option, the following information will be displayed:
 - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
 - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

By clicking "Continue", the Confirmation screen will be displayed.

» Payment of services - Concentration account

What can I find on this page?

On this page, you can make payments of services previously registered.

How can I obtain the information I am interested in?

To make the payment of a service:

1. Accounts

In the filter *Account type*, choose one of the following options: Checks, Cuenta Maestra and Cards.

The selection list Withdrawals account with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

2. Service

In the filter Registered services, select the service to be paid; here you will be able to see the commercial name, trade name and number of establishment of the service.

If a payment was registered through express registration, the selection list Registered Services will be disabled and only the name of the service will be displayed.

- Register a service: By clicking on this link, the express Services Registration will be displayed.

3. Payment information

- Numeric reference: Here you have to enter the Numeric reference of the payment.
- Alphanumeric reference: Here you have to enter some reference or description of the payment.
- Amount MXN: Here you have to enter the quantity or amount to be paid.

4. Additional options

- Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:

- Schedule for a future date: This option is displayed if the service was registered as a Registration express; it is mandatory to enter the date and the hour.
- Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
- Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Remote authorization form: By selecting this option, the following information will be displayed:
 - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
 - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- By clicking "Continue", the Confirmation screen will be displayed.
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» Payment of Services - Confirmation

What can I find on this page?

On this page, you can see the confirmation of the service payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account:

- Account: Number, name or alias of the account and balance.

2. Service

- Service Commercial name, trade name.
- Number of establishment

3. Payment information

- Reference
- Authorization number
- Amount
- Amount of surcharge
- Amount of discount
- Total amount of the payment
- Amount commission payer
- Amount IVA commission payer
- Currency:
- RFC

- IVA
- Programmed date
- Programmed schedule:

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", a window will be displayed asking you to enter your Challenge to apply your operation.

» Payment of services - Application

What can I find on this page?

On this page, you can see the details of the application of the service payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account:

- Account: Number, name or alias of the account and balance.

2. Service

- Service Commercial name, trade name.
- Number of establishment

• Payment Information Reference

- Authorization number
- Amount
- Amount of surcharge
- Amount of discount
- Total amount of the payment
- Amount commission payer
- Amount IVA commission payer
- Currency:
- RFC
- IVA
- Entered by:
- User 1
- User 2
- Programmed date
- Programmed schedule: