

# How to Move Money – Paying a Company

## Audio transcript

This video shows you how to make a payment to a company for the first time.

Once you've logged on, you'll be taken to your accounts.

From here, select '**Pay and transfer**' from the quick links.

Select your account that you wish to send money from using the drop-down list.

On the 'New payments and transfers' page, select '**Using our company look-up**'.

In the 'To' field, you can search our list of trusted companies by entering either the name or account details of the company you would like to send money to.

Once you've found the right one, click to select it.

Then enter the amount, a reference and the date money is to be sent. You now need to generate a transaction security code using your Secure Key.

Follow the steps on screen which will depend on the type of Secure Key you have, enter the code and select '**Continue**'.

On the 'Review' page, check all the information you've entered is correct, then select '**Confirm**'. A confirmation message will then appear. The payee will be automatically saved for future payments.

## Accessibility

If you need any of this information in a different format, please let us know. **This includes large print, braille, or audio.** You can speak to us using the live chat on our website, visiting one of our branches, or by giving us a call.

There are also lots of other options available to help you communicate with us. Some of these are provided by third parties who are responsible for the service. These include a Text Relay Service and a British Sign Language (BSL) Video Relay Service, to find out more please get in touch. You can also visit: [hsbc.co.uk/accessibility](https://www.hsbc.co.uk/accessibility) or: [hsbc.co.uk/contact](https://www.hsbc.co.uk/contact).

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