



# Heritage Bank

1. Go to Payment tab and add NCE as a new merchant

The screenshot shows the 'Payments' tab with a 'Merchant Payment' section. A red circle highlights the '+ Add new Merchant' link. Below it is a table of existing merchants with columns for Name, Pay By Text, and actions (Pay, Update, Delete).

2. Select Nationwide cash express from the Merchant list

The screenshot shows the 'Create Merchant' form. The 'Merchant Name' dropdown menu is open, and 'Alliance IP(Belize) Ltd' is selected. The form has 'Next' and 'Cancel' buttons at the bottom.

3. Choose Nationwide Cash Express from drop down list

The screenshot shows the 'Create Merchant' form with the 'Merchant Name' dropdown menu open. 'Nationwide Cash Express' is highlighted in blue in the list of options.

4. Enter NCE as the nickname  
5. Enter NCE bank account number (1887)  
6. Enter your name or the name on the invoice for the customer, click submit.

The screenshot shows the 'Merchant Details' form. The 'Merchant Account Details' section is filled with: Nickname: NCE, Merchant Name: Nationwide Cash Express, Billing Account Number: 1887. The 'Additional Information' section has Customer Name: Misael Canul. The 'Pay By Text Settings' section has 'Enable payment by text' checked and 'Accounts' selected.

7. Confirm that you want to create the merchant.

The screenshot shows the 'Merchant Details' form with a 'Confirm' button highlighted in red. The form is titled 'Merchant Details' and includes sections for 'Merchant Account Details', 'Additional Information', and 'Pay By Text Settings'.

8. Your merchant now appears on your pay list, click pay

The screenshot shows the 'Recipients' list. A new entry 'NCE (Nationwide Cash Express)' has been added to the list. The entry shows 'Merchant Name', 'Pay By Text', and 'Disabled' status. A red arrow points to the 'Pay' button for this entry.

9. Choose the account you will make payment from, and enter the amount you will pay and then click on the tab pay

Transfers Payments Alerts Services Settings Sign Out

Make a Payment

1. Select an account that payment will be made from  
2. Input the amount to be paid  
3. Click the Pay button

Merchant Name	Nationwide Cash Express
Nickname	NCE
Customer Name on the invoice	Misael Canul
Billing Account Number	1987
Pay from Account	From Account: [dropdown]
Payment Amount	[25]

Pay Cancel

10. It will ask you to confirm the payment and account, then click on the tab pay.

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Make a Payment

Are you sure you want to proceed with the following payment?

Merchant Name	Nationwide Cash Express
Nickname	NCE
Customer Name on the invoice	Misael Canul
Billing Account Number	1987
Pay from Account	[redacted]
Payment Amount	1.00 BZE

Pay Cancel

11. End:  
Customer can take a picture of the receipt and send to 626-4093 WhatsApp/  
email: nce@icbinsurance.com