

## How to add ICICI Bank and Register for Direct salary Payment?

#### Step 1: -

Add the Bank details:

To add the Bank details: - Go to **Payroll settings** >> **Banks** >> Enter the Bank name, Account No, Branch, IFSC and MICR click on Add Bank.

Payroll Settings						
Company Profile	Banks					
Configure Rules						
Create Masters	Name *		Branch *			
Locations						
Banks	Account No *		IFSC			
Leaves						
Holidays	MICR					
PF Rules						
Salary Components	Add Bank					
My Subscription						
Account Balance	Banks List					
	BANK	BRANCH	ACCOUNT NO	BANK IFSC	ACTIVE	
	ICICI Bank LTD	Bangalore	123456789101234	ICICI1215421	Yes	View/Edit

# Step 2: -

To Register for Direct salary Payment: -

From **Dashboard** >> Select **Salary Payment** >> Click on **Register Here** >> Select the A/C Number and Enter the Corporate Id and User Id and tick on **Accept the Terms of Service** and click on **Submit to Bank**.

paybooks	Payroll Specialist Te	eam (s) (e
shboard	Please register and enable your ICICI bank (	Payments powered by 🌈
ployees	Registration information	
n payroll	ICICI Bank Current Account Number:	Once you click on "Submit to bank" please oligin to your ICICI bank Corporate Net Banking portal
nsactions	Paybooks domain: TEAM	On the Home page, click on PENDING ON ME which is on the top right of the home page. Click on Connected Banking Approval
orts		sub menu Click on "Approve" button under the tab
ities	Corporate Id :	Paybooks after you go through the terms in the Disclaimer section to complete the one time registration for direct salary payment
ary payment	User Id :	]
		accept the terms of service
		Cancel Submit to bank

#### Note:-

**Corporate Id: - Corporate Id which is used for login to ICICI Corporate Internet Banking Portal** 

#### User Id: - User Id which is used for login to ICICI Corporate Internet Banking Portal.

### Step 3: -

- > After click on the "Submit to Bank", login to ICICI Bank Corporate Banking Portal.
- On the Homepage, click on **Pending on Me** which is on the top right corner of the Home Page.
- > Click on the Connected Banking Approval Sub Menu.
- Click on Approve button under the tab Paybooks after you go through the terms in the Disclaimer section to complete the one-time registration for the Direct Salary Payment.

#### Step 4: -

After successful registration, registration status of direct salary payment of ICICI current account will reflect as **Active**.

paybooks							s 📀		
dashboard		Salary Payment					Payments powered by		
employees		Registration status for direct payment of ICICI current account 123456/8910							
run payroll	Pending (2) Direct payment (1) Manual payment								
transactions	Salary	Salary Transfer can be done once the payroll is processed. <u>View FAQs</u> ICICI Bank support details							
reports	Location	Payroll month	No of employees	Payment type	Net amount(₹)	Status	Action		
utilities									
salary payment									
	_								

And after activation of Direct salary Payment do the test payment to check whether the Direct salary payment is working fine

- Click on the Test Payment option
- Select the employees and click on the Initiate Test Payment

Test Payment								
All	Employee co	ode Employee name	Account #	IFSC code	Test amount	Last payment status	Last payment confirmation message	
	69166664	Kilabi/Bitabiek	1264000024754	HDFC0001264	1.00			
	648888	HeideekZultaic	868338888332352	hdfc0004035	1.00			
	600992	BOROHSENI	000200522250	icic0000002	1.00			
	XQ(1090(4	Rxaati(BijM	3034640444259	HDFC0000501	1.00			
	3010905	SIEEKIDJER	50100247089494	HDFC0001508	1.00			
Total Employees: 5 Selected Employee: 0 Test Amount: 0 Initiate Test Pa						Initiate Test Payment		
							_	

Once Direct Salary Payment is initiated, please log in to ICICI Bank, net-banking portal (Hyperlink)

Note: The salary will be credited to employees based on RBI guidelines.

Once the payment is successful, **Last payment** Status and **Last payment** confirmation message will be updated in application

Note: - **Pay Salary from** menu should be selected as **ICICI Bank** in the employee master under Official Tab.