

# UBS e-banking

## Increased efficiency thanks to online payment templates

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You can now create, save, and manage payment templates in UBS e-banking directly online. This saves you time and effort as you do not have to enter all the recipient's details for every recurring payment.

### Suitability

Payment templates are most useful for frequently recurring payments of a fixed or variable amount to the same recipient. A standing order is the best choice for recurring payments with the same recipient, execution date, and amount.

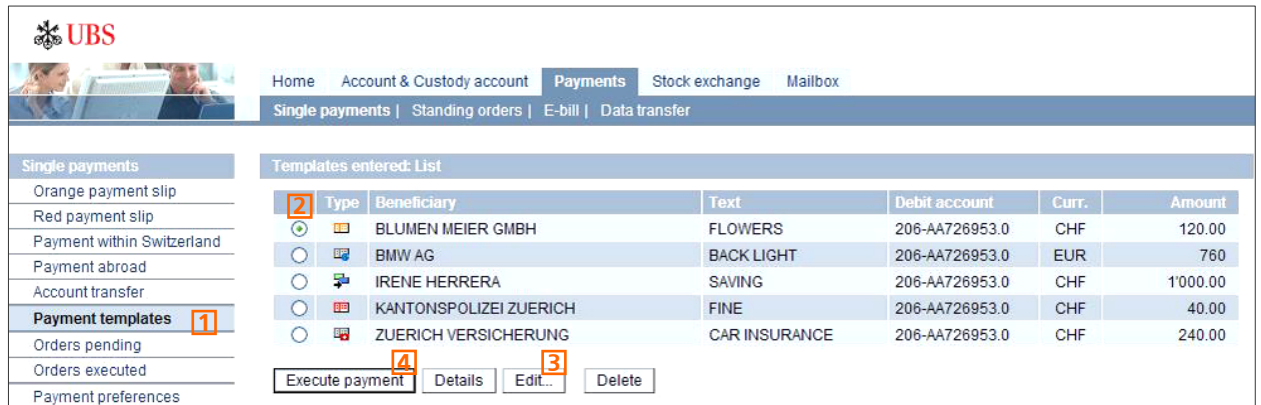
### Use

Creating a payment template is very simple. Just use a payment order you have already executed, and **"Save as template"** in UBS e-banking. The next time you need to make a payment to the same recipient, you can use this template as the payment order. Also, you can access your templates at any time, for example to update or delete data.



Save as template

### Using templates as payment orders



Type	Beneficiary	Text	Debit account	Curr.	Amount
	BLUMEN MEIER GMBH	FLOWERS	206-AA726953.0	CHF	120.00
	BMW AG	BACK LIGHT	206-AA726953.0	EUR	760
	IRENE HERRERA	SAVING	206-AA726953.0	CHF	1'000.00
	KANTONSPOLIZEI ZUERICH	FINE	206-AA726953.0	CHF	40.00
	ZUERICH VERSICHERUNG	CAR INSURANCE	206-AA726953.0	CHF	240.00

- 1 In the **"Single payments"** menu, select **"Payment templates"**.
- 2 Open a payment template you have already created for the desired payment recipient.
- 3 Click on **"Edit..."** to make any changes (reference number, amount).
- 4 Click on **"Execute payment"** and follow the instructions up to the transmission.

### Payment types

- Orange payment slip<sup>1</sup>
- Payment abroad
- Account transfer
- Red payment slip
- Payment within Switzerland

<sup>1</sup> **Important:**  
Please note that with the orange payment slip, the reference numbers for single payments often vary.

### Contact

Our **UBS e-banking Support** advisors are available round the clock to answer any questions you may have.

Phone (within Switzerland): **0848 848 064**  
 Phone (international): +41-848 848 064

For further information, please consult our homepage at [www.ubs.com/e-banking](http://www.ubs.com/e-banking)