

Index

» Other accounts Screen-Account registration	2
Accounts registration – Checking	6
Account registration– Master Account	7
Modal Account registration – Debit card	8
Account registration – Interbank CLABE	9
Account registration – Credit Card (Banamex)	10
Account registration – Credit Card (interbank)	11
Modal Account registration – Department Store Card	13
Accounts registration – National payment order	14
Account registration – International Transfer (SWIFT)	15
Account registration – International Transfer (Citi)	17
Account registration – International Transfer (IBAN)	18
Account registration – Services	20
Service registration – Advanced Search	21
Service registration – Data entry	21
» Other accounts screen - Accounts registration -Confirmation	22
» Other accounts screen - Account registration - Application	22

» Other accounts Screen-Account registration

What can I find on this page?

On this page, you can register one or several Banamex or interbank third-party accounts, payees to national payment orders and international transfers; Banamex, other Banks, or department stores, third parties' credit cards; as well as payment services establishments.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Account registration

- By clicking "Filter", a window will be displayed where you can select one of the following options to filter the information:
 - By key word: Here you can enter a key word to filter.
 - By account type: Here you can choose one of the following options:
 - Checking account
 - Maestra account
 - Debit card
 - Interbank CLABE
 - Credit card
 - Department store card
 - National payment order
 - International transference
 - Services
 - Cash payment order
 - By amount: Here you can choose one of the following options:
 - Specific: When you select this option the text field Of will be enabled.
 - By range: When you select this option, the fields From and Up to will be enabled.
 - By clicking "Cancel", the window will be closed.
 - By clicking "Filter", the search results will be displayed according to the selected criteria. The criteria entered to filter could be the selection of one or more sections of this window.

In this section you can also see the registered accounts with the information displayed in the following way:

- Selection column: Choose the accounts you want to remove.
- Arrow or "Details" button : It displays the information corresponding to the account type you registered; the information for each account type will be displayed:
 - Checking account
 - Bank
 - Branch
 - Currency

- Alias
- E-mail
- Cell phone number
- Telephone number
- Maestra account
 - Bank
 - Currency
 - Alias
 - E-mail
 - Cell phone number
 - Telephone number
- Interbank Debit card
 - Bank
 - Currency
 - Alias
 - Type of person
 - Payee name/ Company name
 - RFC or CURP
 - E-mail
 - Cell phone number
 - Telephone
- Debit Card
 - Bank
 - Currency
 - Alias
 - RFC o CURP
 - E-mail
 - Cell phone number
 - Telephone
- Department store card
 - Issuer
 - Currency
 - Alias
 - RFC or CURP
 - E-mail
 - Cell phone number
 - Telephone number

- National payment order
 - Type of person
 - Economic Sector
 - Alias
 - RFC or CURP
 - E-mail
 - Cell phone number
 - Telephone
- International Transfer (SWIFT/ABA)
 - Type of payment
 - Bank
 - Country
 - State
 - City
 - SWIFT/ABA
 - Currency
 - Alias
 - Type of person
 - Payee name
 - Economic Sector
 - RFC or CURP
 - E-mail
 - Cell phone number
 - Telephone
- International Transfer (Citi NY DDA)
 - Type of payment
 - Currency
 - Alias
 - Type of person
 - Payee name
 - Economic sector
 - RFC or CURP
 - E-mail
 - Cell phone number
 - Telephone
- International Transfer (IBAN)
 - Type of payment

- Bank
- Country
- State
- City
- SWIFT
- Currency
- Alias
- Type of person
- Payee name
- Economic sector
- RFC or CURP
- E-mail
- Cell phone number
- Telephone
- Services
 - Company name
 - Establishment number
 - Alias
- Account type: It displays the account type:
 - Checks
 - Maestra account
 - Debit card
 - Interbank CLABE
 - Credit card
 - Department store card
 - National payment order
 - International Transfer
 - Services
- Maximum amount
- Period
- *Modify*: By clicking on this link, a window with the predownloaded information from the selected register, will be displayed; by clicking "Cancel" or "Save", you can close the window or save the register modification respectively.

In case there is an active filter, you can click "remove filter", the total payments downloaded at the beginning will be displayed.

To add an account, click "Add an account", a window will be displayed where you must enter the requested information depending on the account type you want to add.

Accounts registration - Checking

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

Choose from the selection list the following option:

- Checking account

2. Branch

Register the branch number.

3. Account

Register the account number.

4. Account alias

Register the account alias.

5. Maximum amount

Enter the amount in MXN.

6. Maximum amount period

Select the validity period of the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

7. E-mail (optional)

Register an e-mail.

8. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After you have entered all the information on this capture page,, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information entered will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Account registration- Master Account

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

Select the option from the list:

- Maestra account

2. Account

Register the account number.

3. Account alias

Register the account alias.

4. Maximum amount

Register the amount in MXN.

5. Maximum amount period

Select the period the maximum amount validity period:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

6. E-mail (optional)

Register an e-mail.

7. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information on the data-entering window, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the registered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Modal Account registration - Debit card

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

From the selection list choose the following option:

- Debit card

2. Bank

Choose a bank from the selection list.

3. Account

Register the account number.

4. Account alias

Register the account alias.

5. Maximum amount

Register the amount or quantity MXN.

6. Maximum Amount Period

Select the validity period of the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

7. Type of person

- Select the type of person:
 - Individual person
 - Legal entity
- If you choose "Individual person" , you must enter the following fields:
 - Name
 - Last name
 - Maiden name
- If you select "Legal entity" you must enter the following field:
 - Company name

8. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

9. E-mail (optional)

Register an e-mail.

10. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

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

Account registration - Interbank CLABE

On this page, you must enter the requester information, which is displayed as follows:

1. Account type

Choose the following option from the list:

- CLABE

2. Bank

Choose a bank from the list:

3. Interbank CLABE

Register the interbank CLABE number.

4. Account alias

Register the account alias.

5. Maximum amount

Register the amount in MXN.

6. Maximum Amount Period

Select the validity period of the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly

- Three-monthly
- Six-monthly
- Annual

7. Type of person

- Select the type of person:
 - Individual person
 - Legal entity
- If you choose "Individual person", you must enter the following fields:
 - Name
 - Last name
 - Maiden name
- If you select "Legal entity" you must enter the following field:
 - Company name

8. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

9. E-mail (optional)

Register an e-mail.

10. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Account registration - Credit Card (Banamex)

On this page, you must enter the requested information, which will be displayed as follows:

1. Account type

From the list, choose the following option:

- Credit Card

2. Bank

From the list, choose the following option:

- Banamex

3. Card number

Register the card number.

4. Account alias

Register the account alias.

5. Maximum amount

Register the amount in MXN.

6. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

7. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

8. E-mail (optional)

Register an e-mail.

9. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Account registration - Credit Card (interbank)

On this page, you must register the requested information, which is displayed as follows:

1.Account type

From the list, choose the following option:

- Credit Card

2.Bank

Choose a bank from the list

3.Card number

Register the card number.

4.Account alias

Register the account alias.

5.Maximum amount

Register the amount MXN.

6.Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

7.Payee RFC or CURP (optional)

Register the payee RFC or CURP.

8.E-mail (optional)

Register an e-mail.

9.Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Modal Account registration - Department Store Card

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

From the list, choose the following option:

- Department store card

2. Issuer

From the list, choose an issuer or instructions:

3. Card number

Register the card number.

4. Account alias

Register the account alias.

5. Maximum amount

Register the amount MXN.

6. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

7. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

8. E-mail (optional)

Register an e-mail.

9. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Accounts registration - National payment order

On this page, you must register the requested information, which is displayed as follows:

1. Account type

Choose the following option from the list:

- National payment order

2. Economic Sector

Choose an economic sector from the list.

3. Account alias

Register the account alias.

4. Maximum amount

Register the amount MXN.

5. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

6. Type of person

- Select the type of person:
 - Individual person
 - Legal entity
- If you choose "Individual person", you must enter the following fields:
 - Name
 - Last name
 - Maiden name
- If you select "Legal entity" you must enter the following field:
 - Company name

7. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

8. E-mail (optional)

Register an e-mail.

9. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Account registration - International Transfer (SWIFT)

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

Choose the following option from the list:

- International transference

2. Type of payment

Choose the following option from the list:

- SWIFT/ABA

3. Economic sector

Choose an economic sector from the list.

4. Bank

Choose a bank from the list.

5. Country

Choose a country from the list.

6. State

Choose a state from the list.

7. City

Choose a city from the list.

8. SWIFT/ABA

Register the SWIFT or ABA key

9. Account number

Register the account number.

10. Currency

Choose the type of currency.

11. Account alias

Register the account alias.

12. Maximum amount

Register the amount MXN.

13. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

14. Type of person

- Select the type of person:
 - Individual person
 - Legal entity
- If you choose "Individual person", you must enter the following fields:
 - Name
 - Last name
 - Maiden name
- If you select "Legal entity" you must enter the following field:
 - Company name

15. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

16. E-mail (optional)

Register an e-mail.

17. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Account registration - International Transfer (Citi)

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

Choose the following option from the list:

- International transference

2. Type of payment

Choose the following option from the list:

- Citi NYDDA

3. Economic sector

Choose an economic sector from the list.

4. Account number

Register the account number.

5. Currency

Select the type of currency.

6. Account alias

Register the account alias.

7. Maximum amount

Register the amount in MXN.

8. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly

- Three-monthly
- Six-monthly
- Annual

9. Type of person

- Select the type of person:
 - Individual person
 - Legal entity
- If you choose "Individual person", you must enter the following fields:
 - Name
 - Last name
 - Maiden name
- If you select "Legal entity" you must enter the following field:
 - Company name

10. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

11. E-mail (optional)

Register an e-mail.

12. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Account registration - International Transfer (IBAN)

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

From the list choose the option:

- International Transfer

2. Type of payment

Choose the following option from the list:

- IBAN

3. Economic sector

Choose an economic sector from the list.

4. Bank

Choose a bank from the list.

5. Country

Choose a country from the list.

6. State

Choose a state from the list.

7. City

Choose a city from the list.

8. SWIFT

Register the SWIFT or ABA key.

9. IBAN

Register the IBAN key.

10. Account number

Register the account number.

11. Currency

Select the type of currency.

12. Account alias

Register the account alias.

13. Maximum amount

Register the amount MXN.

14. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly
- Six-monthly
- Annual

15. Type of person

- Select the type of person:
 - Individual person
 - Legal entity
- If you choose "Individual person", you must enter the following fields:
 - Name
 - Last name
 - Maiden name
- If you select "Legal entity" you must enter the following field:
 - Company name

16. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

17. E-mail (optional)

Register an e-mail.

18. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information on the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Account registration - Services

On this page, you must enter the requested information, which is displayed in the following format:

1. Account type

Choose the following option from the list:

- Services

On the field *Enter the commercial name or company name*, register the commercial name, company name or establishment number. The system will first display the name matches, then the company name matches. This information will be displayed below the text field.

By clicking "Search", the specific search will be carried out. The results will be displayed in a table with the following elements:

- Commercial name
- Company name
- Establishment number

- Link *Select* → By clicking on this link, the information corresponding to the service (commercial name, company name and establishment number), downloaded already on the *Service* field on the same screen.

Once a register is selected, the search results table will disappear and the fields to register a Service will be displayed.

Service registration - Advanced Search

In case you do not remember the commercial name or company name, you can use the option *Advanced Search*. By clicking corresponding icon, a screen divided into two sections will be displayed, in other words, you can carry out this search by capture line or by category. These options will be displayed contracted, when are expanded the following fields will be displayed:

By capture line → The field *Line B* will be enabled to register the capture line.

By category: → The lists *Sector or line of business*, *State* and *Commercial name and Company name* will be enabled.

By clicking "Search", a specific search will be carried out, which will be displayed in a table with the following elements:

- Commercial name
- Company name
- Establishment number
- Link *Select* → By clicking on this link, the information corresponding to the service will be displayed (commercial name, company name and establishment number), downloaded already on the *Service* field on the same page.

Once a register is selected, the search results chart will disappear and the fields to register a service will be displayed

Service registration - Data entry

The section Service Registration will be displayed by clicking the logo carousel or when you select a service from the search results. The elements that will be displayed to register a Service will be the following:

1. Maximum Amount MXN

Register the maximum amount for making the payment for the Service.

2. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three-monthly

- Six-monthly
- Annual

3. Alias (optional)

Register the name or alias to identify the *Service Payment* in your *Payments by direct billing*.

After registering all the information on this data entering screen, click on t

After registering all this information on the data-entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

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

» Other accounts screen - Accounts registration -Confirmation

What can I find on this page?

On this page, you can see the confirmation of the account registration detail.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Account information

The information will be displayed as follows:

- Account type: It displays a list with the types of account that are being registered:
 - Transactional Account
 - Maestra account
 - Debit card
 - Interbank CLABE
 - Credit Card
 - Department store card
 - National payment order
 - International Transfer
 - Services
- Number of registrations: It displays the number of registrations by account type.

By clicking "Back", the previous data-entering screen will be displayed.

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

» Other accounts screen - Account registration - Application

What can I find on this page?

On this page, you can see the account registration's details and authorization number.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Authorizers

It displays what users authorized the account registration.

2. Accounts information

This section contains the following elements:

- Account type: It displays the types of account that are being registered:
 - Checking account
 - Maestra account
 - Debit card
 - Interbank CLABE
 - Credit Card
 - Department store card
 - National payment order
 - International Transfer
 - Services
- Number of registrations: It displays the number of registrations by account type.

3. Registered accounts

This section is a summary of the registered accounts and it is displayed the following way::

- Number: It displays the register consecutive number.
 - Account type:
 - Checks
 - Maestra account
 - Debit card
 - Interbank CLABE
 - Credit Card
 - Department store card
 - National payment order
 - International Transfer
 - Services

- Account:: It displays the account number, contract number, card number, CLABE, commercial name of the service and corresponding payee to each account type.
- Maximum amount: It displays the maximum amount set to operate and account.
- Status: It displays the account registration status.

Note: If the registration of an account has been rejected, all the account information will be displayed in red and an error message along with the error number will be displayed below.